



Department
of Health &
Social Care

Health Policy Fast Track Scheme

2021

Department of Health and Social Care

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Closing Date: 16th November 2020





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About the Department of Health & Social Care

The Department of Health and Social Care (DHSC) aims to help people live more independent, healthier lives for longer. 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 are a ministerial department, supported by 15 Arm's Length Bodies (ALBs) and a number of other agencies and public bodies, and employ over 2,100 staff across the country.

DHSC's main arm's length bodies and what they do

These two ALBs are working together more closely

NHS England The proper functioning of commissioning system in NHS.	NHS Improvement Oversees NHS FTs, trusts & independent providers on finances.	NHS Health Education England Provides the right workforce in the health sector.	NHS Public Health England Protects & improves the nation's health and wellbeing.	NHS Digital Supplies info & data, & provides technological infrastructure.
NHS Resolution Manages negligence & other claims against the NHS.	NHS Business Services Authority Provides central services to the NHS, patients & the public.	NHS Blood and Transplant Looks after blood donation and transplant services.	NICE National Institute for Health and Care Excellence Provides national guidance & advice to improve health.	CareQuality Commission Regulates quality & safety in all health & adult care services.
NHS Medicines & Healthcare products Regulatory Agency Regulates medicines, medical devices & blood components.	NHS Health Research Authority Ensures research is ethically reviewed & approved.	NHS Counter Fraud Authority Identifies, investigates and prevents fraud in the NHS.	Human Fertilisation & Embryology Authority Regulates fertility treatment & research using human embryos.	HTA Human Tissue Authority Regulates use of human tissue for research & treatment.

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 arms 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 Strategic Priorities 2020 – 2021

1 **A response to COVID-19 and health protection** that continues to support health care systems, anticipates future demands and utilises lessons learned to enact wider change and reform to health and social care



2 **A healthier nation** that tackles the causes of poor physical and mental health, racial disparities in healthcare, and ongoing efforts to ensure we play a leading role in confronting global health challenges



3 **A transformation in social care** that applies lessons learned from COVID-19 and supports the most vulnerable in our community and integrates effectively with healthcare



4 **A stronger and more integrated health and care system** driven by system reform, spending review and the ambitions set out in the Long Term Plan that delivers better outcomes, confidence and patient experience



5 **A workforce fit for the future** created by recruiting, retaining and developing the people we need and by making the health and care system a rewarding place to work



6 **A digital revolution** which will harness the full potential of data and technology to inform better decisions that will improve the delivery of healthcare for the twenty-first century



7 **A well-managed end to European Union transition** helping the health and social care system to manage the complexity and risk associated with our departure



8 **Building infrastructure for the future** to lead on systems reform, build a new relationship between the Department and those delivering care, whilst supporting wider government manifesto commitments



The Department of Health and Social Care is committed to the Civil Service ambition to become the UK's most inclusive employer.



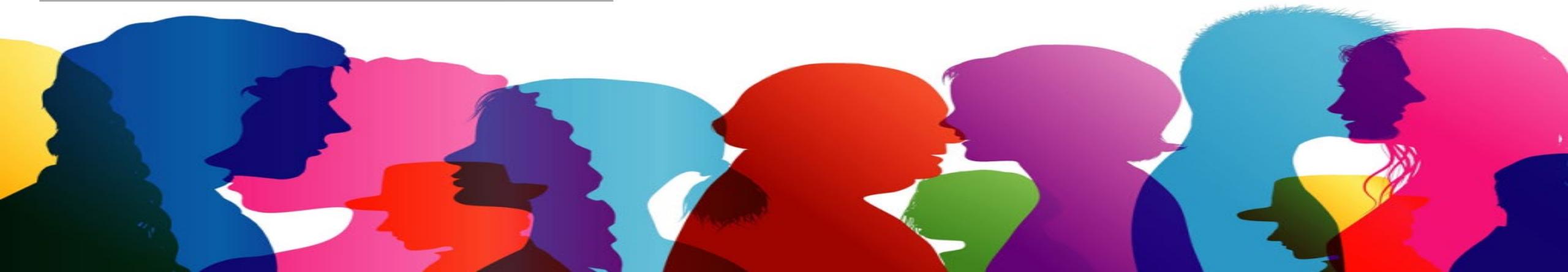
"We want a diverse workforce which reflects the society we serve. There are real inequalities across health and social care and we need people with lived experiences to help improve our policy making"

Lee McDonough, Director General, Acute Care and Workforce Group and Diversity & Inclusion Champion

We have a team of 10 Senior D&I Champions who sponsor and align activities across our organisation.

