



UK Health
Security
Agency

Director of Technology UK Health Security Agency



Closing date: 23:55 Monday 7th February 2022



Why join the UK Health Security Agency?

Dame Dr Jenny Harries, Chief Executive Officer

Discover more about one of the most exciting and challenging Technology leadership jobs in the country

COVID-19 is the biggest health and economic challenge that our nation has ever faced. The newly formed UK Health Security Agency (UKHSA) is an organisation



formed in the heat of this crisis. It pulls together the very best of our health partners – the medical and scientific expertise of Public Health England, the scale and operational might of NHS Test and Trace along with the analytical capability of the Joint Biosecurity Centre (JBC); to evolve and strengthen this country's health protection system. It has a single and relentless mission: protecting people from threats to this country's

health. Threats including pandemics, other infectious disease risks, radiation and chemical incidents, and biological weapons.

It begins its life in a time of crisis and will play a crucial role in helping the government and the country get back to a more normal way of life beyond COVID-19 and it will also need to establish itself for the long term to protect us from other known and as yet unknown threats.

As Director of Technology, you will play a critical role in UKHSA's Executive Committee and be responsible for establishing and developing a world class technology hub. You will be accountable for developing UKHSA's Technology Strategy, including determining technological priorities that will enable the delivery of health protection policy.

Accountable for UKHSA's Technology and Digital capabilities, you will provide leadership to our technology profession

and work across local and national bodies to ensure these critical capabilities meet the requirements of the organisation.

Working in Technology in UKHSA will provide you with exposure to many other parts of the agency covering Policy, Science, Public Health & Clinical, Health Protection Operations, Data Analytics and Science, as well as our Customer, Communication, Commercial and other Corporate Service Teams. You will also have opportunities to work alongside other parts of the 'health family' as well as other Government Departments.

If you are a collaborative leader who can build and lead highly effective team and influential relationships, have the ability to think strategically, and work with very broad and complex organisational and cross Governmental structures then we look forward to hearing from you.

Best wishes,

Jenny

About the UK Health Security Agency

COVID-19 has reinforced the impact that threats to health can have on society and the economy and driven health security as a critical component of our national security architecture.

The United Kingdom Health Security Agency (UKHSA) is responsible for protecting every member of every community from the impact of infectious diseases, chemical, biological, radiological and nuclear incidents and other health threats. We provide intellectual, scientific and operational leadership at national and local level, as well as on the global stage, to make the nation's health secure.

We are a system leader for health security; taking action internationally to strengthen global health security, providing trusted advice to government and the public and reducing inequalities in the way different communities experience and are impacted by infectious disease, environmental hazards, and other threats to health. As the nation's expert national health security agency UKHSA will:

- Prevent: anticipate threats to health and help build the nation's

readiness, defences and health security

- Detect: use cutting edge environmental and biological surveillance to proactively detect and monitor infectious diseases and threats to health
- Analyse: use world-class science and data analytics to assess and continually monitor threats to health, identifying how best to control and mitigate the risks
- Respond: take rapid, collaborative and effective actions nationally and locally to mitigate threats to health when they materialise
- Lead: lead strong and sustainable global, national, regional and local partnerships designed to save lives, protect the nation from public health threats, and reduce inequalities

Our immediate and most important priority is to continue the response to the COVID-

19 pandemic. In the longer term, UKHSA will build on the legacy of the COVID-19 response to ensure resilient and scalable infrastructure to secure the UK in the strongest position to protect the public from future threats to health.

UKHSA's mission is challenging, innovative and in the spotlight. To achieve our objectives effectively and fairly, we commit to representing modern Britain and all its diversity. We recognise that diversity of background and life experience brings different insights, creates challenge and encourages change and innovation. This in turn produces more accountable and trusted public services and better decisions.

More information about the UKHSA can be found [here](#).

Vision: Protecting The Nation's Health Through Technology

Mission: Identify, design, develop, deploy, secure and run world class IT services

Create the future **strategic asset of tech architecture, platforms and applications** for UKHSA. Scale down to maximise lasting gains

Build a **world-class data infrastructure**

Deliver **right level of ITSM / Operations controls** (including processes) and support model across UKHSA systems

Develop UKHSA's role as a driver and adopter of **technology innovation** across health protection

Implement long-term, **sustainable Value for Money (VfM) resourcing** and operating model for UKHSA, underpinned by sourcing **talent, development and education**

Technology Business Objectives

UKHSA Technology has set four objectives that we're collectively working towards as a function:



Stabilise and scale the existing technology environment



Support the deployment of **mass testing** by building **digital channels** that support citizen engagement with the testing process



Manage the **data** generated to improve the effectiveness of **self-isolation** and **contact tracing**



Continue to transition to the **UK Health Security Agency (UKHSA)**

About the role

Job Title

Director of Technology

Location

Any UKHSA location

Salary

External candidates should expect their salary upon appointment to be up to £149,500 per annum.

