



Home Office

BIOMETRICS AND SURVEILLANCE CAMERA COMMISSIONER

Recruitment Information Pack

July 2020



INVESTORS
IN PEOPLE

Bronze

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Background

Biometrics Commissioner

The Protection of Freedoms Act 2012 (PoFA) introduced the regime for the destruction, retention and use by the police of biometric material (DNA samples, DNA profiles and fingerprints), including that held for national security purposes.

The regime amended the Police and Criminal Evidence Act 1984 so that only those convicted of a criminal offence have their DNA and fingerprints retained indefinitely. PoFA additionally makes provision for a National Security Determination (NSD) to be made, allowing the extended retention of biometric material where it is necessary for national security purposes. This regime also distinguishes between the retention of biometric materials taken from adults and those under 18 years of age.

The Commissioner for the Retention and Use of Biometric Material (the 'Biometrics Commissioner') is responsible for providing independent oversight and scrutiny of the regime established by PoFA, and governs the retention and use by the police in England and Wales of DNA samples, DNA profiles and fingerprints. In addition to other casework responsibilities in relation to DNA and fingerprints, the Commissioner also has a UK-wide oversight function as regards their retention and use by the police on national security grounds.

Surveillance Camera Commissioner

POFA also introduced the requirement for a code of practice, on the use of surveillance camera systems, to be produced by the Home Secretary. The Act also created the office of the Surveillance Camera Commissioner, who is responsible for encouraging compliance with the code.

The Commissioner is responsible for ensuring police and local authorities are aware of their duty to have regard to the code and to consider how best to encourage voluntary adoption of the code by other operators of surveillance camera systems.

Combined role

The Home Secretary has decided to appoint a single person to both roles to simplify the oversight regime as part of its commitment to empower the police to use new technologies like biometrics within a strict legal framework.

Role Description

Job Title: Biometrics and Surveillance Camera Commissioner

Commitment: Full time

Remuneration: £125,000

Appointment: Two years

Location: Flexible

Reporting to: Home Secretary

Purpose:

We are seeking a highly skilled candidate who will hold both the position of Biometrics Commissioner and Surveillance Camera Commissioner. Their key statutory responsibilities and other duties are set out below.

The role of the Biometrics Commissioner was established by section 20 of Protection of Freedoms Act 2012 (POFA) and is responsible for:

- keeping under review the retention and use by the police of DNA samples, DNA profiles and fingerprints;
- deciding applications by the police to retain DNA profiles and fingerprints (*under section 63G of the Police and Criminal Evidence Act 1984*);
- reviewing national security determinations which are made or renewed by the police in connection with the retention of DNA profiles and fingerprints;
- inspecting police forces for compliance with the POFA retention regime;
- sitting on the Forensic Information Databases Service Strategy Board which provides governance and oversight of the National DNA database and national fingerprint database; and
- providing annual reports to the Home Secretary about the carrying out of the function.

The role of the Surveillance Camera Commissioner was established by section 34 of POFA, and is responsible for:

- encouraging compliance with the Surveillance Camera Code of Practice;
- reviewing how the code is working;
- providing advice to ministers on whether the code needs to be amended;
- providing advice and information to the public and system operators about the effective, appropriate, proportionate and transparent use of surveillance camera systems;

- chairing the Automatic Number Plate Recognition (ANPR) Independent Advisory Group who scrutinise the deployment and operation of automatic number plate recognition as a surveillance tool.
- providing annual reports to the Home Secretary about the carrying out of the function.

Person Specification

It is essential in your supporting statement that you provide evidence and proven examples against each of the selection criteria in **Part One only** of the person specification, in so far as you are able. These responses will be further developed and explored with those candidates invited for interview, together with the criteria listed in **Part Two**.

Part One – Essential skills and experience

- Proven experience of exercising sound judgment when balancing complex information and competing interests, accompanied by an understanding that such judgments can be open to scrutiny and challenge.
- Proven track record of demonstrating effective communication in a variety of forms to diverse and challenging audiences such as politicians and the media.
- Evidence of leading and delivering high quality services in public or customer focused environments, including analytical casework, and of driving results at a senior level and in a multi-stakeholder environment through influence and persuasion.
- Evidence of building productive working relationships with a wide variety of senior stakeholders, including demonstrating an ability to protect public interest by guaranteeing professional and technical competence.
- Evidence of demonstrating a clear understanding of, and firm commitment to, the promotion of diversity and equality of opportunity.

Desirable

- Experience of working at a senior level in a legal, law enforcement, regulatory or criminology environment.
- Experience of working at a senior level in academia (for example, in the study of criminal justice, ethics, human rights law or criminology).