DHSC prides itself on being a diverse Government Department solving some of the world's biggest problems. We provide a culture and environment which is inclusive, as we want to maximise the potential of everyone who chooses to work for us, and utilise the array of experiences and knowledge which people from different backgrounds and groups can bring. But to create a genuinely inclusive work environment, we recognise the need to continue to come together in order to identify and understand what makes us similar whilst celebrating and valuing the differences between us.

Our large number of staff networks, which are open for any employee to join, help to ensure that the needs and voices of all our employees are heard and play an important role in making DHSC a truly inclusive, diverse and supportive place to work. 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 DHSC is the place for you.





Every day we are motivated knowing that our work is valued and is making a difference – our ideas and decisions really matter

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 and Senior Civil Servants. You may also have the opportunity to take forward roles across other areas of the Department such as Commercial and Finance with clear links to policy that will give you a rounded experience.

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 £49,529 to £53,355 bracket.



HPFTS

2 x Policy Roles

1 x Private Office

1 x Arm's Length Body

MSc in Health Policy (Year 2)

Meet our Fast Trackers – Cerys Boulger

Private Secretary to the Permanent Secretary



"I've really enjoyed being part of genuinely exciting and challenging policy-making at such crucial moments in time, such as preparing for EU Exit and responding to the COVID-19 pandemic. But also, I've been so grateful to be part of such a friendly and supportive cohort".

What does a normal day look like in your job?

I usually start with a catch up with my colleagues to informally check-in and give some shape to the day. Days can vary between those with lots of urgent commissions or briefing requests, those with meetings and more forward-looking workshops, or a mixture of both.

What has been the highlight of working for DHSC so far?

Being part of the COVID-19 response and drafting clauses for the Emergency Coronavirus Act 2020 has been such a privilege and allowed a valuable insight into how the legislative process works and how emergency decisions are made. Watching it go from concept to actual law that impacted people's daily lives was absolutely surreal!

What has been the biggest challenge you have faced on the HPFTS?

Adapting to working from home and not being able to regularly see the rest of the cohort was initially quite challenging, as I think we had really valued the pastoral support provided by meeting for lunch and seeing each other on training days. However, we were able to adapt into virtual catch-ups and had a really successful cohort day over Microsoft Teams.

What have been the three best things about being on the HPFTS?

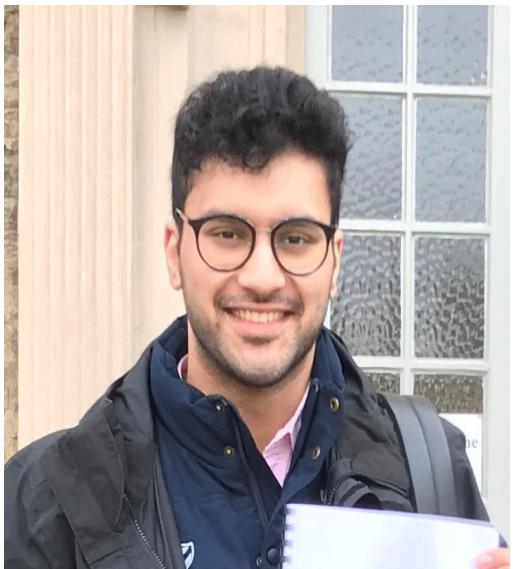
1. Being part of a tight-knit cohort of Fast Trackers has been amazing and having people to lean on and test ideas with.
2. The huge learning and development offer and abundance of training opportunities have been a massive kick-start to my development.
3. The opportunity to work in Private Office and/or an ALB is really unique, and offers a chance to see health and social care policy from quite a different perspective of the Department, and a useful insight into the mechanics of policy-making.