Existing Civil Servants will be appointed in line with the Civil Service pay rules in place on the date of their appointment.

Contract Type

This role is being offered on a permanent basis.

The Role

The Director of Technology will be integral to supporting UKHSA in its mission to provide health security for the nation by protecting from infectious disease (with a current focus on the COVID pandemic response) but also external hazards. Simply put, virtually everything we do is

dependent on technology and data, and the Director of Technology is accountable for ensuring that these critical capabilities meet the requirements of the organisation.

As the Director of Technology, you will sit on UKHSA's Executive Committee and will oversee the build and integration of end-to-end technology that will underpin all business processes and operations. You will also be responsible for building and running the technology including digital channels for UKHSA.

This is a role of great technical complexity, architecting cloud-based, scalable technology solutions with a variety of approved vendors. Managing a budget of up to £800m and a team of circa 150 people directly, and up to 800 indirectly through various partner organisations, the Director of Technology will be able to architect and evolve the existing technology services to meet current and future needs.

To be successful, you will need to be a collaborative leader, putting the people we serve first as well as working across local and national organisations, academic

institutions, professional bodies and partners, as well as industry collaborators, national and global collaborators, including UK Research and Innovation, National Institute for Health Research, Office for Clinical Research Infrastructure, The National Laboratories Alliance and internal UKHSA functions.

Key Responsibilities

The Director of Technology will:

- Be a member of UKHSA's Executive Committee, contributing to the strategic direction of the organisation and the delivery of its priorities.
- Drive the design of the UKHSA technology architecture based on a cloud first strategy, and develop the technology strategy in alignment with risk appetite
- Develop and implement an investment plan that supports and maintains service provision and a stable technical infrastructure in a highly agile and response sensitive environment
- Lead a team of circa 150 people, with another 800 indirectly, and be accountable for evolving and delivering the Enterprise Architecture roadmap of services
- Leverage advanced technologies, including Machine Learning and AI, to underpin a cutting- edge technology function, optimising and enhancing technology solutions on an ongoing basis
- Partner proactively with colleagues across functions within UKHSA as well as other government departments and private partners, to ensure progression, efficacy and alignment
- Drive a culture of collaboration, resilience, innovation and responsiveness
- Provide thought leadership and guidance, both in and outside of their direct function, on complex challenges and issues

As one of its most senior leaders, you will also be a visible role model for the Civil Service Leadership behaviours

We expect all our senior leaders to be:

- Inspiring – about our work and its future
- Confident – in our engagement with others
- Empowering – to allow our teams to deliver.

Civil Service Code

The [Civil Service Code](#) sets out the standards of behaviour expected of you and other civil servants. These are based on the core values which are set out in legislation.

As a civil servant, you are expected to carry out your role with dedication and a commitment to the Civil Service and its core values of:

- 'integrity' - putting the obligations of public service above your own personal interests.
- 'honesty' - being truthful and open.
- 'objectivity' - basing your advice and decisions on rigorous analysis of the evidence.
- 'impartiality' - acting solely according to the merits of the case and serving equally well governments of different political persuasions.

These core values support good government and ensure the achievement of the highest possible standards in all that the Civil Service does. This in turn helps the Civil Service to gain and retain the respect of ministers, Parliament, the public and its customers.

Person Specification

It is important that through your CV and Statement of Suitability you give evidence and examples of proven experience of or your ability to deliver against the following criteria:

- Experience as a senior IT leader in a complex organisation, having architected cloud-based technology infrastructure and solutions. While technically and operationally strong, the ideal candidate will bring a strength and passion for building and leveraging the most advanced technologies to deliver efficient, stable, and secure systems.
- Proven ability to influence and gain the confidence of a broad range of key stakeholders at senior level, in order to confidently challenge and drive decision making, structures and processes to deliver services effectively.
- High levels of innovation and a track record of delivering results through new and more efficient, digital ways of working via a focus on excellent customer service and user-centricity.
- The successful candidate will be an influencing leader, with well-developed partnership-building skills and a track record working collaboratively. An outward-facing leader, they will build strong and collaborative relationships with people at all levels of the organisation.
- A proven track record in large-scale technology and digital transformations, including the management of complex, multi-faceted programmes; partnership with senior colleagues across the functions/operations; and ensuring a secure, stable environment throughout.
- Sophisticated commercial acumen and subject matter expertise, with the ability to drive value for money across large-scale change programmes, and in vendor and consultancy relationships.
- The flexibility and personal resilience to adapt to a rapidly changing and ambiguous environment and the ability to build relationships with Ministers, Board-level colleagues and other senior internal and external stakeholders, often on complex, detailed, sensitive and hard choice issues.