Part Two – Personal Abilities and Behaviours

- Enthusiasm and demonstrable interest in the role that biometrics and surveillance can play in protecting the public and a sensitivity to the civil liberties issues which may arise.
- An ability to command respect and demonstrate both the independence and authority to establish credibility with Ministers and key stakeholders.

- High standards of corporate and personal conduct, including a sound understanding of and strong commitment to equal opportunities, public service values and principles of public life, enabling you to act impartially and uphold the role of Commissioner.

Due Diligence: Please note that as part of the recruitment process, due diligence, including social media checks will be undertaken on the appointable candidates.

*We value and promote diversity and are committed to equality of opportunity for all.
Appointment will be made on merit following an open, fair and transparent competition.*

Response Instructions

The closing date for applications is 23:00, 10 August 2020.

Please submit the following 4 documents, clearly labelled, by email to:

publicappointments@homeoffice.gov.uk

1. A **comprehensive CV** (maximum two sides A4, minimum 11 font) setting out your career history and including details of any professional qualifications.
2. A **short supporting statement** (maximum two sides A4, minimum 11 font) giving evidence of the strength and depth of your ability to meet the essential criteria for the role. Please provide specific examples to demonstrate how you meet each of the experience, qualities and skill areas identified in the person specification.
3. Please complete and return via email the forms at **Annex B**, relating to referees, conflicts of interest and nationality.
4. In addition, please complete the **Diversity Form at Annex C**. Please click on the link to the [Public Appointments website](#) for further information on recording whether or not you have a disability.

Please include the heading (Biometrics and Surveillance Camera Commissioner) in the subject box.

Please submit your application documents as 4 separate attachments.

Please note the following:

- **We cannot accept applications submitted after the closing date.**
- **Applications will be assessed on the documentation provided. Please refer to the advert and checklist to ensure you have provided the necessary documentation**
We will assess it based solely on documentation provided.
- **Applications will be acknowledged upon receipt.**
- **Feedback will only be given to unsuccessful candidates following interview.**

Further Information:

If you have any queries about this role, please contact Alex MacDonald by emailing Alex.MacDonald@homeoffice.gov.uk

If you have any queries about the recruitment process for this role, please contact the Public Appointments Team by emailing publicappointments@homeoffice.gov.uk

Indicative Timetable

Please note that these dates are only indicative at this stage and could be subject to change.

Advert Closing Date	23:00, Monday 10 August 2020
Short List Meeting	Expected w/c 17 August
Final Panel Interviews	Expected w/c 21 September
Meeting with Home Secretary (if required)	Expected post interview

Selection Process

This role is being competed in accordance with the Government's Governance Code on Public Appointments¹, which sets out the regulatory framework for public appointments processes. The Code is based on three core principles – merit, openness and fairness.

The panel for the Chair recruitment will be chaired by Christophe Prince (Director, Data and Identity Directorate, Home Office) and consist of James Snook (DCMS Director as a specialist member), Jennifer Morrish (Legal Director, Government Legal Department) as an Independent Panel Member, and Manjeet Gill (Non-Executive Director, Independent Office for Police Conduct) as an Independent Panel Member.

The panel will ensure the appointments are made in accordance with the Governance Code. The Home Office Public Appointments Team will acknowledge your application on behalf of the Home Office and keep you updated on the progress of the competition.

At the short-listing meeting the selection panel will assess each application against the essential criteria and decide who to invite for interview. Interviews are expected to take place at Home Office HQ, central London (dependent on the COVID-19 restrictions in place), and to last for between 45 and 60 minutes. Further details about the format will be provided to you in advance.

The final decision to appoint to this role rests with the Home Secretary. Appointable candidates may be invited to meet with Ministers before a final decision is made. As a result, there may be a delay in informing candidates of the outcome of the competition.

We encourage a diverse workforce and welcome applications from all suitably qualified people. This appointment is regulated by the Office of the Commissioner for Public Appointments.

Please note: Expenses incurred by candidates during the recruitment process will not be reimbursed except in exceptional circumstances and only when agreed in advance with the Home Office Public Appointments Team.

¹https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/578498/governance_code_on_public_appointments_16_12_2016.pdf

Terms of Appointment

Nature of Appointment: You are not an employee of the Home Office or the Panel. Accordingly, nothing in this document shall be construed as, or taken to create, a contract of employment between you and the Department or Her Majesty's Government.

Appointment Term:

Your appointment as Biometrics Surveillance Camera Commissioner (BSCC) will be made by the Home Secretary.

- The appointment will be for a fixed period of two years.
- Re-appointments can be made at the end of the period of office at the discretion of Ministers, subject to a satisfactory appraisal of performance and mutual agreement.
- It should be noted that this post is a public appointment; the BSCC is neither a employee of the Crown, nor of the Home Office
- Appointment may be terminated prior to the conclusion of the period of appointment.

