



Civil Service



# Deputy Director – National Data Exploitation Capability (NDEC)

## National Crime Agency

## SCS Pay Band 1

Reference: GSe54089

Closing date: 12:00 on Tuesday 18th June 2019

# Contents



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# Lynne Owens Director General

## Biography

“ Thank you for your **interest** in this role in the **National Crime Agency** ”

Lynne took up post as the Director General of the National Crime Agency in January 2016.

An experienced police officer, Lynne joined the Metropolitan Police in 1989 where she rose to the rank of Detective Chief Inspector and Senior Investigating Officer within the Force's Major Crime Department.

Lynne transferred to Surrey Police in 2002 where she served as a Divisional Commander and subsequently Assistant Chief Constable, responsible for Territorial Operations.

Awarded the Queen's Police Medal in 2008, Lynne moved back to the MPS in 2009 and was promoted to Assistant Commissioner the following year, serving as head of Central Operations and Specialist Crime Directorates.

Lynne was appointed Chief Constable for Surrey Police in 2012 and, in the 2015 Birthday Honours, was awarded the CBE for services to policing and criminal justice.



I am seeking determined, and proactive officers to join the National Crime Agency to help fight the most serious and organised crime threats to the UK.

NCA officers work at the forefront of law enforcement, building the best possible intelligence picture of all serious and organised crime threats; relentlessly pursuing the most serious and dangerous offenders; and developing and delivering specialist capabilities on behalf of law enforcement and other partners.

There is no such thing as a typical NCA officer. The breadth of our capabilities means that we recruit people from virtually every walk of life, from police to project management, crime analysis to commercial procurement. Our diversity is one of our greatest strengths.

We equip our officers with the right skills, workplaces and technology to lead the UK's response to serious and organised crime, and operate with the trust and confidence of the public.

If you have the skills and experience I am looking for, I would welcome your application to join the organisation.

**Lynne Owens**

Director General

# Why join NCA?

Leading the UK's fight to cut serious and organised crime

“ Would you like the opportunity to contribute to the fight against serious and organised crime? ”

Serious and organised crime is one of the gravest threats to the UK's national security. The National Crime Agency sits at the heart of the law enforcement response, protecting the public by disrupting and bringing to justice those serious and organised criminals who pose the highest risk to the UK.

NCA officers work at the forefront of law enforcement, building the best possible intelligence picture of all serious and organised crime threats; relentlessly pursuing the most serious and dangerous offenders; and developing and delivering specialist capabilities on behalf of law enforcement and other partners.



There is no such thing as a typical NCA officer. We come from different backgrounds and cultures, speak many languages and have diverse skills and experiences. What we have in common is dedication and a commitment to protecting the public from serious and organised crime.

Are you ready to join the team?

[Contact Us](#)



“ We are leading by example; **passionate** about **inclusion.** ”

**Marie Powers, Head of Diversity & Inclusion, National Crime Agency**

**Being truly reflective of the communities we serve, and building a culture where everyone can perform at their best is critical to leading the UK’s fight against serious and organised crime – something which affects us all.**

We work in partnership with our outstanding network groups to continuously develop how we grow and embed our approach to inclusivity. We are launching our new Diversity & Inclusion strategy focussed around our culture, breaking down barriers, and being accountable for delivering results.

Our network groups champion diversity through encouraging diversity in flexible working, ethnicity, disability, gender and sexual orientation. We are launching a new and comprehensive wellbeing strategy aimed at breaking down barriers to talking about mental health.

Our colleagues and officers run campaigns based on their own personal stories to increase awareness and understanding and our senior leaders talk with passion and match this with their commitment.

We are committed to championing difference, confident to challenge our behaviours and we are developing the process that will ensure our diversity and inclusion strategy is set up for success.

If you want to join us on our mission, want to be part of an organisation committed to fairness and equality of opportunity and can meet our high expectations of integrity and behaviours, then we encourage you to apply to one of our roles.

