



UK Health
Security
Agency



Civil Service

Information Technology Officer UK Health Security Agency





A Welcome Message from Jenny Harries

Dear colleagues,

Thank you for considering a role at the UK Health Security Agency (UKHSA).

Our mission is ambitious - we exist to save lives and provide health security for the nation. Should you be successful in your application you will be joining an extraordinary and diverse team at an exciting time in our development.

UKHSA is a new organisation with a clear remit. It is the UKHSA's job to stay ahead of all threats to health, both present and future. This could be an infectious disease, antimicrobial resistance or a chemical, radiological or environmental hazard. Whatever the threat, we will be impactful and insightful, and we will be inclusive in our approach.

To help us achieve this vital goal, we have a remarkable science capacity with some of the most prestigious lab facilities in the world. This is backed up with our greatest asset, our people. We have some of the brightest scientists, data analysts, coordinators, clinicians, logisticians and technicians. I wish you luck in your application and look forward to working with you as together we work to protect the nation's health.

Best wishes,
Jenny Harries



Jenny Harries

Chief Executive of UKHSA





About the UK Health Security Agency

COVID-19 is the biggest health and economic challenge that our nation has ever faced – no one predicted it nor the scale at which it has tested us all.

The UK Health Security Agency (UKHSA) has been set up to provide health security for the nation by protecting from infectious disease and external hazards. It will need to take action like no other organisation previously in order to mitigate threats to health before they materialise. Science is core to delivering our mission; research priorities will be systematically selected for maximum impact; research outputs will underpin actions and decisions across the system; UKHSA will be a global scientific leader, a central part of the nation's life sciences infrastructure and a career destination of choice.

UKHSA will build the nation's health resilience and security, strengthening its ability to detect and monitor infectious disease and external threats to health, going deeper to analyse threats to health and how best to prevent and control with a robust evidence and knowledge base. UKHSA will take action to mitigate threats to health when they materialise, ensuring it has a system-wide response in partnership with, local authorities, NHS, academia global professional institutes and industry.

UKHSA will have a strong role in global health security, and excellence in scientific and intellectual leadership. This new organisation will drive a step change in data systems, data architecture and analytics in order to enable much better surveillance of all hazards, both on a domestic and global scale. It is critical that the UKHSA has operational excellence at its core – it needs to be agile, innovative and flexible, with the ability to mobilise and scale both its own and the system's resources as required.





About the UK Health Security Agency

UKHSA will be a trusted source of advice to government and to the public, having strong relationships across local and national government, the NHS and global partners. In order for UKHSA to be truly successful, it will need to tackle the inequalities that exist in health and ensure there is constant focus on really making a difference.

Diversity at UKHSA is about reflecting the communities we serve, holding the principles of equality and inclusion at the heart of everything we do and all that we stand for, embracing differences, creating possibilities, and growing together. We aim to foster a culture where individuals of all backgrounds feel confident in bringing their best selves to work, feel included and their talents are nurtured. We aim to advance equality of opportunity, empowering staff to contribute fully to our purpose.

Creating UKHSA required a transition which was delivered on 1st October, involving bringing together two organisations consisting of approximately 11,500 people with an operating budget of c£15bn to create one organisation that will be a global exemplar of health protection and security, providing future preparedness against all diseases and hazards.

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

“ **Diversity at UKHSA is about reflecting the communities we serve, holding the principles of equality and inclusion at the heart of everything we do.** ”





Our Values

Impactful

To be impactful, we:

- have an uncompromising focus on the nation's public health and overcoming health inequalities
- develop ways to measure what we do to make sure we have the impact we intend; we assess our performance regularly
- are committed to working in a sustainable way for the future
- work to build trust and confidence in UKHSA
- make and keep our commitments

Inclusive

To be inclusive, we:

- value every single person in our organisation
- listen to a range of voices and work in partnership to make decisions – with our people, with partners, across communities
- consider the impact of our decisions on others
- challenge our own assumptions and biases
- make people feel safe and welcome in every meeting or interaction

Insightful

To be insightful, we:

- make decisions and take appropriate risks, informed by the latest data, evidence and technology
- work collaboratively and look ahead to prepare for potential future opportunities or hazards
- share our insight with others
- are a learning organisation, using information and experiences to make improvements
- use feedback to develop our work – both what we deliver and how we work together





Key Information About This Vacancy

Job Title

Information Technology Officer

Location

- Heartlands Hospital, Birmingham B9 5SS
- Please be aware that this role can only be worked in the UK and not overseas.
- Relocation costs will not be reimbursed.

