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Dear Applicant,

I am delighted that you are interested in the role of the Forensic Science Regulator. The Regulator plays a pivotal role in maintaining excellence in Forensic Science quality standards that are integral to a fair and transparent Criminal Justice System. The Regulator provides the Home Secretary with independent and robust assurance that quality standards are adhered to by Forensic Service Providers and leads to efforts to ensure those standards are maintained and new standards developed in what is an ever-changing forensic science landscape where new tools and techniques such as digital forensics are being applied to enhance criminal investigation.

The Forensic Science Regulator has a national profile and is frequently at the heart of the debate around challenges faced in Forensic Science. The Regulator meets regularly with Ministers, has provided evidence at Parliamentary Select Committees and leads the debate on forensic science quality. The Regulator prepares an annual written report to the Home Secretary and publishes regular advice, updated standards and Codes of Practice that are vital in maintaining and improving the quality of forensic science in England and Wales.

We are looking for someone with a proven reputation in forensic science with strong leadership, communication and technical skills to take on a role at a challenging time for forensic science in the Criminal Justice system and will work with a busy and enthusiastic team of scientists to drive forward the development and enhancement of forensic science quality standards.

If this sounds like the sort of challenge that would inspire and motivate you, please get in touch.

We are committed to diverse and inclusive leadership in the Civil Service and I welcome applications from underrepresented groups.

John Aston
Home Office, Chief Scientific Adviser
About the Forensic Science Regulator

The Forensic Science Regulator (FSR) ensures that the provision of forensic science services across the criminal justice system is subject to an appropriate regime of scientific quality standards. The regulator is responsible for:

- identifying the requirement for new or improved quality standards across the criminal justice system;
- leading on the development of new standards; and
- where necessary, providing advice and guidance so that providers of forensic science services can demonstrate compliance with common standards.

Although sponsored by the Home Office, the regulator is a public appointee and operates independently of the Home Office, on behalf of the criminal justice system as a whole.

The regulator collaborates with the authorities in Scotland and Northern Ireland who have expressed their willingness to be partners in the setting of quality standards which will be adopted within their justice systems.

The regulator is supported by a team of civil servants (5 scientists) based in Birmingham with additional support provided by shared services from the Home Office and Home Office Science Secretariat. As part of this support, the Home Office occasionally procures small pieces of research on the regulator’s behalf.
Role Description

Title: Forensic Science Regulator

Commitment: Part time; three to four days per week

Remuneration: £96,000 (full time equivalent)

Appointment: Three years, with the possibility of re-appointment

Location: Flexible, the regulator’s support team is based in Birmingham and some attendance at the Birmingham office will be necessary

Accountability: Home Secretary

Purpose:

We are seeking a highly skilled candidate who will hold the position of Forensic Science Regulator (FSR).

The role of the FSR is to:

- establish, and monitor compliance with, quality standards in the provision of forensic science services to the police service and the wider Criminal Justice System (CJS);
- ensure, where applicable, the accreditation of those supplying forensic science services to the police, including in-house police services and forensic suppliers to the wider CJS;
- set and monitor compliance with, quality standards applying to national forensic science intelligence databases, beginning with NDNAD and the National Ballistics Intelligence System (NaBIS) and extending to others as they arise;
- provide advice to Ministers, CJS organisations, suppliers and others as seems appropriate, on matters related to quality standards in forensic science; and
- deal with complaints from stakeholders and members of the public in relation to quality standards in the provision of forensic science services.

The Regulator will not be expected to deliver all these activities directly. It will be the function of the Regulator to ensure that the standards exist, that they are fit for purpose, that providers can demonstrate the means to demonstrate compliance for example by being subject to accreditation and that they are monitored. Where organisations exist to deliver the above activities, the expectation will be that this will continue and that the Regulator will operate through the established processes unless these processes are unable, for some reason, to deliver the required outcome.

In addition, the Regulator undertakes some other duties outside of this core work at the request of the Secretary of State for the Home Department, specifically setting scientific standards for Forensic Pathology and leading the audit of these standards.
The candidate will produce an annual report of activities for the Home Secretary. The role is also subject to Parliamentary Scrutiny for example through providing evidence at the request of Parliamentary Select Committees on Forensic Science quality issues.

Candidates will need to be prepared to assume and discharge statutory enforcement powers and manage the expansion of the office as appropriate, if legislation is passed to grant the role statutory powers during their term.

**Person specification**

To be considered for this role, you must be able to demonstrate that you have the qualities, skills and experience to meet the criteria below:

The FSR will demonstrate the ability to meet the following essential criteria.

