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FCDO Services



UK National Authority for Counter-Eavesdropping

Director of UK NACE

Candidate Pack | April 2024



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UK National Authority for
Counter-Eavesdropping

FCDO Services Overview

We are FCDO Services. As part of the Foreign, Commonwealth and Development Office (FCDO), we work with government customers in the UK and overseas, providing a wide range of secure services, including logistics, construction, digital and security solutions. We are also the home of UK NACE.

Our work is varied both in content and location: from building and maintaining embassies to hosting secure servers for government customers; from providing logistics support to the British Government's network of more than 250 diplomatic missions, across 168 countries, to delivering highly secure radar and communications installations for the Ministry of Defence. It's vital work that supports our nation's interests all over the world.



FCDO Services



UK National Authority for
Counter-Eavesdropping

UK NACE Overview

We provide guidance and operational support to the UK government and Friendly Foreign Governments. We have decades of experience in detecting and protecting against technical espionage and attacks.

As one of the UK's three National Technical Authorities (NTA's), UK NACE protect national security with our technical expertise. We work closely with the UK government, friendly foreign governments, the UK's Intelligence Services and the critical national infrastructure (CNI) to protect the UK's people and information against technical espionage and attacks. We complete expert operations, provide one-of-a-kind policy advice, locate and investigate threats, and much more.

Our Organisation

FCDO Services is an Executive Agency and Trading Fund, owned by the Foreign, Commonwealth and Development Office (FCDO). Our work supports diplomacy, defence and development for the UK Government and our global partners. As a Trading Fund, our main goals are to provide top quality, competitively priced services for our customers while making a financial surplus and ensuring the long-term viability of the business. To achieve this, we aim to be a trusted, agile and global partner, delivering secure technical services primarily to our parent, the FCDO, but also to other relevant arms of government. We have a developing customer base that also includes the Ministry of Defence, the Home Office and some friendly foreign governments. We are also home to UK NACE.

As the UK's NTA's for technical security, UK NACE provides guidance and operational support to the UK government and Friendly Foreign Governments. With experience in detecting and protecting against technical espionage and attacks.

UK NACE Operations –

Our highly skilled technical security officers carry out a wide range of specialist technical work for the UK government and partners, both in the UK and overseas. The increasing sophistication of physical, electronic and cyber-attacks can threaten even the most protected organisations.

Our globally experienced and security-cleared experts provide the highest standards of technical security assurance.

We help organisations manage the risk of technical attack and provide assurance that assets are protected. We focus on three areas of technical security:

- technical surveillance countermeasures
- in-place monitoring systems
- site security management

Research and Development –

We carry out research and development of new threats and countermeasures technologies.

Now surveillance technology is reaching new heights in its accessibility, capability and concealment. We look to work collaboratively to tackle modern technical threats.

Using our deep historic knowledge of tradecraft and active field deployment, alongside the application of scientific principles, we endeavour to evolve our detection and mitigation techniques for the modern threats we face.

From applied scientific theory and proof of concept through to engineering partnerships, we create products and countermeasures techniques to match and mitigate current operational attack methods.

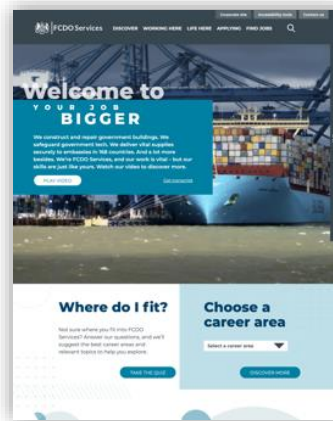
More Information

For more information about FCDO Services and UK NACE please visit our corporate and careers websites.

Visit our [corporate website](#)



Visit our [careers website](#)



[Read our most recent Annual Report](#)



Equality, Diversity and Inclusion

At FCDO Services we're aiming to create a truly inclusive business, and to play our part in helping change the balance in the industries we're part of too. We are proud of the progress we've made to date, while recognising there is work still to do.