Salary

External candidates should expect their salary upon appointment to be £33,706.

New entrants to the Civil Service are expected to start on the minimum of the pay band.

The internal roles rules apply to existing Civil Servants, i.e., level transfers move on current salary or the pay range minimum, transfers on promotion move to new pay range minimum or receive 10% increase.

Either case is determined by whichever is the highest.

Contract Type

There are two positions available. 1 x permanent and 1 x 23 month Fixed Term Contract.

Current Civil Servants or employees of accredited NDPBs (Non-departmental public body) will be offered the post as a 12 month loan or secondment to UKHSA.





What the role will entail

Job Summary

Applications are invited for the above post which is based in the Microbiology Laboratory, Birmingham Heartlands Hospital. The department undertakes a wide range of routine and specialist microbiological and molecular investigations.

The post holder will work as part of the laboratory IT team, providing technical expertise and knowledge to the Information Technology department. Post holder will report directly to the Laboratory IT Manager and be expected to deputise as required.

Key Responsibilities

- Understand and support the current maintenance and future development of the Microbiology LIMS (Laboratory Information Support System), this includes maintaining, monitoring and participate in the development of Interfaces and Middleware between the Laboratory Analysers and the LIMS.
- Work with laboratory medicine IT and Trust IT to: Maintain and configure Order communications for Microbiology for wards and GPs.
- Ensure that Microbiology is reported to Trust and GP EPR systems accurately.
- Design and develop data quality audits and monitoring, to produce reports on Data quality monitoring and audits for the Quality Meetings.
- To produce, review and maintain IT SOPs, system documentation, training manuals and policies and ensure that they are maintained and kept up to date.
- To assist the Laboratory IT Manager in ensuring that all systems owned by the department comply with the Data Protection Act.
- To be involved in the development of Web based strategies for dissemination of information at directorate and local level and act as Web Administrator for such web sites.





The Recruitment Process



Application

To apply for this post, you will need to complete the online application form. This should be completed no later than 29th March 2023 at midnight.

You will be asked to write a 1250 word statement of suitability to present evidence against the key experience criteria and asked to submit a application form. The application form will ask for your job History, qualifications as well as details of any relevant skills and experience.

As part of the online application process, you will be asked a number of diversity-related questions. If you do not wish to provide a declaration on any of the particular characteristics, you will have the option to select 'prefer not to say'. The information you provide when submitting your application will help us monitor our progress towards the Civil Service becoming an inclusive employer and a great place to work. See the [Civil Service Diversity and Inclusion Strategy](#) for more information or go to [Equality and Diversity](#)

Should you encounter any issues with your online application or are unable to apply online please contact UKHSA.recruitment@reed.com





The Recruitment Process



How you will be assessed

This recruitment campaign will use Success Profiles, and will assess your Ability, Behaviours, Experience, Technical All interviews are currently being held remotely via Microsoft teams.

Sifting for Interview

You will receive an acknowledgment of your application through the online process. Sifting for interview is made on the basis of merit.

The selection panel will assess the evidence presented by all applicants against the advertised criteria and the highest scoring applicants who meet the minimum benchmark will be invited to interview.

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

The Outcome of the Sift

You will be notified of the outcome of the sift via email. If you are successful through the sifting process your application will be progressed to interview stage, if you are unsuccessful at sift this result will still be communicated with you.





The Recruitment Process



Important information about the Interview Assessment

The interview is expected to take around 1 hour

At interview you will be assessed through Success Profiles, including [*Behaviours, Technical, Experience*]. We will also need to check your ID at interview

The interview process will assess behaviours and strengths in a blended style interview. Our approach to recruitment looks at not only what you are good at, i.e., your behaviours, but also what you naturally enjoy and are motivated by, i.e., your strengths.

Behaviours

We will be assessing the following behaviours at interview stage:

Changing and Improving, Leadership and Managing a Quality Service

Strengths

We will also be assessing your strengths as a part of the interview process. Strengths are something that you are good at and find energising. Our blended recruitment process will help us to understand what you enjoy doing - your natural motivation. As well as looking at your behaviours, we will explore your strengths to see what you're naturally capable of and motivated towards doing. We are interested in your potential.





