



Department
of Health &
Social Care

Health Policy Fast Track Scheme 2020

Accessible Version

Reference: 14211

Closing Date: 18th December 2019

Contents

| | |
|--|----|
| About the Department | 3 |
| About the Scheme..... | 5 |
| Personal Experiences | 6 |
| Person Specification..... | 9 |
| Recruitment Process | 10 |
| Recruitment Timeline | 11 |
| Benefits | 12 |
| FAQs | 16 |
| Message from Permanent Secretary Chris Wormald | 21 |
| Contact Us | 23 |

About the Department of Health & Social Care

This July marks 100 years since the creation of the Ministry of Health. Whilst much has changed since then, the Department's essential role in supporting the nation's health and care remains as important as ever.

The Department of Health and Social Care (DHSC) aims to help people live more independent, healthier lives for longer and reduce health inequalities. The importance of the health and social care system is a clear reality for everyone who lives in the United Kingdom and almost all of us have direct experience, either personally or through friends and family. Our policies are paramount to the functioning of the country – and we want you to be a part of it!

We set the direction and coordinate action across the health and care system by;

- Setting national priorities that reflect what patients, service users and the public value;
- Securing and allocating resources to meet priorities and deliver services;
- Sponsoring our national bodies by supporting them and holding them to account for the delivery of their role and functions (we sponsor and work with our arm's length bodies);
- Fostering relationships, collaborating with partner organisations, and ensuring that the system works well together;
- Creating and updating the policy and legislative frameworks within which the health and social care system operates; and
- Accounting to Parliament and the public for the effectiveness of the system.

Our Priority Areas

1. **A stronger NHS**, driven forward by the ambitions set out in the Long Term Plan and the significant funding commitments that support it.
2. **A healthier nation**, with a new Prevention green paper bringing together action across government and beyond to address the causes of poor health and reduce health inequalities.
3. **A well-managed Brexit** that helps the health and care system manage the complexity and risk associated with our departure from the European Union.
4. **A transformation in care** to make sure we are supporting the most vulnerable in our community with joined-up, compassionate and modern services.
5. **Supporting the workforce** to deliver by recruiting, retaining and developing the people we need and making the health and care system a rewarding place to work.
6. **Better technology and data** which harnesses the full potential of technology to modernise and improve the way we deliver healthcare for the 21st century.

The Health Policy Fast Track Scheme

The Health Policy Fast Track Scheme provides an exciting opportunity to develop an understanding of the political environment and gain hands-on experience of how health and social care policy is developed and delivered by Government, in an unprecedented time. Working with front-line services, think tanks, academia and stakeholder organisations you'll build the skills needed to become a top-class policy professional and health care leader, developing and delivering high quality, evidence-based policies. You'll develop a rewarding career that makes a real impact on people's lives.

You will be based at our headquarters in either Leeds or London, and will undertake several work placements over three years in your preferred location. The Scheme includes placements in core policy roles, our Arm's Length Bodies/NHS and Private Office to give first-hand experience of working intensively with Ministers.

Scheme participants receive a comprehensive development and support package including; a senior leader as mentor and a fully supported MSc in Health Policy (delivered by the Imperial College). By the end of the Scheme, we expect participants to compete for leadership roles in the £48,086 to £51,801 bracket.

Meet our Fast Trackers – Hannah Wilmore

Research Policy Manager

What does a normal day look like in your job?

I have been on the Scheme just under a year now and have learnt a huge amount – every day is different! My first role on the Scheme has been in the Science, Research and Evidence team which is not an area I had experience of before. It's a complex area which I've been able to contribute loads to, most of which I could not have anticipated. I've project managed a complex business and property transfer, working with colleagues in Finance, Commercial and Estates, as well as the Government Legal Department and the Treasury.

What's the best thing about working for DHSC?

DHSC works closely with a lot of other organisations (called Arm's Length Bodies - ALBs) so I have had the opportunity to lead on policy development on applied research priorities for the National Institute for Health Research (NIHR), working with NIHR, conducting research and presenting proposals to senior leaders. And of course, I have been involved on work on EU Exit, managing the programme and briefing for my directorate, and coordinating reporting on no-deal planning. There's so many opportunities for learning and development, and lots of support from senior leaders in the department and my cohort leader as part of the Scheme, so I know I'll be supported throughout my time on the Scheme, as well as being challenged by complex and interesting work.

What are the biggest challenges about working for DHSC?

Working in the Department means responding quickly to the changing priorities of Parliament, our Ministers and Government more widely, and while this is exciting, the high pace can be challenging at times! At really busy times, I've found that Line Managers and other members of my team have supported me and helped manage the tasks in hand.