We are proud to be a Disability Confident employer. We offer a guaranteed interview scheme and are happy to discuss reasonable adjustments as part of your application so that you can perform at your full potential both through the selection process and then in post if you are successful. We are also delighted to be included in the 2019 Stonewall Top 100 Employers list, recognising organisations for their commitment to making workplaces more LGBT inclusive, ensuring that our LGBT employees are safe, respected and accepted.

# Background to the National Crime Agency

The National Crime Agency (NCA) leads UK law enforcement's fight to cut serious and organised crime.

The threat from serious and organised crime is a national security priority. It is also fast-evolving; the more we uncover, the bigger and more complex it appears. Serious and organised crime affects individuals, communities, our economy and society, and undermines the Government's domestic and overseas policies.

## The NCA's role is to:

- **Produce** a compelling and accurate intelligence picture of the serious and organised crime threats, enabling us to flex law enforcement's collective resources as those threats change;
- **Operate** proactively at the high end of high risk, undertaking significant investigations across the threat areas.
- **Develop**, deploy and maintain specialist capabilities that are best delivered nationally for the benefit of all UK law enforcement;

We have national and international reach and the mandate and powers to work in partnership with others to bring the full weight of the law to bear in cutting serious and organised crime.

As well as leading our own operations, NCA officers support and coordinate operational activity, providing a range of specialist capabilities to partners who help to deliver criminal justice outcomes, recover assets and prevent and disrupt criminal activity.

We operate across the UK, respecting the devolution of policing in Scotland and Northern Ireland.

For more information on the National Crime Agency please visit:

<http://www.nationalcrimeagency.gov.uk>

<http://www.homeoffice.gov.uk/publications/about-us/legislation/crime-courts-part1/>

# About the Role

**This is a high profile role at the heart of the NCA's Senior leadership team which provides unequalled opportunity to shape the strategic direction of the agency.**

NCA is in the process of creating a world class Data Exploitation Capability, to support the critical work of Law Enforcement Agencies on a Nationwide basis in cutting serious and organised crime. When complete, NCA will be in a unique position to offer and deliver, industrial scale, new data analytics products and services, including self service capability.

The NCA is looking for an exceptional Deputy Director, to lead the delivery of this new National Data Exploitation Capability (Technology, People and Processes) on behalf of the Agency. As a member of the Agency's Senior Leadership Team, working at Deputy Director level, the post will report to Steve Smart the Director of Intelligence Command.

National Data Exploitation Capability (NDEC) forms an integral part of a wider 150M strategic programme of investment for the Agency and is a key area of delivery within the NCA portfolio. The individual budget assigned to the NDEC programme 2019/2020 is circa 30m.

NDEC will be a strategic enabler for the more effective and efficient sharing and analysis of critical, rich data, with a wide range of internal and external law enforcement partners, significantly enhancing national capability to fight and cut serious and organised crime.

**Secondment or Fixed Term Appointment of 24 months with the possibility of extensions.**

## **Main Responsibilities/Accountabilities:**

- **Deliver** a world-class National Data Exploitation Capability for NCA and wider law enforcement;
- **Provide** strategic and tactical management and leadership to plan, programme manage, prioritise and drive forward the implementation of the NDEC within the NCA, LEA partners and across wider government, identifying, understanding and taking into account key strategic drivers;
- **Lead** business change not only within the NCA but across the LEA community to optimise the delivery, utility and value for money of NDEC. This will include providing the output based evidence to secure year-on-year funding;

# About the role

- **Understand** government priorities, wider policy, environment and institutional constraints and translate overall strategic direction of the NCA into effective delivery of the NDEC;
- **Establish**, develop and maintain excellent links/relationships with all NDEC stakeholders to ensure their requirements are understood, prioritised against the strategic environment and ultimately delivered;
- **Enhance** the performance, credibility and reputation of the NDEC by ensuring the exchange of ideas, working methods and closer working with partner organisations and agencies;
- **Provide** leadership and direction to NCA staff, secondees and contingent labour engaged in delivery of NDEC;
- **Develop** the resourcing model required to both deliver the NDEC but also to run it as an enduring capability.

