



Home Office

**TECHNICAL ADVISORY BOARD
INDUSTRY AND INDEPENDENT
MEMBERS**

Recruitment Information Pack

NOVEMBER 2020



**INVESTORS
IN PEOPLE** | Bronze

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Welcome Note from Jonathan Hoyle, Technical Advisory Board, Chair

Dear Applicant,

Thank you for your interest in the role of member of the Technical Advisory Board.

The Technical Advisory Board (TAB) is established by statute and may be called upon to advise the Secretary of State on the technical requirements and financial considerations associated with the imposition of a notice under the Investigatory Powers Act 2016 (IPA).

The powers set out in the IPA continue to play a vital role in the fight against serious and organised crime and terrorism. Intelligence derived from the employment of techniques such as interception, the acquisition of communications data and equipment interference helps law enforcement, public authorities and intelligence agencies to identify and disrupt threats to the public, enabling arrests and contributing to the safeguarding of national security. But the pace at which new methods of communication are being introduced presents a challenge to both the law enforcement community and industry; accessing and acquiring such information through the employment of investigatory powers techniques must continue to be cost effective and compatible with the protection of civil liberties in this fast-moving environment.

The roles offer exciting opportunities to contribute to the strategic direction of the TAB, ensuring that it can continue to function as an important safeguard for industry and government, and contribute to consideration of the way in which these issues bear upon the Government's future negotiations with the industry.

If you are excited and challenged by joining a group of industry and government experts in analysing complex and technical issues to produce balanced and independent advice to Ministers, then I would very much encourage you to apply and wish you the very best of luck.

Jonathan Hoyle
Chair, Technical Advisory Board

About the Technical Advisory Board

The Technical Advisory Board (TAB) is a non-departmental public body which was established under the Regulation of Investigatory Powers Act 2000 (RIPA) and whose remit was expanded under the Investigatory Powers Act 2016 (IPA). The TAB has two main duties; to consider the technical requirements and the financial consequences of a notice that is to be imposed upon a telecommunications operator (TO) and to provide advice to the Secretary of State if the TO seeks a review of the notice.

The Investigatory Powers Act 2016 (IPA) allows the Secretary of State to serve data retention notices (DRNs), national security notices (NSNs) and technical capability notices (TCNs) to TOs. DRNs are covered in section 87 and require TOs to retain relevant communications data if it is considered to be necessary and proportionate. NSNs are covered in section 252 and require TOs to take specified steps that are considered necessary in the interests of national security. TCNs are covered in section 253 and impose obligations on TOs to ensure they have the certain capabilities considered necessary to respond to any relevant authorisation or warrant. Before issuing a notice, the Secretary of State must take reasonable steps to consult with any TO that will be subject to the notice. All notices are approved by an independent Judicial Commissioner.

Broadly speaking, notices are imposed upon TOs on the grounds of national security; for the purpose of preventing or detecting serious crime; or for the purpose of safeguarding the economic well-being of the United Kingdom. The law enforcement and UK intelligence community may then request the assistance of those companies providing the communications service.

The Board fulfils its functions by convening meetings as required and at least once a year. If a TO is given a notice under section 87, 252 or 253 of IPA and considers either the steps appearing in it, or their financial consequences unreasonable, it can refer the notice to the TAB within 28 days, outlining the reasons for the referral. The Board will then consider the notice and assess its reasonableness. If appropriate the Chair may seek expert advice from outside the Board. The TAB will then report to the Home Secretary and to the TO making the referral. After considering any report for the TAB, the Home Secretary may either withdraw the notice, or give a further notice confirming its effect, with or without modifications.

Members of the TAB are appointed by the Home Secretary in accordance with section 245 of IPA and the Technical Advisory Board and Review Regulations 2018. The regulations require that the TAB comprises between thirteen and fifteen members: six representing those who may apply for relevant notices (hereafter “Government members”), six representing the views of those on whom an obligation may be placed (hereafter “industry members”), an independent Chair and the option for two further independent members. Appointments to the TAB are regulated by the Office for the Commissioner of Public Appointments.