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.

We have strong and pro-active staff networks, special leave policies for hospital appointments, flexible working policies, workplace adjustments put in place for those who need them, and talent programmes to help everyone irrespective of background, to achieve their potential and thrive.

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. Visit [Civil Service Pension Scheme](#) for more details. If joining on Medical & Dental terms and conditions you will retain your NHS pension arrangements.

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 complemented by one further day paid privilege entitlement to mark the Queen's Birthday.

Staff Wellbeing

Flexible Working Schemes allowing you to vary your working day as long as you work your total hours.

Generous **paid maternity and paternity leave** which is notably more than the statutory minimum offered by many other employers.

Onsite facilities 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.

Sick Pay

Occupational sick pay.

The Recruitment Process

Application

Russell Reynolds Associates, an executive search firm, has been appointed to assist with this competition.

To apply for this post, you will need to submit the following documentation to responses@russellreynolds.com with reference P2112-108L in the subject heading of your email. This should be completed no later than **23:55 on Monday 7th February**.

Applicants will be required to provide the following information:

1. A **CV** setting out your career history, with key responsibilities and achievements and relevant professional qualifications. Please ensure you have provided reasons for any gaps within the last two years; and
2. A **Statement of Suitability** (no longer than two pages) explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role, with particular reference to the criteria in the person specification.
3. A completed **Diversity Monitoring Form** available [here](#). All monitoring data will be treated in the strictest confidence, will not be provided to the selection panel and will not affect your application in any way. The completion of the Diversity Monitoring Form is mandatory but it includes the option 'prefer not to say' if you do not wish to answer any question. The information you provide when submitting your application will help us monitor our progress towards the Civil Service becoming an inclusive employer and a great place to work. See

the [Civil Service Diversity and Inclusion Strategy](#) for more information or go to [Equality and Diversity](#).

Failure to submit a full application will mean the panel only have limited information on which to assess your application against the criteria in the person specification.

Should you encounter any issues with your application please contact the Russell Reynolds Associates team via responses@russellreynolds.com.

Selection Process

Jane Burgess, a Civil Service Commissioner, will chair the process. The Civil Service Commission has two primary functions:

- Providing assurance 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](#). For the most senior posts in the Civil Service, the Commission discharges its responsibilities directly by overseeing the recruitment process and by a Commissioner chairing the selection panel.
- Hearing and determining appeals made by civil servants under the Civil Service Code which sets out the Civil Service values – Impartiality, Objectivity, Integrity and Honesty - and forms part of the relationship between civil servants and their employer.

More detailed information can be found on the [Civil Service Commission website](#).

In addition to Jane, the other appointment panel members will be:

- Dame Dr Jenny Harries – UKHSA CEO
- Adam Wheelwright – UKHSA Director of Technology
- Sidonie Kingsmill – UKHSA Director of Customer, Comms and Innovation
- Simon Bolton – Chief Executive of NHS Digital

Shortlist

You will receive an acknowledgment of your application from Russell Reynolds Associates.

The panel will then assess your application to select those demonstrating the best fit with the role by considering the evidence you have provided against the criteria set out in the 'Person Specification' section. Failure to address any or all of these may affect your application.

The timeline later in this pack indicates the date by which decisions are expected to be made, and all shortlisted candidates will be advised of the outcome as soon as possible thereafter.

A long list stage may be introduced if we receive a large number of very credible applications.

Russell Reynolds Associates may contact you to arrange a competency-based interview to discuss your background and experience further.

Assessment

If you are shortlisted, you will be asked to take part in a series of assessments in advance of a final panel interview. These will include psychometric tests and a staff engagement exercise. These assessments will not result in a pass or fail decision. Rather, they are designed to support the panel's decision making and highlight areas for the panel to explore further at interview.

In addition, Jenny Harries and Adam Wheelwright may hold stakeholder meetings with shortlisted candidates. This is would be an informal opportunity to meet key stakeholders.

