



Wilton Park

Candidate pack

Policy Officer

January 2020



Welcome to Wilton Park: The forum for global change

Wilton Park plays a key role within the international community by analysing and advancing the agenda on global policy challenges. Our strategic discussions create and strengthen the links between ideas, policy development and delivery of practical results. We bring together leading representatives from the worlds of politics, diplomacy, academia, business, civil society, the military and the media to resolve issues of international security, prosperity and justice. Wilton Park creates a neutral environment where differing views can be expressed and debated openly, encouraging understanding and greater cooperation.

Our priorities include:

- Global economy
- Conflict prevention, resolution and state building
- Sustainable development and the environment
- Human rights, good governance and faith
- Defence and security
- Multilateral institutions, key countries and regions

Promoting innovation in global thinking

Wilton Park events provoke lively debate and encourage inclusivity among the policy makers and opinion formers who participate. Numbers are limited to give everyone the chance to share their views, and discussions are non-attributable to encourage frank exchange.

Our 2-3 day meetings allow plenty of time and space to share ideas; creating the ideal atmosphere for open dialogue, thoughtful problem solving and innovative strategy development. As well as roundtable discussions and small working groups, participants particularly benefit from the ample opportunities for informal networking.

Wilton Park's highly experienced programme teams regularly recreate the unique style of our events at venues around the world. We also hold shorter events at central London locations, such as our 90 Minute Dialogues and Annual Address.

Developing a worldwide expert network

Wilton Park's international reputation, expertise and strong relationships with governments enable us to convene authoritative, topical and productive events. A key strength is the ability to draw on our overseas networks to ensure a broad spectrum of participants reflecting a diverse range of disciplines and opinions.

Participants regularly meet new expert contacts and rediscover past professional acquaintances at our events. We encourage these evolving networks and facilitate the ongoing high level collaboration which shapes the agenda and advances international policy long after our meetings finish. We document and evaluate our conferences, producing final reports which participants use in future policy formulation.

Our strategic, intellectual and financial partnerships with like-minded organisations give us access to fresh expertise and allow us to develop our networks further.

Building on our heritage

Wilton Park's first discussions took place in 1946 when leading British figures and prominent Germans focused on how to restore democracy in post-war Germany. Our reputation as a world-leading discussion centre has grown over six decades, as we have pursued our original objective to address and resolve global challenges.

In 2016, we celebrated our 70th anniversary and our 65th year at Wiston House, a secluded Elizabethan manor house in the South Downs National Park in the south of England, where we hold the majority of our residential meetings. Wilton Park has been a not-for-profit Executive Agency of the Foreign and Commonwealth Office since 1991.

For details on programmes, conference reports and how to participate in a Wilton Park event, please visit our website wiltonpark.org.uk

Job description

Post: Policy Officer

Reports to: Chief of Staff

Purpose of the post

Working across the Policy and Delivery Teams and across the organisation, provide event specific policy support to ensure effective identification, development and delivery of Wilton Park's programme of events in support of Wilton Park's strategic plan, the FCO's Foreign Policy Priority Objectives (FPPOs) and the UK's overarching foreign policy objectives.

Key functions and responsibilities

Events

- Work with Policy and Delivery Teams, provide event specific policy support to ensure effective development and delivery of events in the UK and overseas, potentially including international travel
- Research potential programme topics, identify potential partners and participants relating to Wilton Park's priority themes
- Provide intellectual and policy support for programme development and delivery, including drafting concept notes for sharing with partners and sponsors
- Research potential partners for Wilton Park activities; help identify funding streams and sponsorship opportunities
- Use Wilton Park's Knowledge Information Management system (KIM); and open sources, identify potential speakers and participants, adding to KIM as required and liaise directly with speakers or participants to secure their participation and/or identify alternatives
- Manage event participant and speaker lists and attendance through liaising with partners; FCO departments and posts
- Identify event outputs and related outcomes, working with the Impact and Evidence Manager to enable event monitoring and evaluation

Support to the Chief Executive

- Work with the Chief Executive's private office, provide timely, high quality policy support to the Chief Executive. Draft meeting and call briefs, speaking notes and event-related briefs

Organisational support

- Support strategic communications and campaigns
- Representational duties, for example attendance at Wilton Park events receptions and dinners, including note taking if required
- Actively engaging and networking with sponsors, partners and event participants

Other duties as required

- Take notes in conferences, meetings and calls; support the lead Programme Director reviewing draft conference reports
- Actively engage in Wilton Park Learning and Development activities including via the Diplomatic Academy, Civil Service Learning and SAFE training
- Comply with UK health and safety requirements