Why should you apply to the HPFTS?

The HPFTS provides an incredibly unique and broad experience of health policy in a relatively short period of time, and being part of it has been such a privilege. The learning and development opportunities, as well as the chance to study for a Health Policy MSc, have really improved my confidence and passion for the policy area. The ability to stay in DHSC and/or its ALBs means you get a real opportunity to explore the wealth of areas the Department covers, and obtain a strong understanding of how health and social care policy is made, while being a part of it and driving real and important change.

Meet our Fast Trackers – Karan Sood

Policy Officer – EU Legislation



"DHSC does not discriminate in any way, and instead relies on you to communicate your experiences; it recognises that skills can be attained, and potential and be achieved from all walks of life. Our diversity of thinking is welcomed and really valued".

What does a normal day look like in your job?

My role is in Professional Regulation to ensure that the UK goes through the EU transition period in an orderly fashion. A normal day involves working with many different bodies with an interest in both healthcare and EU Exit: Department for Business, Energy and Industrial Strategy, Department of International Trade, the General Medical Council and even the European Commission at points. The complex nature of the health and care system means that you'll be regularly working with many different organisations, both nationally and internationally.

What has been the highlight of working for DHSC so far?

Being able to lay some legislation in Parliament. This was my first experience of trying to manage a project of any kind, so it was definitely a bonus that the project involved creating laws in Parliament. Whilst legal language can be quite difficult, I really enjoyed talking to lawyers about the implications that specific legal drafting could have on our overall policy. It allowed me to get involved into the nitty-gritty details which I unexpectedly found to be pretty fun.

What has been the biggest challenge you have faced on the HPFTS?

It'll be no surprise that there is a tonne of stuff happening across Government at once. Quite often, many of the events and decisions

made across Government affect your policy area – it can be challenging at the beginning of the Scheme to understand how different strands affect each other. Fortunately, you develop a better understanding of how everything interconnects as time goes by. It's quite the eye-opening experience.

What have been the three best things about being on the HPFTS?

1. You can see the very direct impact you have on the UK's healthcare policy.
2. You get a fully funded MSc – this provides the rare opportunity to combine knowledge with the practicalities of actually implementing healthcare policies.
3. The sheer variety of work means that more often than not, the week goes by in a flash.

Why should you apply to the HPFTS?

If healthcare wasn't a national priority before, it definitely is now. The need for future leaders in this area is becoming more and more important every year. If you're new to health policy, this Scheme is perhaps the best possible way to make sure you get a seat at the decision-making table. I went from knowing very little about the UK's healthcare system, to influencing the UK's healthcare system in the space of about 10 months. Be sure to expect that level of growth on the Scheme.

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 shifting priorities.
- An innovative leader and somebody who looks for opportunities to do things differently, whilst anticipating economic, social and technological opportunities and risks.
- Someone who enjoys working with others, has good influencing skills, and is able to build collaborative relationships that balance challenge with support developing trust and mutual respect across the wider health care system.
- Able to use sound judgment and evidence to make effective decisions.
- Able to manage and thrive in an environment which requires the ability to think and absorb information quickly.
- Someone with at least a 2.1 undergraduate degree, in any subject. Current Civil Servants, who have served their probation period can apply without a degree.

Any reasonable adjustments will be tailored to individuals



Abigail Brown, HPFTS Fast Tracker



Dylan Kirkland, HPFTS Fast Tracker



Isabel Taylor, HPFTS Fast Tracker



George Mainstone, HPFTS Fast Tracker

The Recruitment Process



To apply for the Scheme, you will need to submit an online application by no later than **23:55 Monday 16th of November 2020**.

After submission of your application, you will be invited to complete an **Online Civil Service Situational Judgement Test (CSJT)**. 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 Monday 16th of November 2020**, at the latest to complete.

If you pass the online test you will be invited to complete your full application which must be submitted by **23:55 Monday 16th of November 2020**. 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 CSJT, 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 **Pre-recorded 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 14 days to complete the Video Interview.

If you pass the above stages, you will be invited to attend an online **Assessment Centre**. 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.