Role Description (Industry Members)

- Title:** Industry Member, Technical Advisory Board
- Roles available:** Up to **five** positions
- Reports to:** Home Secretary, through the independent Chair
- Duration:** Three-year appointment, with the possibility of extension
- Remuneration:** The roles are not remunerated. However, the Home Office will reimburse all reasonable expenses incurred in respect of your appointment

Purpose:

The Home Office is seeking to appoint up to five Industry Members to the Technical Advisory Board.

As an Industry Member your key responsibilities will be to:

- have collective responsibility for the operation of the TAB;
- engage fully in collective consideration of the issues, taking account of the full range of relevant factors, including any guidance issued by the sponsor department or the responsible Minister;
- assess the reasonableness of obligations placed on public telecommunications services to maintain certain capabilities under the Investigatory Powers Act 2016 (IPA), on a case-by-case basis as and when telecommunications operators (TOs) launch appeals to the TAB;
- contribute to advice to be provided to the Home Secretary in relation to such appeals, taking account of relevant legislation and expert and/or specialist technical advice;
- contribute to the Annual Report on the TAB's activities;
- operate business practices that meet the TAB's objectives within legislation concerning the management of data and the provision of access to information (including prompt responses to public requests for information);
- take responsibility for the security and protection of any sensitive or protectively marked information, documents and assets to which they gain access in the course of exercising their TAB functions;
- ensure that the TAB does not exceed its powers or functions; and,
- contribute to a response to the Home Secretary who may at any time require the TAB to report on any matter relating to the board's functions.

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 other criteria listed in **Part Two**.

Part One – Essential Skills and Experience

- In order to be considered for the role, it is a requirement that you hold office or position with a Telecommunications Operator (TO) on whom obligations may be placed by virtue of retention notices, national security notices, or technical capability notices under the Investigatory Powers Act, or you are able to represent the interests of such persons.
- In addition to those holding positions with mobile network operators and mobile virtual network operators, interest is sought from those holding position with, or able to represent the interests of, TOs offering the range of telecommunications services as defined by the Investigatory Powers Act.

In addition, you must;

- Possess sufficient knowledge and experience to be able to effectively to represent the interests of persons on whom obligations may be imposed.
- Be able to contribute to the development of a sound strategic direction of a non-departmental public body.
- Be able to analyse and make judgements from complex data and contribute to workable recommendations on complex and sensitive issues.
- Be able to gain respect and keep the confidence of key stakeholders, including Ministers and senior Government officials through effective communication and influencing skills (both oral and written).

Part Two – Personal abilities and behaviours

- An innovator and motivator, able to promote new thinking to achieve change and continuous improvement.
- Able to build strong working relationships and communicate effectively, using a range of medium, to Ministers, officials, and a diverse range of stakeholders.
- Strong negotiating and influencing skills and the ability to convince through personal credibility.
- Undisputed personal integrity and a personal style that demonstrates authority and commitment.

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

Role Description (Independent Members)

- Title:** Independent Member, Technical Advisory Board
- Roles available:** Up to **two** positions
- Reports to:** Home Secretary, through the independent Chair
- Duration:** Three-year appointment, with the possibility of extension
- Remuneration:** The roles are not remunerated. However, the Home Office will reimburse all reasonable expenses incurred in respect of your appointment

Purpose:

The Home Office is seeking to appoint up to two Independent Members to the Technical Advisory Board.