- Gain the knowledge needed to follow the relevant legislation, policies and procedures which apply to the Policy Officer role
- Be an ambassador for Wilton Park and the wider civil service; model the Wilton Park values to be ethical, ambitious, creative, collaborative and respectful
- Event related international travel
- Carry out other duties as required

Person specification

Essential

- Graduate with 2.1 degree from a recognised university
- 12 months relevant work experience, with a demonstrable interest in international relations and/or global affairs
- Ability to problem solve, research topics and information gather to successfully inform own work
- Demonstrate strong people and organisational skills; and the willingness and ability to cope in a dynamic and challenging environment
- Ability to demonstrate a collaborative work style and willingness to take on different roles
- Ability to work at pace and effectively time-manage, and maintain accuracy and attention to detail
- Ability to understand requirement for confidentiality
- Strong oral and written communication skills
- Strong IT and numerical skills

Desirable

- Understanding, experience or demonstrable interest in a policy area of our work
- Climate change knowledge or experience
- Be positive, creative, flexible and driven, with a passion for learning – showing commitment to, and interest in self-development
- An ability to show sensitivity and to see issues from other people's perspectives
- Good understanding of and ability to use a range of Microsoft Office and Excel packages

Key competencies required

Developing Self and Others

Seeing the Big Picture

Working Together

Communicating and Influencing

Delivering at Pace

Making Effective Decisions

Recruitment process

This vacancy uses the [Success Profiles Framework](#) and will assess your behaviours, experience and technical skills.

Selection process details:

You will be required to complete an online application form. It is essential you provide evidence of the minimum criteria. The information you provide on your application form will determine whether you are short listed for interview. To be short listed you will need to show that you:

- Meet the requirements of the post
or where there are many applicants who show that they meet the job requirements
- That you meet the requirements for the post to a high level

The Behaviours will be assessed at the application stage and during the interview.

Closing date for completed applications	1700 Friday 14 February 2020
Email to send application form and diversity monitoring questionnaire	recruitment3@wiltonpark.org.uk
Interview dates	w/c 24 February 2020

If you are successful at the application stage, you will be invited to attend a panel interview (in person) at Wilton Park in Sussex. There may be the option to conduct the interview via Skype for overseas candidates. If this is preferred, you must make this clear at the application stage. If you are interviewed for the post, you will be asked to provide proof of identity.

There may be other opportunities in the future. Candidates who meet the required level at interview, may be kept on a reserve list for 12 months. Should this, or another substantially similar role arise within this period, we may fill it with a reserve candidate from this campaign.

Please note that Wilton Park will not reimburse any travel costs or expenses incurred as part of the selection process.

Current Wilton Park staff members are advised that this is an external campaign and, as such, you will be required to go through the same process as all other candidates.

If you have any questions or wish to discuss the role or the process further please email: humanresources@wiltonpark.org.uk quoting the vacancy name in the subject line of all correspondence.

You are requested to complete a Diversity monitoring questionnaire – this personal information will be held by our HR Department in line with the Data Protection Act and used for statistical purposes and to make sure our policies as an employer are fair for all. Access to the data is tightly controlled and is available to only a limited number of relevant HR staff and not others in Wilton Park eg Line Managers, Heads of Department and those chairing interview panels. The only exception to this is where a candidate has indicated a disability and will therefore be guaranteed to be short listed providing the essential criteria for the post are met.

Completing the application form

You should complete all sections of the form. Curriculum vitae may only be used in addition to this form.

All time since leaving fulltime education must be accounted for.

- The job description is included with this Candidate Pack. It outlines the duties of the post and includes key competencies which are a list of carefully considered and justifiable criteria based on the job description. It outlines the qualifications, knowledge requirements, competencies and skills we require in candidates and where we would expect to get evidence of these attributes. This enables recruiters to assess an applicant's suitability to be short listed and assessed for a job. Where you believe you have the necessary skills and competencies, you should give examples of these. Relevant skills may have

been gained other than through paid employment so consider also any private, social, leisure, voluntary and domestic responsibilities you have where relevant skills/competencies have been developed.

- **References** – Two references are required. Your current employer **must** be one of your referees or, if you are currently not working, this should be your most recent employer. If you are currently a student, one referee should be your college. We reserve the right to contact any of your previous employers.
- **People with disabilities** – As part of our commitment to Equal Opportunities, Wilton Park guarantees to shortlist people with disabilities who meet the essential criteria of the post. If you consider yourself to have a disability that would affect your application, you will need to inform us and we will process your application accordingly. We recognise that some people may have disabilities, which mean they require support and/or assistance during a selection process. We will try to ensure that any requirements you may have are met. You will have the opportunity to contact the HR Manager to discuss your requirements.