What advice would you give someone just starting in the health and social care sector?

The health and care system is extremely complicated, so don't try to understand how it all works right at the beginning. Focus on familiarising yourself with your policy area, and you'll probably find that you'll build up an understanding of the wider structures and systems without really meaning to.

Meet our Fast Trackers – Jenny Williams

Briefing and Policy Manager

What does a normal day look like in your job?

No one day is the same and tasks I do each day can really vary. One minute I am analysing NHS performance data and drafting advice for senior officials and ministers, the next I am drafting departmental lines to take for urgent media requests for No10. The variety of tasks and projects certainly keeps me on my toes!

What's the best thing about working for DHSC?

The NHS and social care matters to everyone. It is extremely rewarding working on health policy that is making a real difference to people's lives and supporting our aim of helping people live more independent, healthier lives for longer. I currently work in a team that is responsible for urgent and emergency care policy; elective care policy; NHS preparedness for winter; and gender identity policy. Every day I am motivated knowing that my work in these areas is valued and is making a difference – my ideas and decisions really matter.

What are the biggest challenges about working for DHSC?

There are so many opportunities at DHSC and the biggest challenge can be finding the time to get involved in everything you are interested in. Whilst the day job itself can be busy, I still volunteer to lead corporate projects and take up learning and development offers. Joining staff networks are a great way to network and meet new people and make an impact on the department.

What advice would you give someone just starting in the health and social care sector?

The health and social care system is such a big and complex space – it's okay not to know everything. Build your knowledge base by asking questions, shadowing senior colleagues, talking to experts and stakeholders.

What we are looking for

We believe the best policy professionals come from all walks of life .We want people who have a real passion for making improvements across the health and social care area. You will need to be:

- A good communicator, and be comfortable in dealing with ambiguity and change.
- An innovative leader and somebody who looks for opportunities to do things differently, while anticipating economic, social and technological opportunities and risks.
- Someone who enjoys collaborating with others and have good influencing skills. Able to build collaborative relationships that balance challenge with support, and develop trust and mutual respect across the wider health care system.
- Use sound judgment and evidence to make effective decisions.
- Able to manage in a fast-paced environment with shifting priorities.
- Someone with a minimum qualification of an undergraduate degree at 2:1. Current Civil Servants, who have served their probation period can apply without a degree.

The Recruitment Process

To apply for the Scheme, you will need to submit an online application by no later than **23:55 Wednesday 18th of December 2019**.

After submission of your application, you will be invited to complete an **Online Situational Judgement Test**. This is an online, multimedia multiple choice assessment. You will be provided with full instructions on how to complete the test and have until **23:55 Wednesday 18th of December 2019** to complete.

If you pass this test you will be invited to complete your full application which must be submitted by **23:55 Wednesday 18th of December 2019**. Please note the test and full application deadline is the same, we therefore advise you sit the test at your earliest convenience ensuring you have sufficient time to submit your application.

If you pass the online test you will be asked to submit a **Personal Statement (of 500 words)** explaining your motivation for applying to the Scheme and a **CV** setting out your career history, highlighting specific responsibilities and achievements that are relevant for this role, together with reasons for any gaps within the last two years.

If you progress onto the **Video Interview** stage, this consists of a video-based interview where your answers to a series of pre-set questions are recorded and subsequently evaluated by an assessor. You have 5 days to complete the Video Interview.

If you pass the above stages, you will be invited to attend a half day **Assessment Centre** in either Leeds, London or Newcastle. The HPFTS Assessment Centre reflects some of the key elements of the Scheme roles and full details of the assessment process will be made available to you in advance if you are shortlisted for the Assessment Centre. Any reasonable adjustments will be accommodated at the assessment centre and throughout the assessment process, so its very important that you let us know if this applies. You will be able to claim travel expenses for the Assessment Centre up to £80. **Feedback** will only be provided if you attend the Assessment Centre.

Successful candidates will be **offered** a place on the Scheme to join in September 2020. We also operate a **Reserve List** for 12 months, where we may offer suitable applicants future, non-Scheme vacancies within the Department that require similar skills.

If you wish to receive a hard copy of the information, or in an **alternative format** e.g. Audio, Braille or large font, please contact: Dohrecruitment.grs@cabinetoffice.gov.uk

The Recruitment Process Timeline

The anticipated timetable is below. Whilst we'll endeavour not to change these dates, they are indicative only and could be subject to change. If you are unable to meet these timeframes, please let us know by contacting

Dohrecruitment.grs@cabinetoffice.gov.uk. Please ensure you quote the job title and reference number in your e-mail.