As an Independent Member your key responsibilities will be to:

- have collective responsibility for the operation of the TAB;
- engage fully in collective consideration of the issues, taking account of the full range of relevant factors, including any guidance issued by the sponsor department or the responsible Minister;
- assess the reasonableness of obligations placed on public telecommunications services to maintain certain capabilities under the Investigatory Powers Act 2016 (IPA), on a case-by-case basis as and when telecommunications operators TOs launch appeals to the TAB;
- contribute to advice to be provided to the Home Secretary in relation to such appeals, taking account of relevant legislation and expert and/or specialist technical advice;
- contribute to the Annual Report on the TAB's activities;
- operate business practices that meet the TAB's objectives within legislation concerning the management of data and the provision of access to information (including prompt responses to public requests for information);
- take responsibility for the security and protection of any sensitive or protectively marked information, documents and assets to which they gain access in the course of exercising their TAB functions;
- ensure that the TAB does not exceed its powers or functions; and,
- contribute to a response to the Home Secretary who may at any time require the TAB to report on any matter relating to the board's functions.

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 other criteria listed in **Part Two**.

Part One – Essential Skills and Experience

- In order to be considered for the role, it is a requirement that you have prior experience of the telecommunications industry (possibly through previous employment/academia).

In addition, you must;

- Be able to contribute to the development of a sound strategic direction of a non-departmental public body.
- Be able to analyse and make judgements from complex data and contribute to workable recommendations on complex and sensitive issues.
- Be able to gain respect and keep the confidence of key stakeholders, including Ministers and senior Government officials through effective communication and influencing skills (both oral and written).

Desirable

- knowledge of the relevant legislation, i.e. the Investigatory Powers Act 2016.

Part Two – Personal abilities and behaviours

- An innovator and motivator, able to promote new thinking to achieve change and continuous improvement.
- Able to build strong working relationships and communicate effectively, using a range of medium, to Ministers, officials, and a diverse range of stakeholders.
- Strong negotiating and influencing skills and the ability to convince through personal credibility.
- Undisputed personal integrity and a personal style that demonstrates authority and commitment.

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 23:00, Monday 4 January 2021.

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 (Industry / Independent Member, Technical Advisory Board) 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 Caroline Farrelly on 07913 314360.

If you have any queries about the recruitment process for this role, please contact Christine Ugborogho via email on christine.ugborogho@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 4 January 2021
Short List Meeting	Expected w/c 18 January
Final Panel Interviews	Expected w/c 22 February
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 Member recruitment will be chaired by Jonathan Emmett (Deputy Director of Investigatory Powers Unit, Home Office) and consist of Jonathan Hoyle (Chair of the Technical Advisory Board), and Manjeet Gill (Managing Director, Chameleon Commercial Services), as the 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. 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 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 Authority. 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 a TAB Member will be made by the Home Secretary. The appointment will be for a fixed period of three years. Re-appointments can be made at the end of the period of office for a further term of up to three years 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; TAB Members are neither an employee of the Crown, Home Office nor of the TAB. Appointments may be terminated prior to the conclusion of the period of appointment.

Remuneration: You will be expected to attend TAB meetings and carry out other such work as required, for which you will receive no remuneration. However, the Home Office will reimburse all reasonable expenses incurred in respect of your appointment (including travel, subsistence and other expenses in line with Home Office policies properly and necessarily incurred in the fulfilment of official duties).

Time Commitment: Your appointment will include attending board meetings. You will be expected to work such hours as may from time to time be reasonable and necessary for the sufficient performance of your duties.

Location: Meetings are usually held at 2 Marsham Street, London, SW1P 4DF, however meetings may take place virtually if appropriate.

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.

Nationality: In order to apply for these roles you must be a UK National. In order to confirm your eligibility for this post, please complete the Nationality form found at the end of this candidate pack. You will not be asked to produce the evidence stated at the application stage but you will be required to do so should you be invited to the final panel interview.

Security clearance: The successful candidate will be required to have or be willing to obtain security clearance to Developed Vetting (DV) level. Pre-appointment checks will also be undertaken on immigration and criminal convictions. It usually takes between 4-5 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 (Security Clearance).

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 13).

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 TAB 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 TAB 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.

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.