- A scientific, technical or other qualification in an allied discipline of relevance to forensic science (e.g. a chemistry/physics/computing/engineering science degree) at first degree level or higher. Alternatively, a demonstration of multiple years of experience working in forensic science and quality management.

- Substantial background in operating at a senior level in a relevant field, encompassing at least one of the following:
  - leadership in a forensic, or related, scientific discipline;
  - the development and application of quality standards in a scientific or technical environment;
  - the regulatory process involving scientific standards; or
  - the criminal justice system.

- A demonstrable ability to engage effectively with and influence a wide range of stakeholders at senior level including advanced communication skills, orally and in writing.

- A demonstrable ability to assimilate and apply scientific concepts.

- Demonstrable experience of weighing complex competing demands and making finely balanced judgements.

In addition, applicants will be able to demonstrate one or more criteria;

- An understanding of the construction and application of statute law.

- Knowledge of quality management systems and competence assessment.

The candidate will also be required to be cleared to Security Clearance level SC.

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

The closing date for applications is 11pm on Monday 14 September 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** (attached separately), 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 (Forensics Science Regulator) 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 any aspect of this role, or merely wish to have an informal discussion, then please contact Mark Greenhorn on 07500097746 or at mark.greenhorn@homeoffice.gov.uk.

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

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

<table>
<thead>
<tr>
<th>Event</th>
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<tr>
<td>Closing Date</td>
<td>23:00, Monday 14 Sep 2020</td>
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<tr>
<td>Short-list Meeting</td>
<td>Expected w/c 28 Sep 2020</td>
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<tr>
<td>Candidate Interviews</td>
<td>Expected w/c 2 Nov 2020</td>
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<tr>
<td>Meeting with Home Secretary or Minister (if required)</td>
<td>Expected post interview</td>
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Selection Process

This role is being competed in accordance with the Cabinet Office’s Governance Code on Public Appointments (December 2016)\(^1\), which sets out the regulatory framework for public appointments processes. The Code is based on three core principles – merit, openness and fairness.

An Advisory Assessment Panel (Panel) will sift applications, assessing each application against the essential criteria, to produce a shortlist. Subject to Ministerial agreement, they will then conduct interviews to ascertain which candidates are appointable to the role.

The panel will be chaired by Professor John Aston (HO Chief Scientific Adviser) and consist of Christophe Prince (Director, Data & Identity Directorate, Home Office), Dr Anya Hunt (Chief Executive, The Chartered Society of Forensic Sciences); and Professor Paul Wiles (Biometrics Commissioner) as the independent member.

The Home Office Public Appointments Team will acknowledge your application 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 final interview. The Government has adapted the recruitment process around the UK’s coronavirus restrictions while ensuring a fair and open competition. This includes planning for remote interviews. Further details about the format will be provided to you in advance.

The decision to appoint to this role rests with the Home Secretary. Appointable candidates may be invited to meet with her, before she makes a final decision on who to recommend for appointment. The Prime Minister retains an interest in this role so there will be a requirement to consult No 10 on the appointment, as a result there may be a delay in informing the successful candidate of the outcome of the competition.

We encourage a diverse workforce and welcome applications from all suitably qualified people.

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.

Terms of Appointment

Nature of Appointment: You are not an employee of the Home Office or the Forensic Science Regulator. 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 will be three years with the possibility of re-appointment.

Remuneration and Time Commitment:
- Part time 3 – 4 days per week
- Remuneration will be £96,000 per annum (Full time equivalent)
- The post holder can claim reimbursement for reasonable travel and subsistence costs necessarily incurred during the course of their duties at rates set centrally.

Location: Flexible, the regulator’s support team is based in Birmingham and some attendance at the Birmingham office will be necessary.

Security clearance: The successful candidate will be required to have or be willing to obtain security clearance to Security Check (SC) level and police vetting. Pre-appointment checks will also be undertaken on immigration and criminal convictions. It usually takes between 4-6 weeks to obtain the security clearance. 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 in the course of 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 three months or more in the last five 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, or Part 2 of the Companies (Northern Ireland) Order 1989;
- anyone who has failed to make a payment under a county court administration order;
- anyone subject to an order under the Insolvency 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 12). Failure to do so may result in sanction up to and including dismissal.

Registration of interests: The purpose of these provisions is to avoid any danger of the Forensic Science Regulator 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 Forensic Science Regulator 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 Board and must declare 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.

**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 on the form will be treated as confidential, and used for statistical purposes only. The form will not be treated as part 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 (GIS). 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 GIS 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.

**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.