Further information

Pre-employment medical and security questionnaire – any offer of employment will be subject to clearance by our Occupational Health Service and Security Clearance Service. All applicants should be aware that a lack of sufficient background information might preclude an applicant from being granted security clearance.

Terms and conditions

Salary

The salary for this post is £22,000 - £22,700. This post is a Grade A2 under the Civil Service Pay Grade.

Existing Civil Service

For existing Civil Servants, the usual Wilton Park rules on starting pay on level transfer or progression/promotion will apply. On level transfer your current salary, excluding any allowances, will be transferred to Wilton Park payroll, subject to the Wilton Park grade maximum. Progression applies if you are being promoted from AA to AO, HEO to SEO or Grade 7 to Grade 6. This attracts a 7.5% increase in current salary or the higher grade minimum, whichever is the greater. Promotion applies if you are being promoted from AA/AO to EO, from EO to HEO/SEO or from HEO/SEO to Grade7/6. This attracts a 10% increase in current salary or the higher grade minimum, whichever is the greater.

Terms of appointment

THIS IS A FIXED TERM CONTRACT FOR 2 YEARS.

It is graded at Wilton Park pay band A2.

The probation period for this role will be 6 months. Provided the period of probation is completed successfully, the appointment will be confirmed. However, if the standard required for confirmation of appointment is not met, the appointment may be terminated.

Former members of the Home Service/Diplomatic Service who are re-employed as substantive civil servants after a period of five years or more will be required to serve another period of probation. You will also be required to serve a period of probation if you are re-employed at a band higher than that at which you left Wilton Park.

Hours

The vacancy is full time working for 37 hours (net) per week Monday-Thursday 0900-1730 and Friday 0900-1700 including an unpaid lunch break of one hour.

You may be required to work such additional hours as are necessary for the proper performance of your duties without extra remuneration.

Location

Steyping, West Sussex

Pension

If you are transferring from another employer who offers the Civil Service pension arrangements, you will continue to be covered by those arrangements for the duration of this appointment.

Appointees may choose to join the alpha or partnership schemes offered by the Civil Service Pension Scheme:

If you join alpha, an occupational pension scheme which provides a defined benefit worked out on a Career Average basis, details of the contributions you will pay are shown below. Employer pension contributions cover the rest of the cost of the scheme.

Alpha contribution rates from 1 April 2019

Employee contributions		Employer contributions	
Annualised rate of pensionable earnings	Contribution rate 2019-20	Annualised rate of pensionable earnings	Contribution rate 2019-20
Up to £21,636pa	4.6%	£23,000 and under	26.6%
£21,637 – £51,515	5.45%	£23,001 to £45,500	27.1%
£51,516 – £150,000	7.35%	£45,501 to £77,000	27.9%
£150,001 and above	8.05%	£77,001 and over	30.3%

Partnership is a stakeholder pension. Members do not have to make contributions. We pay a contribution, as employers, related to a member's age. If a member does make a contribution, we make an additional contribution to match it (up to a ceiling of 3% of annual earnings).

Further details of pension options will be provided on appointment. Appointees who are already members of the Civil Service Pension Scheme may have the option to remain within their existing scheme. For further information please see [Civil Service Pensions](#).

Leave

The paid leave allowance for this post will be pro-rated against an annual allowance of 25 days (5 weeks) rising to a maximum of 30 days leave after 5 years of service. You will also receive 9 days public and privilege holidays per year (pro-rated). The leave year runs from 1 January to 31 December.

Nationality and Residency

You will be eligible for appointment only if:

1. you are a British/EU citizen
and
2. you have been resident in the UK for at least two of the previous five years, at least one year of which must have been a consecutive twelve months period. Furthermore, to enable the appropriate security checks to be carried out, you must have resided for at least three consecutive years in one country

You should be aware that a lack of sufficient background information may preclude you from being granted security clearance.

Security clearance and other checks

This job requires security clearance as a condition of employment. If you are successful at interview, you will be asked to complete a number of security questionnaires. Employment references will also be obtained. There will be checks on your nationality and other matters, before a formal offer of appointment can be made, including checking applicant details against the Cabinet Office Internal Fraud Database (IFD) – see section below.