But what does a truly inclusive business feel like? It's where you can be yourself, no holding back. Where you can be appreciated for who you really are and recognised for the contribution you make.

It is where your supported to do your best work. Where your managers care about trying to meet your needs, from the right working conditions and tools, to the right work patterns.

That's the environment we want for everyone at FCDO Services – and we work hard every day to achieve that.

You can find more information about our approach to diversity and inclusion [here](#).

Corporate site Accessibility tools Contact us

FCDO Services DISCOVER WORKING HERE LIFE HERE APPLYING FIND JOBS

Diversity and Inclusion

We're aiming to create a truly diverse and inclusive business here at FCDO Services – and we recognise our part to play in helping change in the technology and construction industries too.

What does a truly diverse and inclusive business feel like? It's where you can be yourself, no holding back. Where you can be appreciated for who you really are and recognised for the contribution you make.

It's where the whole team makes a conscious effort to understand and support each other's cultures, backgrounds, experiences. Where training is given across the business to help us all do that better.

It's where you're supported to do your best work. Where your managers care about trying to meet your needs, from the right working conditions and tools, to the right work patterns.

That's the environment we want for everyone at FCDO Services – and we work hard every day to achieve it.

Our vision

Our vision is to be a diverse and inclusive organisation that looks after the wellbeing of all of our people.

To enable us to achieve this we are focused on four areas: Inclusion, Respect at Work, Attracting and Promoting Talent; and Wellbeing.

Each area is championed by a member of our Executive board.

The Role

As Director of UK NACE, you will:

- Have autonomy to lead a unique and critical national technical authority
- Have the opportunity to shape the culture and capability of the future
- Have a strategic mind-set, anticipate challenges and provide strategic direction
- Take a rapid view on the future and mobilise your vision
- Ensure that UK NACE is embedded in the security eco system
- Be accountable to the CEO, The FCDO Services Board and to the Foreign, Commonwealth and Development Office for delivery
- Manage senior stakeholder relationships with chief and senior security advisors across HMG and with individual departments, armed forces, agencies and police services
- Manage Internal relationships with leaders of other FCDO Services functions
- Represent UK NACE as a senior civil servant within Government Security
- Provide oversight of activities under the IP Act and act as SRO for IP Act compliance
- Drive performance
- Build capability required to remain at the forefront of both technical security R&D and operational service delivery
- Champion learning. Development and accreditation, cultivate talent and foster an inclusive, diverse and motivated workforce

The Role

Key responsibilities

- Determine UK NACE's strategy, setting direction and priorities to enable it to deliver all requirements and fulfil its remit as a National technical Authority
- In partnership with FCDO and the Cabinet office deliver continued improvement in UK NACE's R&D capabilities to counter state threats aligned to the Integrated Review and the emerging National Technical Security Strategy
- Drive the ongoing development of UK NACE, changing the operating model as appropriate and ensuring that UK NACE is fully integrated with FCDO Services
- Manage the unique risks associated with being a NTA, ensuring where appropriate timely escalation to the FCDO Services Board
- Develop the capability of UK NACE as an NTA and source of independent advice to HMG, ensuring appropriate plans and resources are in place, including securing ongoing funding for R&D
- Ensure that UK NACE is fully represented on Government Security Forums
- Drive UK NACE to provide thought-leadership in all aspects of technical security countermeasures based in data driven understanding of the evolving technical security threat
- Promote cross departmental working on technical security placing UK NACE at the heart of these initiatives and driver the further development of UK NACE's profile and brand
- Enhance further UK NACE's impact with Whitehall and Government and with leaders in the intelligence community, law enforcement, FVEYS and NATO
- Be the SRO for UK NACE's authorisations under IP act, being accountable for the work done, ensuring legal compliance for all delivery
- Ensure UK NACE operations achieves its targets for revenue and positive rate of return
- Drive the development of the cadre of Technical Security Professions across Government as well as an industry supply chain of accredited TSCM professionals
- Balance the competing demands for scarce expertise across delivery and R&D functions

Person Specification

Essential Criteria:

- Knowledge and practical experience of technical security threats/vulnerabilities and their countermeasures from within a National Security environment
- Knowledge and experience of legal authorisations/warranty including an understanding of the responsibilities under the law for such activity
- Excellent communication and influencing skills and the ability to decompose complex technical matters into authoritative briefings to senior officials and Ministers
- Be able to work across government high threat organisations/stakeholders credibly
- Demonstrable excellent leadership capability and experience of managing/leading large teams
- Able to identify and focus on the issues that matter in a complex environment
- Ability to build, lead and manage diverse and high performing teams, encouraging innovation and fostering an inclusive environment
- Experience of delivering change in a complex landscape
- Demonstrable experience of protective security and the understanding of mitigations of risk

Person Specification

Civil Service Behaviours:

The Civil Service Behaviour definitions outline the expected type of behaviour or competence within a role. This role is a **Level 5**, more information on the behaviours can be found by reading the online Success Profiles document [here](#).



For this specific role, the focus will be on:

Leadership

Seeing the Big Picture

Managing a quality service

Communicating and Influencing

Terms of Appointment

Duration

This opportunity is available on a permanent or fixed term contract basis. Applications made on the basis of a permanent transfer or a loan from existing Civil Servants are welcomed too.

If you are appointed on a permanent basis this role has a minimum assignment duration of three years. An assignment duration is the period of time a Senior Civil Servant is expected to remain in the same post to enable them to deliver on the agreed key business outcomes. The assignment duration also supports your career through building your depth of expertise.

As part of accepting this role you will be agreeing to the expected assignment duration set out above. This will not result in a contractual change to your terms and conditions.

Please note this is an expectation only, it is not something which is written into your terms and conditions or indeed which the employing organisation or you are bound by. It will depend on your personal circumstances at a particular time and business needs, for example, would not preclude any absence like family friendly leave. It is nonetheless an important expectation, which is why we ask you to confirm you agree to the assignment duration set out above.

Contract type

This is a full-time role. However, some flexible working arrangements (including job share partnerships, and/or commencing the role while holding a non-executive directorship) may be considered. We also operate a Hybrid Working Policy to allow some homeworking, depending on role and business need.

Vetting

Appointment will be subject to successful completion of Developed Vetting (DV). More information about the vetting process can be found [here](#).

Location

This role is based at Hanslope Park, Milton Keynes with the opportunity for some travel within the UK and Overseas.

Terms of Appointment

Remuneration

Salary: up to £117,800

There is a base salary per annum plus an attractive pension and other benefits including flexible working.

Future pay awards will normally be made in line with the prevailing SCS performance-related pay arrangements. Increases depend on individual circumstances including your current salary level at the award time.

There is potential for a non-consolidated performance-related bonus in line with SCS remuneration policies

Where a post is advertised externally, and an existing civil servant is successfully recruited to the post, appointment should be within 10% of the advertised circa salary level or salary range (even if this is not on promotion). Where existing civil servants are already paid more than the maximum advertised, this may mean that the individual does not receive a pay rise.

The successful candidate will be appointed on the modernised SCS terms and conditions. Existing civil servants will retain their existing rights if accepting this post on level transfer.

Recruitment Process

How to apply

Applicants should complete the online application form and attached a current CV. Your application should pay particular attention to outlining your interest in the role, the relevant experience that you could bring and how you meet the essential criteria as defined in the person specification

Failure to submit both a CV and a comprehensive covering letter will mean the panel only have limited information on which to assess your application against the criteria.

If you require a point of contact, then please email melissa.scott@fcdo.gov.uk

Closing date for applications is 23rd April at midnight

Reasonable Adjustments

We are committed to equality in the recruitment process. We would like to make your experience as positive and comfortable as possible. We believe that you are the best person to tell us what you need so please let us know of any reasonable adjustments we can make and any barriers that you face in the working environment.

If you would prefer to discuss your requirements in more detail, please contact: melissa.scott@fcdo.gov.uk in the first instance.



Recruitment Process

Shortlist

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

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

Shortlisted candidates will have the opportunity to speak with Mike Astell, CEO, FCDO Services prior to the formal interview to find out more about the role and organisation. This will not form part of the formal assessment process.

