



# Health and Safety Executive

## Candidate Pack

**Job Role: Regulatory Scientist  
Team Leader**

**Grade: Band 3/SSO**

**Closing Date: 15<sup>th</sup> September  
2019**



**YOU CAN  
WITH** 

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# The Health and Safety Executive

## Our Story



At the Health and Safety Executive (HSE), we believe everyone has the right to come home safe and well from their job. That's why our mission is to prevent work-related death, injury and ill health.

We are proud of the support we provide to businesses – through free guidance and advice. By giving employers the confidence to manage risks correctly, we boost productivity, support the economy and contribute to a fairer society.

HSE helps workers understand how they can stay safe and well.

With roots stretching back to 1833 the modern HSE is an independent regulator with over forty years' experience helping Great Britain work well. Using world leading science we have helped protect millions of people from devastating injury and suffering.

HSE leads the way, but doesn't act alone. Everyone has a part to play - employers, unions, trade associations, professional bodies, academics and others.

Working in partnership is one of our strengths. It's at the heart of how we protect workers and the public.

We concentrate on the most serious risks. We target industries with the greatest hazards, and sectors with the worst risk management record.

We are firm and fair when using our legal powers. Inspection helps us check that serious risks are managed sensibly. When

things go wrong, investigation helps us get to the truth and learn lessons.

We hold employers to account for their failures and get answers for victims and make workplaces safer.

The world of work is always changing. We use science to understand these changes. And that understanding helps us all prepare for the workplaces of tomorrow, so Great Britain continues to be one of the safest and best places to work and do business.

We are the Health and Safety Executive.



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# Welcome and Introduction by Karen Clayton

Director of Chemical Regulations Division (CRD)

“Thank you for expressing an interest in the role of CRD Regulatory Scientists at the Health and Safety Executive”



CRD employs around 300 scientific, policy and support staff in York, Bootle and London. Our primary role is to deliver regulatory schemes intended to protect the health of people and the environment, balancing the economic and social benefits that chemicals offer to society and, helping to ensure the safe and sustainable use of chemicals. We also have a role through guidance, partnership working and leadership to raise awareness and promote behaviour change to help improve the control of hazardous substances in the workplace.

To achieve this and deliver improved regulatory outcomes, we work closely with small and large businesses, and key stakeholders, ranging from industry bodies and multi-national chemical businesses, other government departments (in particular Defra) and other regulators across Europe and internationally.

Specifically, CRD regulates pesticides, biocides, industrial chemicals, detergents and the export and import of dangerous chemicals. The key pieces of legislation involved are The Plant Protection Products (PPP) Regulations, including Maximum Residue Levels Regulation (MRLs); The Biocidal Products Regulation (BPR); Registration, Evaluation, Authorisation & restriction of Chemicals (REACH); The Classification, Labelling & Packaging (CLP); and

The Prior Informed Consent (PIC) Regulation (the latter relates to export and import of certain hazardous chemicals to non-EU countries). Additionally, through intervention in the supply chain we seek to prevent the adverse effects of chemicals on people and the environment.

We secure effective management and control of risk, principally by operating regulatory schemes for identifying and managing chemical hazards and risks. We carry out scientific assessments and evaluations and make regulatory decisions and contribute to discussions on the development and effectiveness of the regulatory schemes. We support business to comply with regulations and hold them to account when they do not. We also offer UK and international stakeholders a comprehensive programme conference and events training.

We are keen for you to develop your career with HSE and there will be opportunities to develop your technical knowledge and regulatory experience as well as learning new skills.



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## Current Band 3/SSO scientific roles available in CRD

Our current Regulatory Scientist Team Leader opportunities include posts in a range of different teams - below is a brief summary of each.

Note: You will need to complete a separate application for each role you wish to apply for.

The total number we are recruiting for these Band 3 posts is no more than 20

For all posts: Working as a team leader, you will be responsible for leading and managing a team of scientists and responsible for technical input to regulatory programs on chemicals, biocides and pesticides to support regulatory decisions in the UK. You will be expected to explain your decisions internally and externally, to expert committees, other government departments and relevant stakeholders.

### **A – Chemistry to support Pesticides, Biocides, REACH and CLP**

**Regulations:** The Chemistry Team in CRD undertake evaluations of a range of data relating to the chemistry (pesticide or biocide product), methods of analysis, metabolism (animal and plant) and residues

of pesticides in food and feed to carry out associated consumer exposure assessments.

