



Candidate Information Pack

Chief Digital Officer

Grade 6

CS Jobs Reference: 1572678

Contents

Introduction	3
About the Food Standards Agency.....	3
Our priorities	4
Our Ways of Working (OWOW).....	4
Our Values	6
Openness, Data and Digital Directorate	6
Key documents	7
About the vacancy	7
About the role.....	7
Key responsibilities	8
Person specification	9
The recruitment process	10
How to apply	10
Overview of the process.....	11
Arrangements for interview & travel expenses	11
Further information.....	12
Reserve lists	12
Civil Service Commission.....	12
Complaints	12
Indicative Timeline	12
Terms, Conditions and Benefits	13
Appointment term.....	13
Location	13
Working arrangements.....	13
Salary range.....	13
Pension.....	14
Leave allowances.....	14
Learning & development	14
Other benefits	15
Nationality	15
Pre-employment checks.....	15
Reserved for UK Nationals.....	16
Conflicts of interest.....	16
Equality & diversity	17
Civil Service Code.....	18

Introduction

The Food Standards Agency is at an exciting point in its history. The context in which we operate has been transformed, and will continue to change at an unprecedented rate. Innovation, collaboration and technology that enables not restricts is the new norm. Digital will be key to how we carry out our work, listen to and empower others to deliver food we can trust: Quite simply, it is a game changer and vital to achieving our ambitions.

Our Chief Digital Officer will work to place the FSA at the forefront of emerging digital thinking, taking advantage of future opportunities that changes in the digital landscape and new technologies offer us – especially where digital can help us achieve our ambitions in open policy making and influencing and empowering others.

About the Food Standards Agency

The FSA is a non-ministerial government department which leads on food safety regulation and policy across the whole food chain, from "farm to fork". This includes food standards and safety, animal feed safety and standards, the national food crime unit, and aspects of food labelling, nutrition and dietary health policy, across England, Wales and Northern Ireland. (Although the exact nature of responsibilities varies in each country).

We are the UK Competent Authority, responsible for implementing and enforcing the food and feed regulation regime and for close liaison with European institutions in fulfilling this remit. Today, up to 98% of the business of the department is driven by EU legislation and regulation. In parallel, we have an important role in planning for the UK leaving the European Union.

Our aim is for people to trust that food is safe, and what it says it is. It is the job of businesses producing and selling food to make sure it is safe and authentic. It is our job to be sure business steps up to that responsibility.

The statutory purpose of the FSA is to protect public health, and consumers' other interests in relation to food. We have developed and implemented a well-regarded system of national food safety and standards. We have had a major influence in Europe, and beyond. Our independence is key. We aim to be open about policy, science and evidence, honest about risks, and trusted by the public, business and politicians. Gathering and understanding the

consumer perspective, searching out and listening to the public voice, is central to the way we work. Public trust in food is not a given.

Our priorities

We are currently undertaking a major transformation programme to modernise and reshape the regulatory regime for food – Regulating Our Future. The principles and design blueprint are agreed. Now, we are deep into piloting better ways to harness business data, technology, and changes in the food business landscape. We want more proportionate, risk-based regulation, using the full suite of regulatory tools, to make things better for the public. Business transparency is an important part of this. We aim to deliver a flexible, agile regulatory system by 2020, strengthening enforcement where people deliberately or wilfully jeopardise public health, and helping businesses do the right thing for food standards and safety from the start.

The UK's exit from the European Union has major consequences for the FSA. We are already playing an important role in evidence and insight to support the Government's negotiating position. This work will grow, and alongside it we need to plan for and implement a food standards regime outside the EU. We have held extensive consultations with stakeholders about their ambitions for this future state. Their consistent message is that a strong, independent regulator, operating on the basis of science and evidence, is key. The implications for the FSA are not yet certain, but we can be sure it will mean further change in our capabilities, capacities, powers and reach. Anticipating and preparing for this, always with the goal of delivering consumer protection, will be critical.