Shortlisted candidates will be invited to attend a final panel interview, full details will be provided to those invited.

Selection Process

The Panel:

Mike Astell, CEO, FCDO Services

Sir Simon Gass, Chair, FCDO Services Board

Bella Powell, Cyber Director, Government Security Group, Cabinet office

A further panel member may be added , this will be confirmed to applicants post application

Guaranteed Interviews

Disability Confident Scheme

The Civil Service embraces diversity and promotes equal opportunities. As such, we participate in a Disability Confident Scheme (DCS).

Disabled applicants who meet the minimum selection criteria as set out in the essential criteria of 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 make reference to this when applying. It is not necessary to state the nature of your disability.

Civil Service 'Great Place to Work for Veterans' scheme

We are part of 'The Great to Place to Work for Veterans' scheme. Please notify us when applying if you wish to apply under this scheme. You can find out more by clicking [here](#).

Redeployment Scheme

Civil Service employees (including Senior Civil Servants and Crown Arms Length Bodies) who are at risk of redundancy and who meet the minimum selection criteria in the job specification are guaranteed an interview. Selection will be on merit and at-risk candidates if applying through the scheme are asked to notify us at the point of application.

For all guaranteed interview schemes, there may be exceptions made on reasons of time or resource for high-volume recruitment where the vacancy manager may decide to select the candidates who best meet the minimum criteria, rather than all of those who meet the minimum criteria.

Indicative Timetable

We will endeavour to offer flexibility, but it may not be possible to offer alternative dates for assessments or interviews. Please note that these dates may be subject to change and at this stage are indicative.

Stage	Timescale
Applications close	23 rd April
Shortlisting	w/c 29 th April
Stakeholder Discussion	w/c 6 th and 13 th May
Assessments	w/c 6 th and 13 th May
Formal Panel Interviews	w/c 20 th May

Additional Information

Official Secrets Act

This post is covered by the Official Secrets Act.

Eligibility - Nationality and Security Clearance

This role is a reserved post and therefore applicants must be a British Citizen.

To be eligible for DV clearance applicants must have lived in the UK for at least five out of the past ten years, at least one of which must be for a period of 12 consecutive months, unless you have served overseas with HM Forces or in another official capacity as a representative of Her Majesty's Government, or have lived overseas as a result of your

parent's or partner's Government employment.

Conflicts 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 FCDO/FCDO Services. They are required to declare any relevant business interests, share holdings, 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 their other business and financial interests may be published.

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 integrity, honesty, objectivity and impartiality.

More information on the Civil Service Code can be found [here](#).

Additional Information

Civil Service Commission

This appointment is regulated by the Civil Service Commission. 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. 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.

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.

For more information, visit:

<https://civilservicecommission.independent.gov.uk/recruitment/recruitment-principles/>

Complaints

FCDO Services recruitment is regulated and underpinned by the Civil Service Commission Recruitment Principles. The principles explain the legal requirement that selection for appointment to the Civil Service must be on merit and on the basis of fair and open competition.

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

If you are not satisfied with the response you receive from FCDO Services, you can contact the Civil Service Commission. For more information, please visit their [website](#).

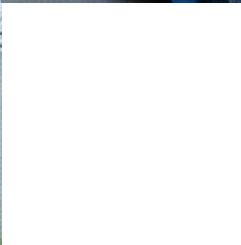
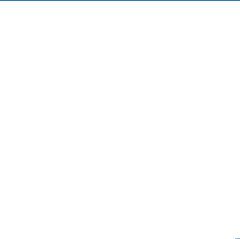
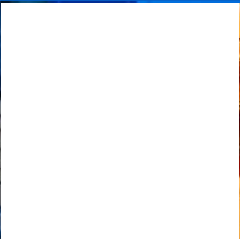
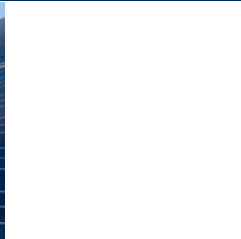
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