### **B - Occupational & Non-Dietary**

**Exposure:** The team's main function is to assess occupational and other non-dietary exposures to biocides and pesticides evaluating the data and cases submitted in support of applications for the authorisation of biocide and pesticide products.

### **C - Toxicology to support Pesticides, Biocides, REACH and CLP**

**Regulations:** The Toxicology Team in CRD is mainly responsible for the assessment of the human health hazards and risks of a range of chemicals, including industrial chemicals, pesticides and biocides and their formulations. These are performed to ensure these chemicals are regulated in line with legislative requirements and safety standards.

### **D - Environmental Fate and Behaviour:**

The Environmental Fate and Behaviour Team are involved in the evaluation of laboratory and field data examining degradation and mobility of substances in soil, water,

sediment and air and preparing exposure assessments to support environmental risk assessments.

### **E – Biocides Delivery Team, REACH Team and Pesticides Delivery Team:**

These teams are primarily involved in the coordination and project management of applications for approval/authorisation of biocide and pesticide active substances and products in both the UK and EU, as required by relevant legislation. As part of this process there is liaison with scientific staff in CRD, experts from industry and representatives from other government departments on matters associated with the submission and evaluation of data necessary to support biocide and pesticide applications. In the REACH team, you will contribute to the management and evaluation of data submissions connected with REACH and CLP.



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# About the Role

## Job Title

Band 3 Regulatory Scientist Team Leaders

## Location

Bootle or York

## Contract Type

This role is being offered on a permanent basis

## The Role

You will be part of a team that is delivering HSE objectives in support of the UK's Exit from the European Union. With a world-class reputation for safeguarding the health and safety of people at work, HSE is adapting and evolving to meet the new challenges ahead. At CRD, we work with one goal in mind – to protect human health and the environment from the effects of potentially harmful substances.

To help us meet these challenges, we require a number of ambitious Band 3 Senior Scientific Officers to join us.

Our current Regulatory Scientist Team Leader opportunities include posts in a range of different teams. In all areas you will work as part of a team and be responsible for technical input to regulatory programs on chemicals, biocides and pesticides to support regulatory decisions in the UK.

You will be expected to explain your decisions internally and externally, to Expert Committees, other government departments and relevant stakeholders.

You will be one of a number of team leaders responsible for delivering team business plans.

You will be responsible for providing guidance and delivering training to internal and external stakeholders on all aspects of risk assessment.

You will also be expected to represent the various teams at national and international meetings.

There are also opportunities to train regulatory colleagues from other Member States and countries around the world. A further key aspect of this role will be the management and development of a team of B4(HSO)/B5 (SO) staff. This will include identifying training needs, making proposals for training solutions and taking a leading role in the provision of training.

No laboratory or field work is involved in these roles.

Training will be a blend of classroom based tutorials and workshops and lots of tailored on the job training, where you will take ownership of a portfolio of work in your department, which you'll be supported on a one-to-one basis to deliver at the highest level.



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# Candidate Profile

## Person Specification

For all posts we are looking for:

- Excellent communication skills, enabling you to collaborate effectively and engage with others;
- Experience in building and maintaining strong, positive working relationships both internally and externally to an organisation;
- Experience of leading teams and delivering output to time, cost and quality criteria;
- Outstanding organisational skills in managing a varied workload to demanding deadlines;
- Comprehensive analytical skills with the ability to write/present effective technical information in a clear, concise and timely way;
- Experience of performing representational roles at a high level at national and international meetings;
- Initiative and decisiveness, supporting your ability to make effective decisions, while being open to challenge and involving others;

## Qualifications

A degree, class 2:1 or higher equivalent, in a relevant area such as;

- Natural Sciences
- Chemistry
- Environmental Sciences
- Biological Sciences

- Agriculture
- Horticulture
- Occupational Hygiene
- Biochemistry or Pharmacology or Toxicology

## Technical Skills and Experience

- Extensive, post-graduate experience working in a regulatory or scientific area(s) to which you are applying. You will need to be able to demonstrate both your scientific skills and your ability to use them;

AND

- Knowledge and experience of chemicals, biocides or pesticides legislation. For example, experience of working to deliver decisions with significant interaction and challenge from applicants and stakeholders;

AND

- Strong evidence of management and leadership of staff and of relevant technical issues or development of colleagues to ensure technical capacity.