Indicative timeline as follows:

Advert Closing Date – 23:59 18th December 2019

Video Interviews to be held week commencing 27th January 2020

Invite to Assessment Centre to be issued week commencing 2nd March 2020

Newcastle Assessment Centre to be held Monday 23rd March 2020

Leeds Assessment Centre to be held Monday 30th and Tuesday 31st March 2020

London Assessment Centre to be held Wednesday 1st April and 2nd April 2020

Benefits of Working For The Civil Service

Whatever your role, we take your career and development seriously, and want to enable you to build a really successful career with the Department and wider Civil Service.

It is crucial that our employees have the right skills to develop their careers and meet the challenges ahead, and you'll benefit from regular performance and development reviews to ensure this development is ongoing. As a Civil Service employee, you'll be entitled to a large range of benefits.

Equality, Diversity and Inclusion

The Civil Service values and supports all its employees. For example, we have strong and proactive staff networks, special leave policies for hospital appointments, reasonable adjustments put in place for those who need them, and diversity talent programmes to help everyone irrespective of background, to achieve their potential.

Pension

Your pension is a valuable part of your total reward package. A competitive contributory pension scheme that you can enter as soon as you join where we will make a significant contribution to the cost of your pension; where your contributions come out of your salary before any tax is taken; and where 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. For more details visit [Civil service pension scheme](#)

Generous Annual Leave and Bank Holiday Allowance

25 days annual leave on entry, increasing on a sliding scale to 30 days after 5 years' service. This is in addition to 8 public holidays.

This will be complimented by one further day paid privilege entitlement to mark the Queen's Birthday.

Paid maternity and paternity leave which is notably more than the statutory minimum.

Occupational sick pay.

Scheme Benefits

Salary

The Scheme pay band is HEO level. The current starting salary for HEO staff is £28,122 (National) and £31,837 (London).

Dependent on performance, a small increase will apply each year you are on the Scheme, in addition to any usual departmental increases. Current Civil Servants at grades HEO or SEO above this salary will retain their current salary.

Staff Wellbeing

Flexible working patterns including part- time and access to Flexible Working Schemes allowing you to vary your working day as long as you work your total hours.

Staff diversity networks, providing community and support and advocating for inclusivity.

We support and develop our people with the skills they need to **improve health and wellbeing**. This includes a variety of groups and initiatives that can help you to get active and stay healthy.

Onsite facilities. The opportunity to use onsite facilities including fitness centres and staff canteens (where applicable).

Season Ticket and Bicycle Loan

Interest-free loans allowing you to spread the cost of an annual travel season ticket or a new bicycle.

We also offer interest free **rental deposit loans**.

Financial discounts – joining us you'll have access to an exclusive site for DHSC staff that provides employee discounts, including a Cycle to Work Scheme, Charitable Giving and Recognition and Reward Vouchers.

Training and Development

The Scheme offers engaging jobs in work that really matters; jobs which have a direct impact on the quality of public services. The Scheme roles provide on the job learning and great job satisfaction and there are many opportunities to develop and progress both. Also included;

- A fully financially-supported study package, including a postgraduate qualification in health policy (currently delivered through Imperial College);
- Support from line managers and a cohort lead, who is invested in your individual development;
- Mentoring, and sponsorship from senior leaders in the department;
- Coaching;
- A cohort of peers from across the health care sector, providing community and support.

FAQs

1. Am I eligible to apply?

This vacancy is open to all Civil Service employees and employees of accredited non-departmental public bodies (NDPBs) who were appointed on merit following a fair and open competition; or were appointed to a permanent post through an exception in the Civil Service Commissioners' rules. It is also open to external applicants who have a minimum qualification of an undergraduate degree at 2:1.

2. What nationality do I need to hold in order to apply?

To be eligible for employment in this Scheme, you must satisfy both the Nationality and Right to work/Immigration requirements.

Nationality requirements (Civil Service Nationality Rules). You are eligible to apply if you are a:

- British citizen
- European Economic Area (EEA)
- Commonwealth citizen
- Swiss national
- Turkish national, in some circumstances

Nationality requirements are explained in more detail in the [Civil Service nationality rules](#).

You must also have the right to work in the United Kingdom and meet the Immigration and Visa requirements for the length of the Scheme. Further details can be found on the Gov.uk Visas and Immigration page.