The final panel interview will involve a meeting with the appointment panel and will involve a competency-based interview against the criteria set out in the Person Specification.

In the Civil Service we are challenging ourselves to become a more diverse and inclusive organisation. We recognise that recruitment and inclusion of individuals with diverse skills, perspectives and backgrounds will bring real strength to the organisation, the wider Civil Service and to society. To help support this aspiration all selection panels will have both female and ethnic minority and/or disabled membership.

Full details of the assessment process will be made available to shortlisted candidates.

Offer

Regardless of the outcome, we will notify all candidates as soon as possible after the final interview.

Expected Timeline

We will try and offer as much flexibility as we can, but it may not be possible to offer alternative dates for assessments or interviews. You are therefore asked to note the below timetable, exercising flexibility through the recruitment and selection process, in order to meet the dates given. Please note that these dates may be subject to change.

The anticipated timetable is as follows:

Advert Closing Date	23:55 Monday 7 th February 2022
Longlist Meeting	w/c 14 th February 2022
Shortlist Meeting	w/c 7 th March 2022
Candidate Assessments and Stakeholder Meetings	w/c 14 th & 21 st March 2022
Final Interviews	w/c 28 th March 2022

FAQs

Can I apply if I am not currently a civil servant?

Yes. This role is open to suitably qualified people in the external market as well as existing civil servants.

Can I join on secondment terms?

Unfortunately, this vacancy is not available on secondment.

Is this role suitable for part-time working?

This role is available for full-time or via flexible working arrangements. The importance and nature of the role makes this a demanding and sometimes time critical work delivery agenda so you should discuss any proposed alternative working pattern with responses@russellreynolds.com before applying.

Will the role involve travel?

Some travel may be required for this role, including to represent the organisation across the UK.

Where will the role be based?

You will be based in any UKHSA location

Unfortunately, relocation costs will not be reimbursed.

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

No. Unfortunately we will not be able to reimburse you, except in exceptional circumstances and only when agreed in advance.

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

To be eligible for employment to this role you must be a national from the following countries:

- The United Kingdom;
- The Republic of Ireland;
- The Commonwealth*;

- European Economic Area (EEA) nationals with (or eligible for) status under the EU Settlement Scheme;
- Relevant EEA or Turkish nationals already working in the Civil Service;
- Relevant EEA or Turkish nationals who have built up the right to working the Civil Service; and
- Certain family members of the relevant EU and Turkish nationals.

**Individuals will need to demonstrate that they meet the relevant immigration requirements.*

For further information on whether you are eligible to apply, please visit [Gov.UK](https://www.gov.uk).

Is security clearance required?

Yes. If successful you must hold, or be willing to obtain, security clearance to SC level. More information about the vetting process can be found [here](#).

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.

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 responses@russellreynolds.com in the first instance.

Do you offer a 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.

Will this role be overseen by the Civil Service Commission?

Yes. As this role is one of the more senior posts within the Civil Service, a Commissioner will oversee the

recruitment process and chair the selection panel.

More detailed information can be found on the Civil Service Commission [website](#).

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](#).

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 scs.mdrecruitment@phe.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](#).

What should I do if I think that I have a conflict of interest?

Candidates must note the requirement to declare any interests that might cause questions to be raised about their approach to the business of the Department.

If you believe that you may have a conflict of interest please contact responses@russellreynolds.com before submitting your application.

Diversity & Inclusion

The Civil Service is committed to becoming an exemplar employer on inclusion.



We know that working inclusively and harnessing a range of talents means solving problems better, making better decisions and delivering better public services. We are committed to representing as broad a range of views and backgrounds as we have in UK society, focused not just on the characteristics protected under law but equally committed to greater socioeconomic diversity, greater regional diversity and to building teams where effectively harnessing cognitive diversity is the way decisions are made. We know that diverse perspectives and experiences are critical to an effective, modern Civil Service that delivers policies and services for all of our citizens.

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 and fairness are not only respected and valued – but celebrated - and where everyone can see where they belong and no one feels excluded.

What's in it for me?

We want to maximise the potential of everyone who chooses to work for us – regardless of background, working style or career experience.

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 inclusion and equality means creating a work environment for all employees that is welcoming, respectful, fair, 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. [Read more](#).



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Contact us

Should candidates like to discuss the role in more detail before submitting an application, please contact the Russell Reynolds Associates Team via responses@russellreynolds.com to arrange.

Our work is regulated by the Civil Service Commission.

UKHSA is a Disability Confident employer.