## Corporate Leadership:

- **Deliver** effective business management to support the delivery of Agency transformation;
- **Adhere** to agency process and procedure to drive operational outcomes;
- **Act** as a role model who leads, inspires, motivates, empowers and develops officers within own Command and across the Agency and achieves high standards for both self and others;
- **Inspire** confidence at the highest level. Regularly steps outside own Command and actively influences peers, senior leaders and key stakeholders to further NCA aims;
- **Create** and build constructive and positive partnerships and actively seek to build collaborative working arrangements within the Agency, Home Office, wider Government and the Law Enforcement community in the UK and abroad.

# Person Specification

You will be able to demonstrate the essential criteria set out below:

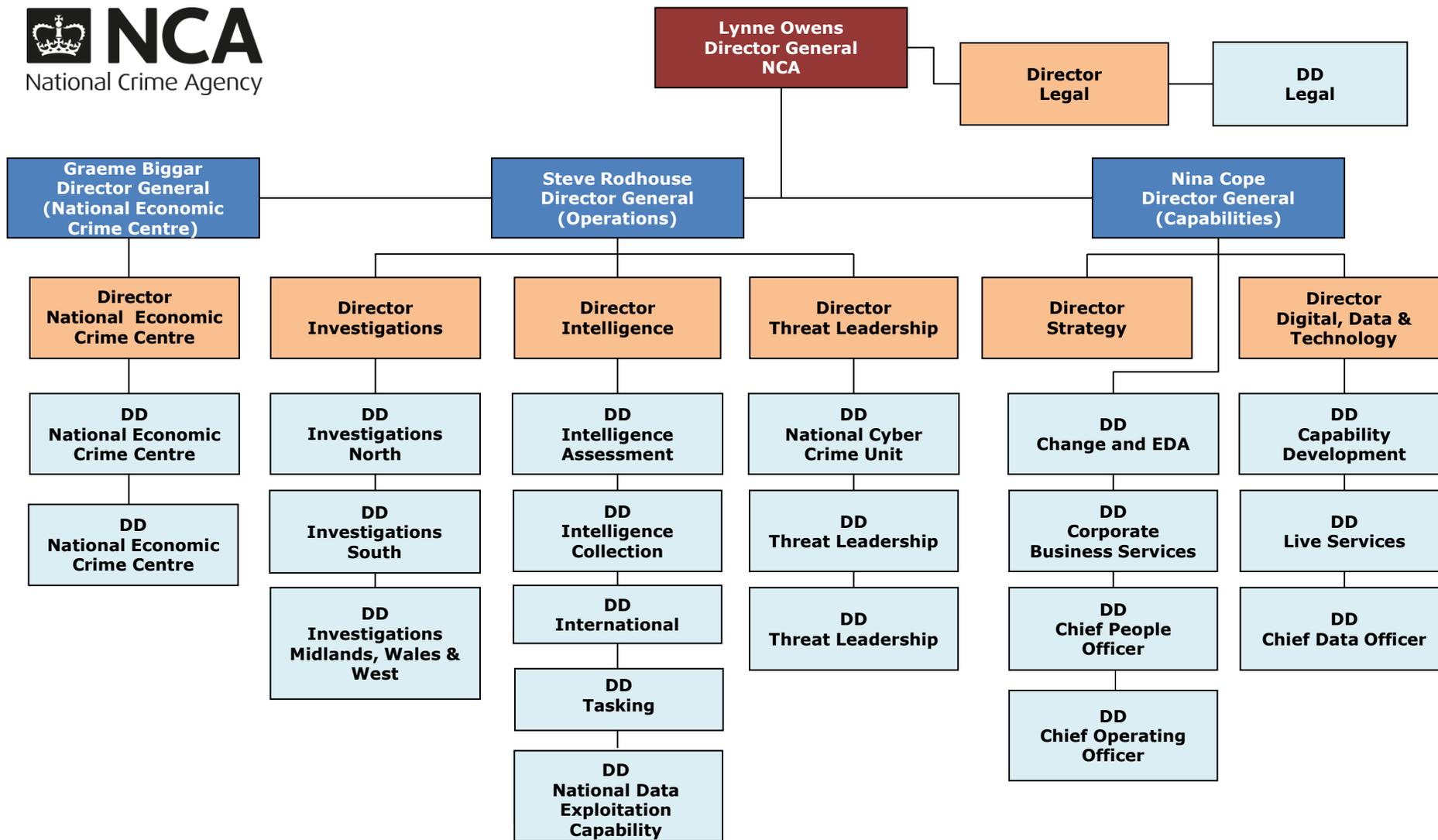
- Proven **track record** of **complex technology programme delivery** within a data rich, organisation and environment;
- Specific experience of **delivering new, corporate scale, data analytics services** and **capability** including data integration, analysis and exploitation and knowledge of the key legislation and challenges surrounding this;
- Comprehensive understanding of **programme delivery methodology**, including Agile and MSP;
- Strong understanding of Programme **Governance** and **Risk Management** models;
- Proven experience of successfully **leading a multifunctional team** to deliver a strategic **technology enabled change programme** and driving out it's associated **business benefits** and **value**;
- **Sophisticated, multi-disciplinary, stakeholder engagement and management skills**, including close **collaboration** with external partner organisations and suppliers;
- **Exceptional resource management skills** gained within a **mixed economy** workforce model;