Cabinet Office Internal Fraud Database (IFD) Check

From 29 January 2018, Wilton Park started providing the Cabinet Office with information about employees who have been dismissed for fraud or dishonesty offences. This information is the individual's name, date of birth, national insurance number and a general description of the relevant misconduct. This also applies to employees who resign or otherwise leave but who, because of an adverse decision by the investigation panel, or decision maker, would have been dismissed for fraud or dishonesty had they continued in employment.

The Cabinet Office input this information onto a database – the Internal Fraud Database (IFD) – and retain it for a period of five years from the date of dismissal (or the date employment ended). It shares with Wilton Park the name, date of birth and national insurance numbers of the staff included on the IFD. Where an applicant to a department is successful in interview, Wilton Park will, as part of its pre-employment screening, check applicant details against the information received from the Cabinet Office. Any applicant who is included in the IFD will be refused employment.

Conflict of Interest

If you or your spouse/partner has any business interest or conflict of interest with the activities of Wilton Park, you will be expected to declare this at a later stage. You will also be asked to inform us of any indirect conflict in interest you may have through any other family member or partnerships.

Confidentiality

You will be subject to the provisions of the Official Secrets Act.

Equal opportunity

Wilton Park is committed to equal opportunities. Our officers are recruited on merit through fair and open competition. We seek our strength through diversity and appoint suitably qualified individuals regardless of ethnicity, religion, sexual orientation, gender, social backgrounds, age or disability.

To help us ensure that our recruitment activity reflects the diversity of British society, we should be grateful if you could complete the Diversity monitoring questionnaire and return it with the application form. However, you are under no obligation to provide these details.

The interview panel will not have access to the information you provide at any point during the recruitment process, nor will it be used as a selection tool.

Disability confident scheme for disabled persons

Wilton Park is an accredited 'Disability Confident Employer' under the government's Disability Confident Scheme, which denotes organisations which have a positive commitment towards disabled people. We guarantee to interview anyone with a disability whose application meets the minimum criteria for the role as outlined in the Person Specification in this pack. By 'minimum criteria' we mean you must provide us with evidence in your application form which demonstrates that you generally meet the level of competency required for each competence, as well as meeting any of the qualifications, skills, or experience defined as essential.

If you wish to claim a guaranteed interview under the Disability Confident commitment, you should attach a statement to this effect to your application. It is not necessary to state the nature of your disability.

Wilton Park and General Data Protection Regulation (GDPR)

Personal data collected as part of this job application will be processed in accordance with Wilton Park's [Data Protection Policy and Privacy Notice](#). The Privacy Notice explains what personal data Wilton Park holds about you, how we collect it, and how we will use and may share information about you.

Civil Service Commission Recruitment Principles

Wilton Park's recruitment processes are underpinned by the principle of selection for appointment on merit on the basis of fair and open competition as outlined in the [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, in the first instance, contact HR Recruitment, Wilton Park, Wiston House, Steyning, West Sussex BN44 3RR. If you are not satisfied with the response you receive from Wilton Park you can contact the Office of the Civil Service Commissioners.

The Civil Service Code

Information about Civil Service values can be found in the [Civil Service Code](#).

Benefits

Pay in the delegated grades (staff below the SCS)

Wilton Park has one unified pay scale for its entire staff.

Learning and Development

Wilton Park is an organisation that recognises that workplace learning is vital to success and needs to be accessible to all. We strive to create the right environment to empower staff to take responsibility for their own learning and developing both personally and professionally. You will have access to formal and informal learning opportunities to help you develop the right skills, competences and knowledge at the right time.

The Diplomatic Academy provides a first class learning facility, ensuring that all staff have the knowledge and expertise needed to represent the UK and pursue the national interest.

Free annual eye test

These are available up to £25. There may also be a contribution of up to £100 for frames/prescriptions.

Flexible benefits

Staff discounts and savings (including cash back options) are available at retailers such as Sainsbury's, Marks & Spencer etc.

Give as You Earn

You can make a donation to charities that are tax/NI free through Payroll. This is particularly attractive to higher tax earners as this cannot be done through direct donations.

Employee Assistance Programme

This provides a 24/7 confidential counselling service on such matters as financial problems, childcare, social security benefits, elder residential care etc.

Pre-retirement help

Officers considering retirement have access to a one-day workshop and online support offered through Civil Service Learning (CSL) to help consider the financial and life changing aspects of this important event. If pre-retirement is connected with an early exit scheme, access is also given to commercially provided outplacement support.

Car parking

There is free car parking at Wiston House, the home of Wilton Park.