Other priorities include: taking a more strategic approach to setting science priorities; increasing our capacity to tackle food crime; building the corporate reputation of the department; and setting and managing our risk appetite. Our ability to work effectively across England, Wales and Northern Ireland, underpins all that we do.

In short, the FSA is moving towards a goal of being recognised as an excellent modern regulator.

Our Ways of Working (OWOW)

One of our key priorities is Our Ways Of Working Programme which was established to support the delivery of the FSA's strategic plan. The overall aim of the programme is to

create an environment in which our people are highly capable, effectively supported and engaged with our mission – food we can trust – so that they consistently choose to make outstanding contributions to protecting, informing and empowering consumers.

To achieve this, we will create a vibrant learning organisation that attracts and retains the best staff, each of whom are engaged, highly motivated to deliver, innovative, collaborative, well-led and supported with the right tools. We want:

1. To be an engaged organisation

- getting behind our mission – food we can trust – so that we consistently choose to make outstanding contributions to protecting, informing and empowering consumers.
- a welcoming environment wherever we go
- clarity around our visions and objectives that enables us to innovate and take risks
- our work being recognised and celebrated

2. To be a collaborative and capable organisation

- as leaders we set an example to follow and have confidence in our teams
- we break down barriers and build new partnerships to collaborate inside and outside the organisation
- we try working in different areas of work within and outside the organisation to develop ourselves

3. To be a well-supported organisation

- we work in open creative spaces with a positive ever evolving attitude to new technology
- we work seamlessly across any location and can choose the most productive environment to work in
- we have strong networks of colleagues across the organisation
- we feel free to roam because we have positive management relationships, which generate trust and a sense of autonomy in how we deliver outcomes that benefit the consumer

Our Values



In 2017, our staff generated six values which represent who we are, how we behave and treat each other. These values are represented by the acronym ASPIRE.

- **Accountable** – We take responsibility for our actions and can hold each other to account
- **Supported** – We have the skills, tools and support to carry out our roles effectively
- **Professional** – We are competent and confident in our ability to deliver to the highest professional standards
- **Innovative** – We are agile, dynamic and progressive in our approach to delivering outcomes
- **Resilient** – We adapt quickly and effectively to fast-paced changes
- **Empowered** – We can take the initiative and make decisions that improve business delivery

Openness, Data and Digital Directorate

The Digital team sits within the Openness, Data and Digital Directorate – this comprises the following divisions: Communications, IT Services, Information and Knowledge Management and Digital. As well as the award winning communications function, we pride ourselves on the amount of data we publish as open data, and the great new IT services we are delivering, having disaggregated the traditional managed service contract into six that we control ourselves. We are also about to embark on supporting the FSA through major change as it replaces all its line of business applications and are building a world leading surveillance solution for new and emerging food risk.



The Director for Openness, Data and Digital is Julie Pierce. Julie joined the Food Standards Agency in 2015 to modernise the communications function, drive forward the exploitation of data throughout the food system, modernise the FSA's technology, ensure the staff are fully engaged with the OWOW transformation. Julie leads on all aspects of openness and transparency for the FSA, whether for us as the regulator, for industry or for the consumer. Previously Julie was the CIO at Defra. She has also spent many years

working in business consultancy for PwC in a range of sectors from general insurance to aircraft maintenance, telcos to pharma.

Key documents

FSA Strategic Priorities for 2017/2018

<https://www.food.gov.uk/sites/default/files/fsa160909.pdf>

FSA Strategy 2015–2020

<https://www.food.gov.uk/sites/default/files/Strategy%20FINAL.pdf>

FSA Annual Reports and Accounts

<https://www.food.gov.uk/about-us/data-transparency-accounts/busreps/annualreport>

Regulating our Future – Why food regulation needs to change and how we are going to do it

<https://www.food.gov.uk/sites/default/files/rof-paper-july2017.pdf>

About the vacancy

About the role

The Chief Digital Officer will help lead the FSA into an increasingly digital future. You will be expected to work continuously to place the organisation at the forefront of emerging digital thinking, staying alert to and taking advantage of future opportunities that changes in the digital landscape and new technologies offer us – especially where digital can help us achieve our ambitions in open policy making, and influencing and empowering others.