- Demonstrable programme **budget management** experience;
- Exemplary **analytical** and **problem solving skills** involving critical reasoning ability and sound judgement;
- Ability to **prioritise** and **deliver at pace**, working under pressure and to tight deadlines;
- **Excellent communication skills** able to **translate complex technology concepts** into clear, **simple** to understand **business outcomes** and benefits;
- Experience of providing **advice, guidance, assistance** and **assurance** to senior staff on a range of **procurement, investment appraisal** and **risk management options**.

**Security Clearance:** You will be required to be security cleared to SC level initially, with the ability to achieve DV/ST level clearance.

# Person Specification

## Organisation Structure Chart



# Salary and Benefits

## Salary

The starting salary is circa **£90,000 per annum**.

Pay principles on Civil Service transfers apply for current civil servants transferring to the NCA at the equivalent grade.

## Benefits

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

This Includes;

- **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;
- **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 information visit <http://www.civilservice.gov.uk/pensions>
- Applicants who are currently enrolled in a **police pension scheme** should make this clear in their application. This will be discussed with candidates a later stage;
- **Flexible working patterns** including access to Flexible Working Schemes, part time and job share 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;
- **Childcare benefits** (policy for new employees as of 5 April 2018): The government has introduced the Tax-Free Childcare (TFC) scheme. Working parents can open an online childcare account and for every £8 they pay in, the government adds £2, up to a maximum of £2000 a year for each child or £4000 for a disabled child. Parents then use the funds to pay for registered childcare. Existing employees may be able to continue to claim childcare vouchers, so please check how the policy would work for you here;
- **Interest-free loans** allowing you to spread the cost of an annual travel season ticket;
- **Occupational Sick Pay** and the opportunity to use **onsite facilities** including **fitness centres and staff canteens**.



# Application Process



**Stage 1:** To apply for this post, you will need to complete the online application process which includes entering the information outlined below. This should be completed no later than 12:00pm Midday 18th June 2019.

1. **A CV**, setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any significant gaps in employment history within the last two years;
2. **A Statement of Suitability** (no longer than two pages) giving examples of how you consider your personal skills, qualities and experience provide experience of your suitability for the role, with particular reference to the essential criteria set out in the person specification. Please note that the statement of suitability is an important part of your application and is as much the means by which you will be assessed as your CV.
3. **A completed Diversity Monitoring Form**, all monitoring data will be treated in the strictest of confidence and will not affect your application in any way. This is an online form which will appear automatically once you submit your application.



# Application Process



Also if relevant please submit:

- **Guaranteed Interview Scheme form**

Failure to submit both documents (CV and supporting document) will mean the panel only have limited information on which to assess your application against the criteria in the person specification.

All applications must be submitted via the GatenbySanderson website: which can be found at: [www.gatenbysanderson.com/job/GSe54089](http://www.gatenbysanderson.com/job/GSe54089).