3. Where will the role be based?

If you are successful, you will be based at DHSC's office in Quarry House, Leeds or Victoria Street, London. Unfortunately, relocation costs will not be reimbursed.

4. Can I claim back any expenses incurred during the recruitment process?

You will be able to claim travel expenses from the place you normally live or study to the assessment centre up to £80.

5. Reserved for UK Nationals

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. This is not a reserved post.

6. 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](https://www.gov.uk)

7. Is security clearance required?

Before the appointment of the successful candidate can be confirmed, the Department will undertake background security checks. 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). Successful candidates will be required to pass Baseline Personnel Security Standard checks.

Some posts may require additional clearance and candidates should be willing to obtain security clearance to Developed Vetting (DV) if required.

8. What reasonable adjustments can be made if I have a disability?

We are committed to making reasonable adjustments in order to support disabled job applicants and ensure that you are not disadvantaged in the recruitment and assessment process. Reasonable adjustments could include; allowing extra time for assessment activities; ensuring that information is provided in an accessible format or; by providing training.

If you feel that you may need a reasonable adjustment to be made, or you would like to discuss your requirements in more detail, please contact us in the first instance.

If you wish to receive a hard copy of the information, or in an alternative format e.g. Audio, Braille or large font then please contact:

Dohrecruitment.grs@cabinetoffice.gov.uk

9. Do you offer Guaranteed Interview Scheme for Disabled Persons?

Disabled applicants who meet the minimum selection criteria in the job specification are guaranteed an interview. Selection will be on merit. If you wish to claim a guaranteed interview under the Disability Commitment, you should complete the relevant section of the online application. It is not necessary to state the nature of your disability.

10. What do I do if I want to make a complaint?

The law requires that 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, which can be found at:

[Civil Service Commission Recruitment Principles](#)

If you feel your application has not been treated in accordance with the Recruitment Principles, and you wish to make a complaint, you should contact Dohrecruitment.grs@cabinetoffice.gov.uk in the first instance.

If you are not satisfied with the response you receive from the Department, you can contact the Civil Service Commission at: <http://civilservicecommission.independent.gov.uk/civil-servicerecruitment/complaints/>

11. What do I do if I think I have a conflict of interest?

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 Department. 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. The successful candidate will be required to give up any conflicting interests and his/her other business and financial interests may be published.

Message from Permanent Secretary Chris Wormald.

In addition to my Permanent Secretary role, I am proud to lead policy making improvements across the whole of the Civil Service as Head of the Policy Profession. I also sponsor the Civil Service policy profession standards that set out the three main areas of policy work: analysis and the use of evidence, politics and democracy, and delivery.

I am delighted to sponsor the Health Policy Fast Track Scheme, which provides an exciting and unique opportunity for talented individuals who wish to specialise in developing their careers in the health and social care policy area.

In DHSC, policy is at the heart of our role. As a central Department of State we advise Ministers in leading the health and care system in England. We work flexibly to respond to emerging priorities, embedding the policy standards and tests in our work. We support Ministers, including in their accountability to Parliament; set direction; act as guardians of the health and care framework and take action to resolve complex issues.

The Civil Service is committed to becoming the most inclusive employer in the UK.

We are committed to understanding, respecting and representing as broad a range of views and backgrounds as we have in UK society. We know that diverse perspectives and experiences are critical to an effective, modern Civil Service.

Our vision is to ensure the Civil Service represents modern Britain and is a truly inclusive employer - an example to other employers. We will create an organisation where diversity is not only respected and valued - but celebrated.

What's in it for me?

We want to maximise the potential of everyone who chooses to work for us - regardless of background.

If you're interested in becoming a world class leader, developing your career with us – starting with this interesting and challenging role – or doing things differently and inspiring colleagues, then the Civil Service is the place for you.

Our passion for diversity and equality means creating a work environment for all employees that is welcoming, respectful, engaging, and enriched with opportunities for personal and professional development.

What's next?

You've taken the first step and looked through this job pack to understand the skills and experience needed to perform this role.

Now join us in achieving our ambitions and let us help you achieve yours. [Apply now](#)

CONTACT US

If you have any questions about applying for this role please contact:

Dohrecruitment.grs@cabinetoffice.gov.uk

This campaign is being run on behalf of DHSC by Government Recruitment Service. Government Recruitment Service is part of Civil Service HR and is a central government expert service specialising in the attraction, search, selection and recruitment of civil servants.

Our work is regulated by the Civil Service Commission where necessary and supported by the equality campaign group Stonewall.

DHSC is a Disability Confident employer.

DHSC is a Youth Friendly employer.