The Recruitment Process



Further Information

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

If you have a disability or long-term condition that means you may be disadvantaged during a recruitment process, we have a legal duty to make adjustments.

Please get in touch by emailing UKHSA.recruitment@reed.com and let us know your needs and any ideas you may have about what may help us to support you through this recruitment campaign. For example, you may require additional time on a technical test, a sign-language interpreter during an interview or step-free access when attending an interview in person.

If you are having difficulty submitting your application (e.g. if the form is not compatible with accessible technology you use), please also get in touch and we will find another way for you to apply. Candidates who pass the interview criteria but are not offered a post may be kept on a reserve list for 12 months and may be offered similar roles across the department.

Candidates who are judged to be a near miss may be considered for other posts within UKHSA at the grade below where there is a potential skills match.

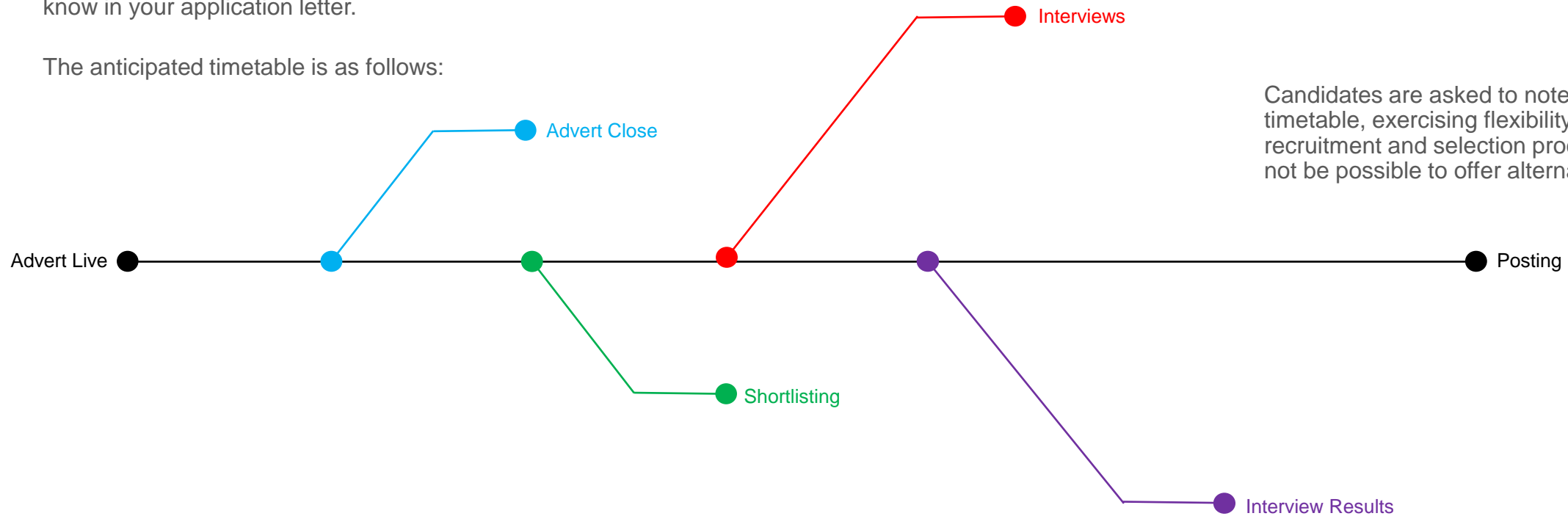




Indicative Timeline

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:



Candidates are asked to note this timetable, exercising flexibility through the recruitment and selection process. It may not be possible to offer alternative dates.





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 organisation and wider Civil Service. It is crucial that our employees have the right skills to develop their careers and meet the challenges ahead, and you'll benefit from regular performance and development reviews to ensure this development is ongoing. As a Civil Service employee, you'll be entitled to a large range of benefits.

Equality, Diversity and Inclusion. The Civil Service values and supports all its employees.

We have strong and pro-active staff networks, special leave policies for hospital appointments, flexible working policies, workplace adjustments put in place for those who need them, and talent programmes to help everyone irrespective of background, to achieve their potential and thrive. We are committed to a culture of inclusion and all our Senior Civil Servants have a performance objective specifically to support Diversity & Inclusion.

Pension, Your pension is a valuable part of your total reward package.