If you have any issues with your application or do not receive a confirmation of receipt email from GatenbySanderson within 48 hours of submitting your application, please contact [Toria.lorman-conolly@gatenbysanderson.com](mailto:Toria.lorman-conolly@gatenbysanderson.com)

For confidential discussion about the role please contact GatenbySanderson: Adrian Barlow M: 07393 011 150 or E: [Adrian.barlow@gatenbysanderson.com](mailto:Adrian.barlow@gatenbysanderson.com) or Phillippa Dunlop on M: 07807 631 564 or E: [Phillippa.dunlop@gatenbysanderson.com](mailto:Phillippa.dunlop@gatenbysanderson.com)



# Application Process



The role is being completed in accordance with the Civil Service Recruitment Principles.

## Longlist

- Applications will be sifted to select those demonstrating the best fit with the post against the essential criteria, set out in the Person Specification.
- Please ensure you keep this in mind when writing your CV and Supporting Statement. Candidates progressing from this stage will be invited to a Preliminary Interview with our retained Search Partners – GatenbySanderson.

## Shortlist

- An NCA panel, including Graeme Biggar (Director General National Economic Crime Centre) and Steve Smart (Director Intelligence), will meet to decide which candidates to take forward into the NCA Assessment Process and Final Panel Interview.
- A decision is expected to be made on 28th June and all shortlisted candidates will be advised of the outcome shortly afterwards;
- Shortlisted candidates may have the opportunity to meet with the recruiting line manager prior to the final selection panel interview, to learn more about the role and the organisation. Further details will be provided if you progress to this stage of the selection process.



# Application Process



## Assessment and Interview

- If you are shortlisted, you will be invited to attend an assessment which will include staff engagement exercises. Please note that the staff engagement exercise will not result in a pass or fail decision. Rather it is intended to support the panel's decision making and highlighting areas of strength as well as areas which the panel may wish to probe further at interview;
- The final interview will be held at National Crime Agency, 1-6 Citadel Place, Tinworth Street, London, SE11 5EF. You will be advised of the format in advance. If you are required to prepare a presentation for the final interview, you will normally be given at least one week's notice of the subject;
- Expenses incurred by candidates during the recruitment process will not be reimbursed by the Department except in exceptional circumstances and only when agreed with the Department in advance;
- Full details of the assessment process will be made available to shortlisted candidates.

The Assessment and Final Panel interviews will take place on the weeks commencing 8th and 15th July.