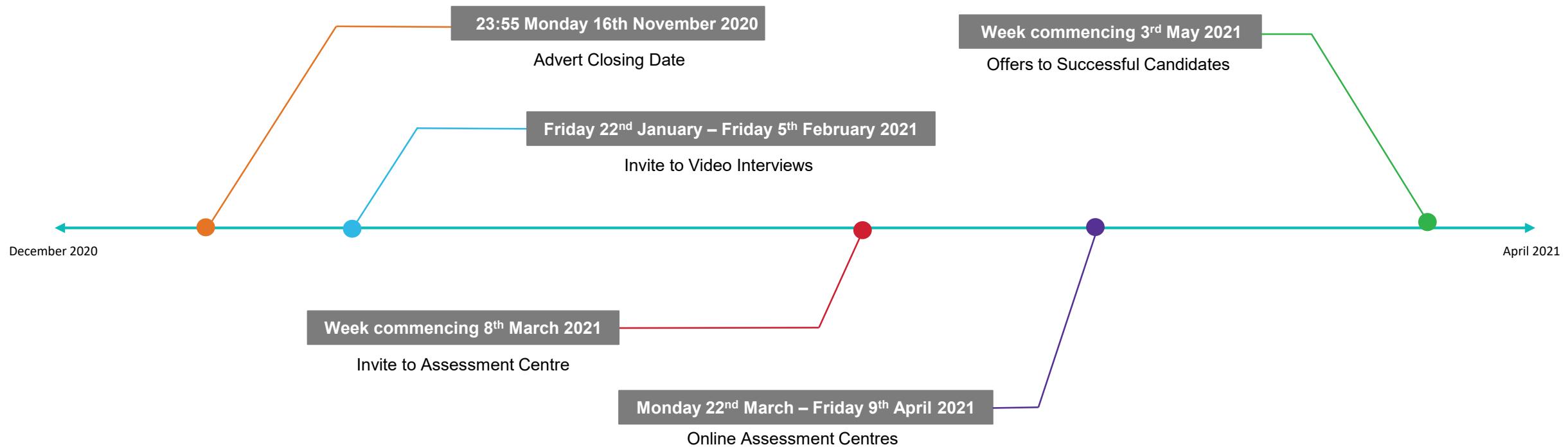
We'll assess you against these behaviours during the selection process: Leadership, Working Together, Communicating and Influencing, Making Effective Decisions, Delivering at Pace, Developing Self and Others.

Successful candidates will be **offered** a place on the Scheme to join in September 2021. 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:
hpfts.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 hpfts.grs@cabinetoffice.gov.uk. Please ensure you quote the job title and reference number in your e-mail.



Scheme Benefits

Salary

The Scheme pay band is HEO level. The current starting salary for HEO staff is £28,966 (National) and £32,792 (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.

A large number of staff diversity networks e.g. faith based networks, diversity networks, grade 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 Collage);

- 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.





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 www.civilservicepensionscheme.org.uk

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

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 or currently working towards and expecting to achieve this by September 2021.

We accept applications from candidates with overseas degrees, provided that they can supply evidence that their degree is at a comparable level to that required. The onus (including any costs) of providing appropriate documentation is on the candidate. The [National Academic Recognition Information Centre \(NARIC\)](#) provides information about the comparability of different international qualifications. We would not normally ask for such evidence until you had been declared successful: it would then be required for our pre-appointment checks.

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. 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.

5. 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](#)

6. 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.

FAQs

7. 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 hpfts.grs@cabinetoffice.gov.uk

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

The Guaranteed Interview Scheme was replaced by the Disability Confident Scheme in November 2016.

However, 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.

9. 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:

<http://civilservicecommission.independent.gov.uk/wp-content/uploads/2018/03/RECRUITMENTPRINCIPLES-April-2018-FINAL-.pdf>

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 hpfts.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

gov.uk/civil-servicerecruitment/complaints/.

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

Candidates must note the requirement to declare any interests they 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.



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**,

**PERMANENT
SECRETARY,
CHRIS WORMALD**

CONTACT US

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

hpfts.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.