A competitive contributory pension scheme that you can enter as soon as you join where we will make a significant contribution to the cost of your pension; where your contributions come out of your salary before any tax is taken; and where your pension will continue to provide valuable benefits for you and your family if you are too ill to continue to work or die before you retire. Visit [Civil Service Pension Scheme](#) for more details. If joining on Medical & Dental terms and conditions you will retain your NHS pension arrangements.

Generous Annual Leave and Bank Holiday Allowance

26 days annual leave on entry, increasing on a sliding scale to 32 days depending on length of service. This is in addition to 8 public holidays.

This will be complemented by one further day paid privilege entitlement to mark the King's Birthday.

Staff Wellbeing

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

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

Onsite facilities Opportunity to use onsite facilities including fitness centres and staff canteens (where applicable).

Season Ticket and Bicycle Loan

Employees can hire up to £4,000 worth of bike and/or bike equipment a year. The hiring costs are deducted from their gross salary over a period of 12 months, allowing them to make substantial Tax and NI savings.

We offer an interest free season ticket loan to anyone who has at least 3 months' service with UKHSA and a ticket value of up to £10,000.

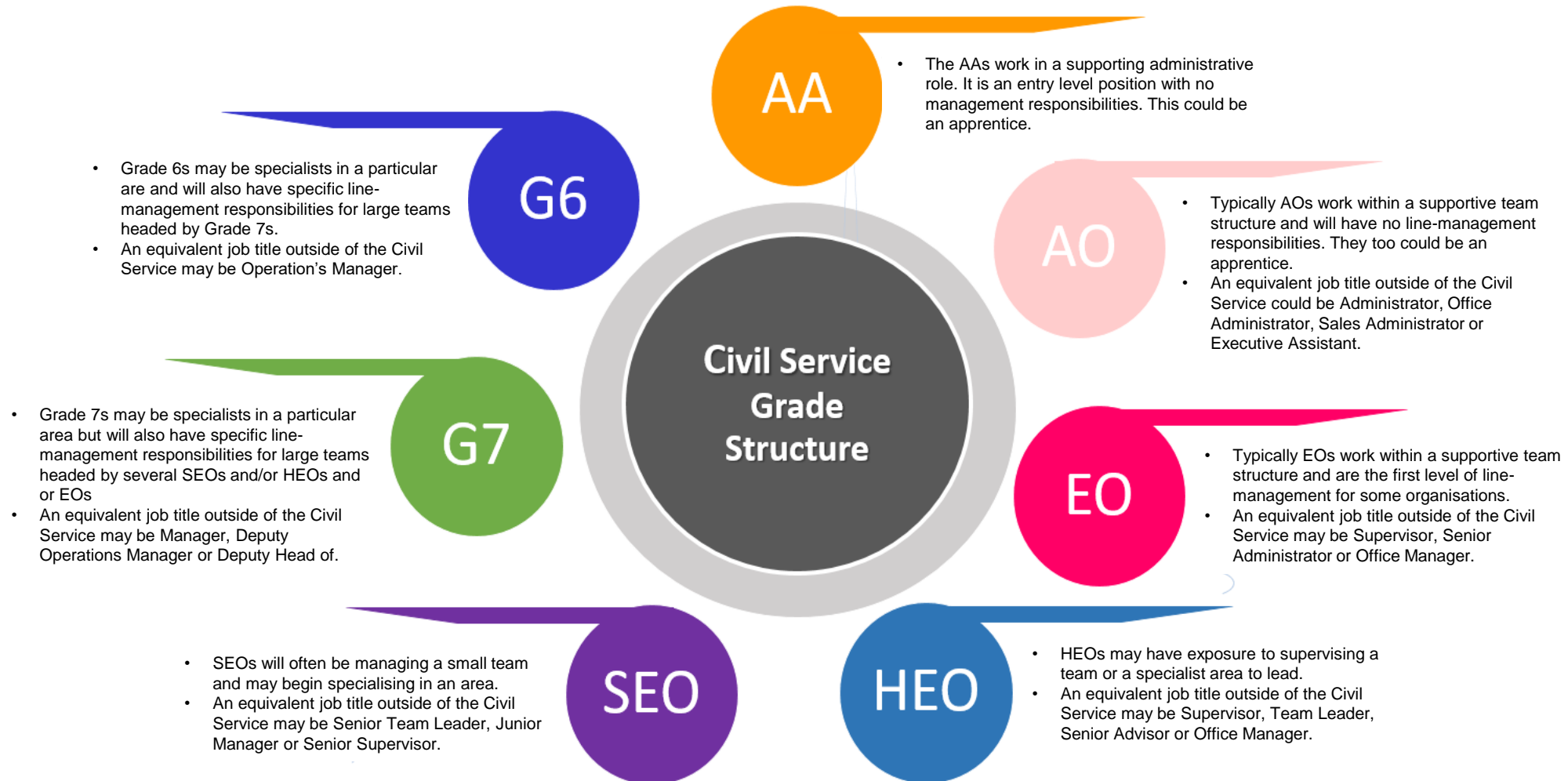
Sick Pay

Occupational sick pay.





Civil Service Grade Structure





Diversity & Inclusion

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

We know that working inclusively and harnessing a diverse range of talent means better problem solving, diversity of thought in decision making and delivering improved public services.

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

Our vision is to ensure the Civil Service represents modern Britain and is a truly inclusive employer – an example to other employers. We will create an organisation where diversity and fairness are not only respected and valued – but celebrated - and where everyone can see where they belong and no one feels excluded.

What's in it for me?

We want to maximise the potential of everyone who chooses to work for us – regardless of background, working style or career experience. If you're interested in becoming a world class leader, developing your career with us – starting with this interesting and challenging role – or doing things differently and inspiring colleagues, then the Civil Service is the place for [you](#). Our passion for inclusion and equality means creating a work environment for all employees that is welcoming, respectful, fair, engaging, and enriched with opportunities for personal and professional development

What's next?

You've taken the first step and looked through this job pack to understand the skills and experience needed to perform this role. Now join us in achieving our ambitions and let us help you achieve yours. [Read more.](#)





Our Wellbeing Offer

Staff Health and Wellbeing

Looking after your mental and physical health is important inside and outside of work. We have plethora of resources in place to assist with the physical and emotional health of our staff.