# Application Process

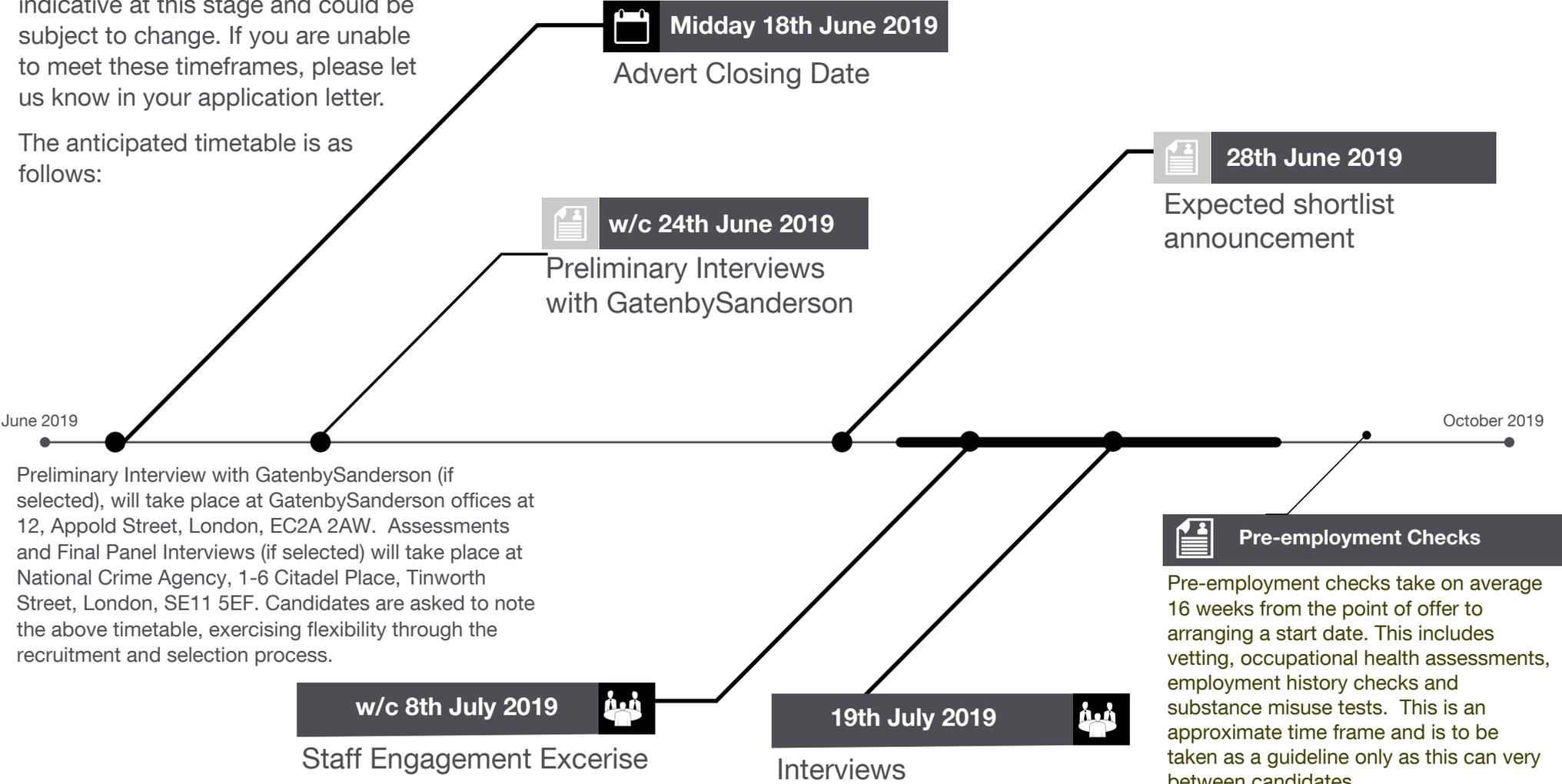


- Regardless of the outcome, we will notify all candidates as soon as possible.
- As an Agency we are in a period of growth and as such it is important that we have a steady flow of talent into the organisation;
- If your application is successful and we are unable to offer you a post immediately, you will be invited to join our candidate pool so that we can continue to communicate with you regarding your employment with the Agency, and the incredible work that we do. If over the next 12 months we are able to offer you a position which may be for the same or a similar role, we will contact you as soon as possible.

# Indicative Timeline

Please note that these dates are only indicative at this stage and could be subject to change. If you are unable to meet these timeframes, please let us know in your application letter.

The anticipated timetable is as follows:



Preliminary Interview with GatenbySanderson (if selected), will take place at GatenbySanderson offices at 12, Appold Street, London, EC2A 2AW. Assessments and Final Panel Interviews (if selected) will take place at National Crime Agency, 1-6 Citadel Place, Tinworth Street, London, SE11 5EF. Candidates are asked to note the above timetable, exercising flexibility through the recruitment and selection process.

Pre-employment checks take on average 16 weeks from the point of offer to arranging a start date. This includes vetting, occupational health assessments, employment history checks and substance misuse tests. This is an approximate time frame and is to be taken as a guideline only as this can vary between candidates.

# FAQs

## 1. Can I apply if I am not currently a civil servant?

Yes. This role is open to suitably qualified people in the external market and to existing Civil Servants and those in accredited Non-Departmental Bodies.

## 2. Is this role permanent?

This role is being offered on a permanent basis.

Secondments may be considered however this position is for a period of 2 years with the potential for extensions.

## 3. Is this role suitable for part-time working?

Whilst part-time working or job-share may be a possibility, this will need to be discussed with the hiring manager.