As the FSA's Chief Digital Officer, you will drive innovative strategies to improve the way we work, embedding digital collaboration and an open 'working out loud' culture throughout the organisation. You will build digital capability across the FSA, identifying the roles and the skills we need now and in future. And you will be guided by fundamental principles of putting the needs of users first when introducing new technology into the FSA, and delivering new digital services and applications.

Key responsibilities

- Fulfil the role as the FSA's Digital Leader and champion the benefits of digital and inspire others to include this in all our work.
- Develop and drive forward the FSA's digital agenda.
- Work with the IT transformation and Our Ways of Working (OWOW) and Our Ways of Connecting (OWOC) teams to align internal services so that our people can collaborate and build networks digitally from wherever they are based.
- Deliver the next phase of the FSA's new digital platforms.
- Help drive the innovative and energetic change strategy to improve our ways of working, embedding collaboration and an open 'working out loud' culture throughout the organisation – including working with counterparts in IT to implement right infrastructure and technologies to enable this.
- Introduce new ways of increasing digital skills within the FSA, and measuring its digital maturity.
- Maintain a sophisticated understanding of cross-government and industry-wide digital standards and controls, and use this to develop and embed a consistent model of digital governance in the FSA that empowers innovation and drives wider understanding of user-led, agile development
- Maintain a broad mix of demonstrable digital knowledge and expertise, including: strategy and best practice; content development and delivery; social media and digital communications; product and platform development; mobile; UX and analytics.
- Leverage demonstrable market awareness and strong network of digital contacts when delivering new ideas and project.

For more information see the Job Description.

Person specification

The successful candidate will be educated to degree level (or equivalent professional qualification) with evidence of professional development in the area of digital and will have demonstrable experience of:

- digital delivery as part of internal organisation-wide change programmes;
- developing and managing full-service digital teams, working with multiple internal and external suppliers or a mix of both;
- developing and delivering to a wider strategic vision, both internal and external;
- developing and delivering successful end-to-end transactional services in accordance with the service standards;
- using agile project management techniques and working practices, open source, cloud platforms and digital services;
- excellent knowledge of current and emerging trends in digital;
- a broad mix of digital knowledge and expertise, including: strategy and best practice; content development and delivery; social media and digital communications; product and platform development; mobile; UX and analytics.

The recruitment process

How to apply

To apply for this post you will need to submit your application to us by no later than midnight on **4 March 2018**. This will involve the on-line submission of:

- A **CV** setting out your career history, with key responsibilities and achievements aligned to the essential requirements for the role and person specification, together with reasons for any gaps within the last two years.
- A **statement of suitability** (no longer than two pages) explaining why you are interested in this role along with details of how your personal skills, qualities and experience provide evidence of your suitability for the role, with reference to the criteria set out in the job description. Could you also please indicate within the statement:
 - your current salary package
 - if you need to declare a potential conflict of interest (see further section within candidate pack for more information)

The job advertisement contains the link to apply. You will need to complete your personal details, along with a short job history section where you can simply make a reference to your CV to cover off the job details. You will then be able to upload your CV and attach a statement of suitability.

Should you have any problems with submitting your application, please email hr.recruitment.campaigns@food.gov.uk

Please include the **vacancy reference number** and **job title** in the subject line.

Overview of the process

Applications will be sifted / shortlisted to select those demonstrating the best fit against the essential criteria / person specification. Please ensure you keep this in mind when drafting your CV and supporting statement.

Shortlisted candidates will be invited to take part in the next stage of the selection process which will include:

- Online psychometric assessments designed to identify key behavioural strengths as well as any associated areas for development. Please note that the psychometric assessments do not result in a pass or fail decision - they are intended to support the panel's decision-making and highlight areas of strength as well as areas for concern or development, which the panel can probe further at interview
- The final stage of the selection process will be a panel interview based on the competencies outlined in the job description. The interview may also include a short presentation from the candidate. The panel will be chaired by Julie Pierce (Director of Openness, Data & Digital).