Explore our support services, networks, and mental health apps. Find wellbeing articles, blogs, and upcoming events. Access resources to support your own wellbeing, as well as guidance on how you can support others.

Here are just some of those resources to support you but with a lot more also available:

The Wellbeing Charter is a set of working practices that aim to ensure wellbeing is supported at UKHSA. To ensure everyone plays their part, we encourage everyone to respect and implement these working practices.

Occupational Health Service (OHS) provides a range of support services, to optimise your attendance, engagement and performance at work.

Employee Assistance Programme is a free and confidential 24/7 telephone advice service available to our staff.

Flexible working to allow for variations in your hours from day to day, suiting your needs, and where this is compatible with business needs. There is further scope to work from home, compressed hours and more.

“Looking after **your mental and physical health** is **important** inside and outside of work.”





FAQs

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

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

Can I join on secondment terms?

This role is being offered on a Permanent basis. A secondment may be possible, If considering a secondment, contact Jason.Blakemore@ukhsa.gov.uk before applying.

Is this role suitable for part-time working?

This role is available for full-time or via flexible working arrangements (including job share partnerships). If you wish to discuss any proposed alternative working pattern, please contact Jason.Blakemore@ukhsa.gov.uk before applying.

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

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

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

*Commonwealth citizens not yet in the UK, who have no right of abode in the UK and who do not have leave to enter the UK are ineligible to apply

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





FAQs

Is security clearance required?

Successful candidates will be expected to complete BPSS checks. More information about the vetting process can be found [here](#).

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

We are committed to making reasonable adjustments in order to support disabled job applicants and ensure that you are not disadvantaged in the recruitment and assessment process.

If you feel that you may need a reasonable adjustment to be made, or you would like to discuss your requirements in more detail, please contact Jason.Blakemore@ukhsa.gov.uk in the first instance.

Do you offer a Guaranteed interview Scheme for those with a disability?

UKHSA is a Leader in the Disability Confident scheme. 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.

What do I do if I want to make a complaint?

The law requires that selection for appointment to the Civil Service is on merit on the basis of fair and open competition as outlined in the [Civil Service Commission's Recruitment Principles](#).

If you feel your application has not been treated in accordance with the Recruitment Principles, and you wish to make a complaint, you should contact Jason Blakemore in the first instance.

If you are not satisfied with the response you receive from the Department, you can contact the [Civil Service Commission](#).