## 4. Will the role involve travel?

Regular travel to Bristol and other NCA offices will be required for this role.

## 5. Where will the role be based?

If successful, you will be based in our London office, 1-6 Citadel Place, Tinworth Street, London, SE11 5EF.

## 6. 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.

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

To be eligible for employment to this role you must be a UK national.

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

## 8. Is security clearance required?

Candidates will be required to be cleared to DV (Developed Vetting) level achieve for this role although, it may be possible to commence employment with NCA at SC level initially whilst assessment for DV level clearance is being progressed.

More information about the vetting process can be found at the following link:

<https://www.gov.uk/guidance/security-vetting-and-clearance>

# FAQs

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

The NCA is a Disability Confident Leader and therefore part of the Disability Confident Scheme (for further information on the Disability confident scheme please visit

<https://www.gov.uk/government/collections/disability-confident-campaign>). If you have a disability defined by the equality Act 2010 you're eligible to be considered for the Disability Confident Scheme.

In order to qualify you must have a physical or mental impairment which has a substantial and long term negative effect on your ability to carry out normal day to day activities

(Further information regarding disabilities covered under the equality act please visit [www.gov.uk/definition-of-disability-under-equality-act-2010](http://www.gov.uk/definition-of-disability-under-equality-act-2010)).

We are committed to making reasonable adjustments for Disability Confident Scheme applicants and will try to remove any barriers so you are not at a disadvantage during the selection/recruitment process/ interview / assessment including; allowing extra time during selection tests; ensuring that information is provided in an accessible format or; by providing training. We are also committed to interviewing all applicants with a disability who meet the minimum criteria for the role applied for.

If you feel that you may need a reasonable adjustment to be made, or you would like to discuss the disability confident scheme 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:**

[Janet.Robinson@nca.gov.uk](mailto:Janet.Robinson@nca.gov.uk)

## 10. What is the role of the Civil Service Commission in relation to recruitment into the Civil Service?

The Civil Service Commission has two primary functions:

To provide 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 to hear and determine appeals made by civil servants under the Civil Service Code which sets out the Civil Service values – Honesty, Integrity, Impartiality and Objectivity – and forms part of the relationship between civil servants and their employer.



# FAQs

## **11. Will this role be overseen by the Civil Service Commission?**

No. However, the recruitment process will still be governed by the Civil Service Commission's Recruitment Principles

## **12. What do I do if I want to make a complaint?**

For non-CSC led

If you feel that your application has not been treated in accordance with the recruitment principles and wish to make a complaint, then you should contact

[Janet.Robinson@nca.gov.uk](mailto:Janet.Robinson@nca.gov.uk) in the first instance.

## **13. 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

[Janet.Robinson@nca.gov.uk](mailto:Janet.Robinson@nca.gov.uk) before submitting your application.



Civil Service

## Contact us

We encourage all candidates to thoroughly review the Candidate Information Pack which explains the role and requirements further before submitting an application.

Did you know that the NCA employs a broad range of specialist volunteers who work with us as NCA Specials? Why not volunteer as an NCA Special and support us in leading the UK's fight to cut serious and organised crime? To find out more about volunteering opportunities within the agency, please visit us at [www.nationalcrimeagency.gov.uk/careers/specials](http://www.nationalcrimeagency.gov.uk/careers/specials)

For information regarding your rights and how NCA treat the personal details you provide to us please follow this link:  
[www.nationalcrimeagency.gov.uk/publications/910-nca-public-privacy-notice/file](http://www.nationalcrimeagency.gov.uk/publications/910-nca-public-privacy-notice/file)

### DRIVING DIVERSITY FORWARD

The NCA is an inclusive employer committed to developing a workforce which reflects the society we protect. We value difference, and recruit by merit on the basis of fair and open competition as outlined in the Civil Service Commission Recruitment Principles. More information can be found on <http://civilservicecommission.independent.gov.uk/Civil-service-recruitment/>

The NCA complies with and expects all its employees to reflect the values outlined in the Civil Service Code, for further information please review the code.