Please note that feedback will only be provided if you attend an interview.

Arrangements for interview & travel expenses

The selection panel interview will be held at: Clive House, 70 Petty France, Westminster, SW1H 9EX

Reasonable travel expenses incurred during the recruitment process will be reimbursed by the Agency. Please email hr.recruitment.campaigns@food.gov.uk, quoting your applicant reference number if you wish to make a claim. Please note that you will need to submit receipts relating to your travel.

Further information	If you have any questions about the role or would like to discuss the post further, please contact Julie Pierce, Director of Openness, Data and Digital Julie.pierce@food.gov.uk
Reserve lists	If we receive applications from more suitable candidates than we have vacancies for at this time, we may hold those applicants on a reserve list for 12 months, and future vacancies in the Agency requiring the same skills and experience could be offered to candidates on the reserve list without a new competition.
Civil Service Commission	Selection for appointment to the Civil Service is on merit, on the basis of fair and open competition, as outlined in the Civil Service Commission's Recruitment Principles . More detailed information can be found at on the Civil Service Commission website: http://civilservicecommission.independent.gov.uk
Complaints	If you feel your application has not been treated in accordance with the Civil Service Commission Recruitment Principles and you wish to make a complaint, you should email Jo Bushnell, Head of People & Organisational Development at jo.bushnell@food.gov.uk in the first instance. If you are not satisfied with the response you receive from the Agency, you can contact the Civil Service Commission at http://civilservicecommission.independent.gov.uk/civil-service-recruitment/complaints/

Indicative Timeline

The anticipated timetable is as follows:

Advert Closing Date	Midnight 4 March 2018	Candidates are requested to exercise flexibility through the recruitment and selection process. Please note that, once confirmed, it may not be possible to offer alternative dates for the interview.
Short List Meeting	To be confirmed	
Interviews	To be confirmed	

Terms, Conditions and Benefits

The information offered in this document is supplied in good faith but does not in itself form any part of the contract of employment.

Appointment term	Permanent appointment
Location	<p>This is an office based role in London or York. (Relocation costs will not be reimbursed)</p> <p>Please note that flexible working options may be possible, including working from home up to 2 days per week, but this will need to be agreed with the recruiting manager to ensure business needs can be met.</p> <p>Regular travel will be required across the UK</p>
Working arrangements	<p>This is a full-time role.</p> <p>Flexible working arrangements (including existing job-share arrangements) may be possible but will need to be agreed with the recruiting manager to ensure that business needs can be met.</p>
Salary range	<p>The post is at Grade 6. The salary range is</p> <p>London: £59,641 - £70,195</p> <p>National: £55,045 - £64,135</p> <p>Internal staff applying on promotion will usually be appointed to the salary minimum or within 10% of existing salary. Individuals appointed on level transfer will retain their existing salary.</p> <p>Pay awards are made in line with current Civil Service pay arrangements.</p>

<p>Pension</p>	<p>Your pension is a valuable part of your total reward package where:</p> <ul style="list-style-type: none"> • the employer makes a significant contribution to the cost of your pension; • your contributions come out of your salary before any tax is taken. This means, if you pay tax, your take-home pay will not be reduced by the full amount of your contribution; and • your pension will continue to provide valuable benefits for you and your family if you are too ill to continue to work or die before you retire. <p>For more information, visit www.civilservicepensionscheme.org.uk</p>
<p>Leave allowances</p>	<p>Full time new entrants to the Civil Service and those Civil Servants on modernised terms and conditions will be entitled to 25 days' leave increasing on a sliding scale to 30 days after 5 years' service. In addition to this you are entitled to 8 public/bank holidays plus an additional day for the Queen's Birthday. The allowance is pro-rated for part-time staff.</p> <p>With competitive maternity, paternity, adoption and parental leave we also recognise the importance of a good work-life balance and offer flexible working and a family friendly approach to work.</p>
<p>Learning & development</p>	<p>The Civil Service offers engaging jobs in work that really matters; jobs which have a direct impact on the quality of public services. Roles can offer great job satisfaction and there are many opportunities to develop and progress both within the FSA and across the wider Civil Service.</p> <p>We are committed to investing in our staff and offer a range of work based training and qualifications, coaching and mentoring opportunities and a guaranteed five days of learning a year.</p>