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# Salary and Benefits

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

## Salary

The starting pay for external recruits will be in line with the salary quoted in the advertisement for the post which is starting from £37,578 and up to £44,331

Standard pay rules apply for existing civil servants.

## Pensions

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 [www.civilservicepensions.org.uk](http://www.civilservicepensions.org.uk) for more details.

## Generous leave allowance

25 days annual leave on entry, increasing to 30 days after 5 years qualifying service. This is in addition to 8 public holidays.

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

## Staff Wellbeing

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 a registered childcare. Existing employees may be able to continue to claim

childcare vouchers, so please check how the policy would work for you here.

## Onsite facilities

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

## Sick Pay

You may be entitled to sick pay subject to length of service as set out in the table below, to a maximum of 10 months' sick pay in a four year rolling period.

<u>Length in Civil Service</u>	<u>Entitlement</u>
1st year of service	1 month full pay & 1 month half pay
2nd year of service	2 months' full pay & 2 months' half pay
3rd year of service	3 months' full pay & 3 months' half pay
4th year of service	4 months' full pay & 4 months' half pay
5th year of service+	5 months' full pay & 5 months' half pay



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# Recruitment Process

## To apply you will need to complete the online application process on Civil Service Jobs

The closing date for receipt of applications is 23:59 on Sunday 15<sup>th</sup> September 2019.

We will recruit in two stages:

### 1. [Sift stage](#)

This vacancy is using [Success Profiles](#).

We will assess you on the following four **Behaviours**:

- Leadership
- Delivering at Pace
- Communicating and Influencing
- Making Effective Decisions

(Please provide 250 words for each Behaviour)

An initial sift based on the lead behaviour, 'Leadership', may be held if a large number of applications are received. If your application progresses to a full sift, all behaviours will then be considered.

## Technical Skills and Experience

We will also assess your chemistry technical skills and experience, please provide evidence of:

- How you develop and maintain your professional skills and knowledge, keep up-to-date with relevant developments and identify future challenges; and
- How you have used your scientific knowledge and skills to evaluate a range of complex and conflicting information to produce clear conclusions.

(Please provide 250 words for each bullet point)

You must also provide your career history, duties and qualifications as part of the application process.

*Note: You are asked to anonymise these details. This will help us to recruit based on your knowledge and skills and not on your background, gender or ethnicity. Recruiting in this way is defined as 'blind recruitment'.*

### 2. [Interview stage](#)

If you are successful following the sift you will be invited to interview where you will be assessed on the four behaviours above and the technical skills and experience for this role.



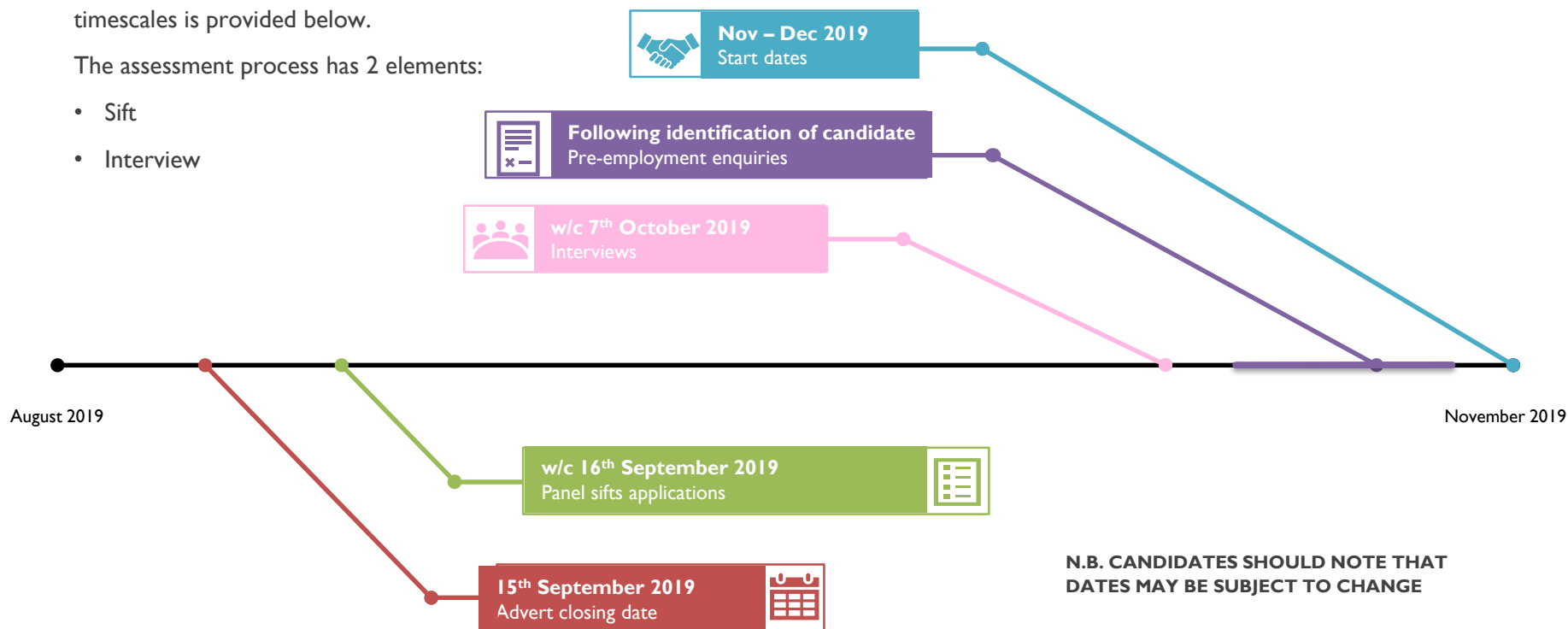
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# Expected Timeline