Remuneration:

- BSCC will receive £125,000 per annum, the remuneration is taxable through the Home Office payroll, but the appointment is not pensionable.
- BSCC can claim reimbursement for reasonable travel and subsistence costs necessarily incurred on BSCC business at rates set by the Home Office.
- Applicants should note that the successful candidate cannot be remunerated for this role if they are being paid for an existing full-time role from the public purse.

Time Commitment: The BSCC is a full time role.

Location: The role will flexible.

Availability: The successful candidates will be encouraged to take up their appointment as soon as possible, subject to the successful completion of pre-appointment checks and security clearance.

Security clearance: The successful candidate will be required to have or be willing to obtain security clearance to Developed Vetting (DV) level. The role will be offered on a conditional basis until the successful candidate has passed all checks. The successful candidate will be encouraged to take up this appointment as soon as possible, subject to the successful completion of all pre-appointment checks.

Confidentiality: You will be subject to the provisions of the Official Secrets Act and required to exercise care in the use of official information acquired during official duties, and not to disclose information which is held in confidence.

Disqualification for appointment: There are circumstances in which an individual will not be considered for appointment. They include:

- people who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years;
- people who are the subject of a bankruptcy restrictions order or interim order;
- in certain circumstances, those who have had an earlier term of appointment terminated;
- anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; and

- anyone who has been removed from trusteeship of a charity.

Further advice about disqualification for appointment can be given by contacting the Public Appointments Team on publicappointments@homeoffice.gov.uk

Standards in public life: You will be expected to demonstrate high standards of corporate and personal conduct. Candidates will be expected to abide by the “Seven Principles of Public Life” set out by the Committee on Standards in Public Life (see below, page 15).

Registration of interests: The purpose of these provisions is to avoid any danger of a public appointee being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties.

Public appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to the stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable, or political interest which might be material and relevant to the work of the body concerned should be declared. It is important, therefore, that you consider your circumstances when applying for a public appointment and identify any potential conflicts of interest, whether real or perceived.

There is a requirement to declare any actual or potential conflict of interest you may have in being appointed to the BSCC in a separate form. Any actual or perceived conflicts of interest will be fully explored by the Panel at interview stage.

Political activity: Members will need to show political impartiality during their time on the BSCC and must declare any significant party-political activity they undertake in the period of their appointment. Details of the successful candidate’s declared political activity must be published by appointing departments when the appointments are publicised.

The Political Activity Declaration will be kept separate from your application and will only be seen by the Panel prior to interview – the Panel may at that stage explore with candidates any potential for conflict of interest. It is appreciated that political activities may have given you relevant skills, including experience gained from committee work, collective decision making, resolving conflict and public speaking. If, therefore, you have had such experience and you consider it relevant to your application for this post, you may if you choose include it separately in the main body of your application.

Disability Confident: The Home Office is an accredited user of the Government’s “Disability Confident” disability symbol, which denotes organisations which have a positive attitude towards disabled applicants. Applicants who meet the minimum criteria in the job specification are guaranteed an interview. Selection will be on merit. If you wish to apply for consideration under this scheme, please complete the form in Annex B. It is not necessary to state the nature of your disability.

Whether you choose to apply under the Disability Confident scheme or not, you can still ask us to make particular arrangements for you when attending an interview. You can also contact us if you want to discuss the criteria for the role or have questions regarding your application.

Equal Opportunities Monitoring: The Home Office is committed to providing equal opportunities for all, irrespective of race, age, disability, gender, marital status, religion, sexual orientation and transgender.

As part of the application process we ask candidates to complete equal opportunities monitoring information. This will help us to monitor selection decisions to assess whether

equality of opportunity is being achieved. The information in Annex C will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

Centre for Public Appointments Database: As set out in Annex B, if you consent, we will retain your CV and contact details for the purposes of alerting you to any opportunities that may arise in future. We will also share your CV and contact details with the Centre for Public Appointments in the Cabinet Office who may use it for this purpose. They may also share it with other Government Departments so that they can contact you about such opportunities. You may withdraw your consent to your information being processed for this purpose at any time by contacting dpo@homeoffice.gov.uk.

Complaints

If you are not completely satisfied with the way your application is handled at any stage of the competition, please raise any complaint in the first instance with the Public Appointments Team at: publicappointments@homeoffice.gov.uk

We will reply to your complaint within 20 days.

If, after receiving our response you are still not satisfied, you may contact the Commissioner for Public Appointments:

The Commissioner for Public Appointments Room G/8, Ground Floor 1 Horse Guards Road
London SW1A 2HQ. Tel: 0207 271 0849.

ANNEX A – THE SEVEN PRINCIPLES OF PUBLIC LIFE

The principles of public life apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the civil service, local government, the police, courts and probation services, NDPBs, and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also have application to all those in other sectors delivering public services.

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.