<p>Other benefits</p>	<ul style="list-style-type: none"> • Childcare – the Agency recognises that many staff balance working lives with the demands of a family life and offers support with childcare and holiday play schemes for staff who meet the eligibility criteria. • Interest free season ticket and bicycle loans. • Access to a staff discount scheme that lets you make savings when shopping in a wide range of stores and retailers. The offers range from shopping discounts, retail vouchers, cashback, holidays and travel. • We have office locations in London, York, Cardiff and Belfast which offer great collaborative workspaces. Our IT infrastructure allows the use of portable devices and applications allowing colleagues to easily connect together from different offices, home or other work locations
<p>Nationality</p>	<p>To be eligible for employment you must be a national from the following countries: The United Kingdom; The Republic of Ireland; The Commonwealth*; A European Economic Area (EEA) Member State; Switzerland; Turkey</p> <p>Certain family members of EEA, Switzerland and Turkish nationals are also eligible to apply regardless of their nationality.</p> <p>(*Commonwealth citizens not yet in the UK, who have no right of abode in the UK and who do not have leave to enter the UK are ineligible to apply.)</p> <p>For further information on whether you are eligible to apply, please visit Gov.UK</p>
<p>Pre-employment checks</p>	<p>Before the appointment of the successful candidate can be confirmed, the Agency will undertake a Baseline Personnel Security Standard check. As part of this, we will need to confirm your identity, employment history over the past three years (or course details if you were in education), nationality and immigration status, and criminal record (unspent convictions only).</p>

<p>Reserved for UK Nationals</p>	<p>Certain posts, notably those concerned with security and intelligence, might be reserved for British citizens, but this will not normally prevent access to a wide range of developmental opportunities within the Civil Service.</p> <p>This is not a reserved post.</p>
<p>Conflicts of interest</p>	<p>Candidates must note the requirement to declare any interests they may have that might cause questions to be raised about their approach to the business of the Agency. They are required to declare any relevant business interests, shareholdings, positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies, both for themselves and for their spouses/partners.</p> <p>The successful candidate will be required to give up any conflicting interests and his/her other business and financial interests may be published</p>

Equality & diversity

The Agency is committed to being an equal opportunities employer. We value and welcome diversity. We aim to develop all our staff to enable them to make a full contribution to meeting the Agency's objectives, and to fulfil their own potential on merit. We will not tolerate harassment or other unfair discrimination on grounds of sex, marital status, race, colour, nationality, ethnic origin, disability, age, religion or sexual orientation. We will promote and support the use of a range of flexible working patterns to enable staff to balance home and work responsibilities; and we will treat people fairly irrespective of their working arrangements.

Under the terms of the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify in your application. We will also consider any reasonable adjustments under the terms of the Act to enable any applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Agency also offers a Guaranteed Interview Scheme (GIS) for all disabled applicants. We are committed to interviewing all applicants with a disability who provide evidence of meeting the minimum requirements necessary for the post, as set out in this applicant pack. To be eligible, your disability must be within the definition laid down in the Equality Act 2010. A disabled person is defined by the Equality Act 2010 as someone who has a physical or mental impairment, which has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities. For the purposes of this policy, these words have the following meanings:

- 'substantial' means more than minor or trivial
- 'long-term' means that the effect of the impairment has lasted, or is likely to last, 12 months (there are special rules covering recurring or fluctuating conditions)
- 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping.

	Should you consider yourself eligible to apply for this post under the GIS, please do this through Civil Service Jobs when submitting your application
Civil Service Code	All civil servants are subject to the provisions of the Civil Service Code that details the Civil Service values, standards of behaviour and rights and responsibilities. For further information, visit Gov.UK