A timetable of the key activities and timescales is provided below.

The assessment process has 2 elements:

- Sift
- Interview



**N.B. CANDIDATES SHOULD NOTE THAT DATES MAY BE SUBJECT TO CHANGE**



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# Diversity and Equal Opportunities

The Civil Service is committed to becoming the most inclusive employer in the UK.

HSE is committed to providing a supportive and inclusive working environment and we particularly welcome female/BAME/disabled/LGBT+ applicants, as they are currently underrepresented in this discipline within HSE.



We are committed to understanding, respecting and representing as broad a range of views and backgrounds as we have in UK society. We know that diverse perspectives and experiences are critical to an effective, modern Civil Service.

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 is not only respected and valued – but celebrated.

## What's in it for me?

We want to maximise the potential of everyone who chooses to work for us – regardless of background.

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 diversity and equality means creating a work environment for all employees that is welcoming, respectful, 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](#)



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# 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 and to existing civil servants and those in accredited Non Departmental Bodies.

## Where will the role be based?

The candidate can be based in either our Bootle or York office.

## 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\*
- A European Economic Area (EEA) Member State
- Switzerland
- Turkey

Certain family members of EEA, Switzerland and Turkish nationals are

also eligible to apply regardless of their nationality.

\*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](http://Gov.UK).

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

We are committed to making reasonable adjustments in order to support disabled job applicants and ensure that you are not disadvantaged in the recruitment and assessment process. Reasonable adjustments could include; allowing extra time during selection tests; ensuring that information is provided in an accessible format or; by providing training.

If you feel that you may need a reasonable adjustment to be made, or you would like

to discuss your requirements in more detail, please contact us in the first instance.

If you wish to receive a hard copy of the information, or in an alternative format e.g. Audio, Braille or large font then please contact:

[HR.Resourcing-Team@hse.gov.uk](mailto:HR.Resourcing-Team@hse.gov.uk)

## Will there be a reserve list?

Candidates successful in meeting the requirements of the post, may be added to a reserve list for 12 months and invited to consider future posts within CRD if a post or posts become available.



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# FAQs

## Do you offer a Guaranteed Interview Scheme for Disabled Persons?

Disabled applicants who meet the minimum selection criteria 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 your 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 the HSE recruitment team (at [HR.Resourcing-Team@hse.gov.uk](mailto:HR.Resourcing-Team@hse.gov.uk)) in the first instance.

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

## 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 [HR.Resourcing-Team@hse.gov.uk](mailto:HR.Resourcing-Team@hse.gov.uk) before submitting your application.



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## Contact us

Should candidates like to discuss the role in more detail before submitting an application, please contact [lauren.kinsella@hse.gov.uk](mailto:lauren.kinsella@hse.gov.uk)