



Department
of Health &
Social Care

Health Policy Fast Track Scheme 2022

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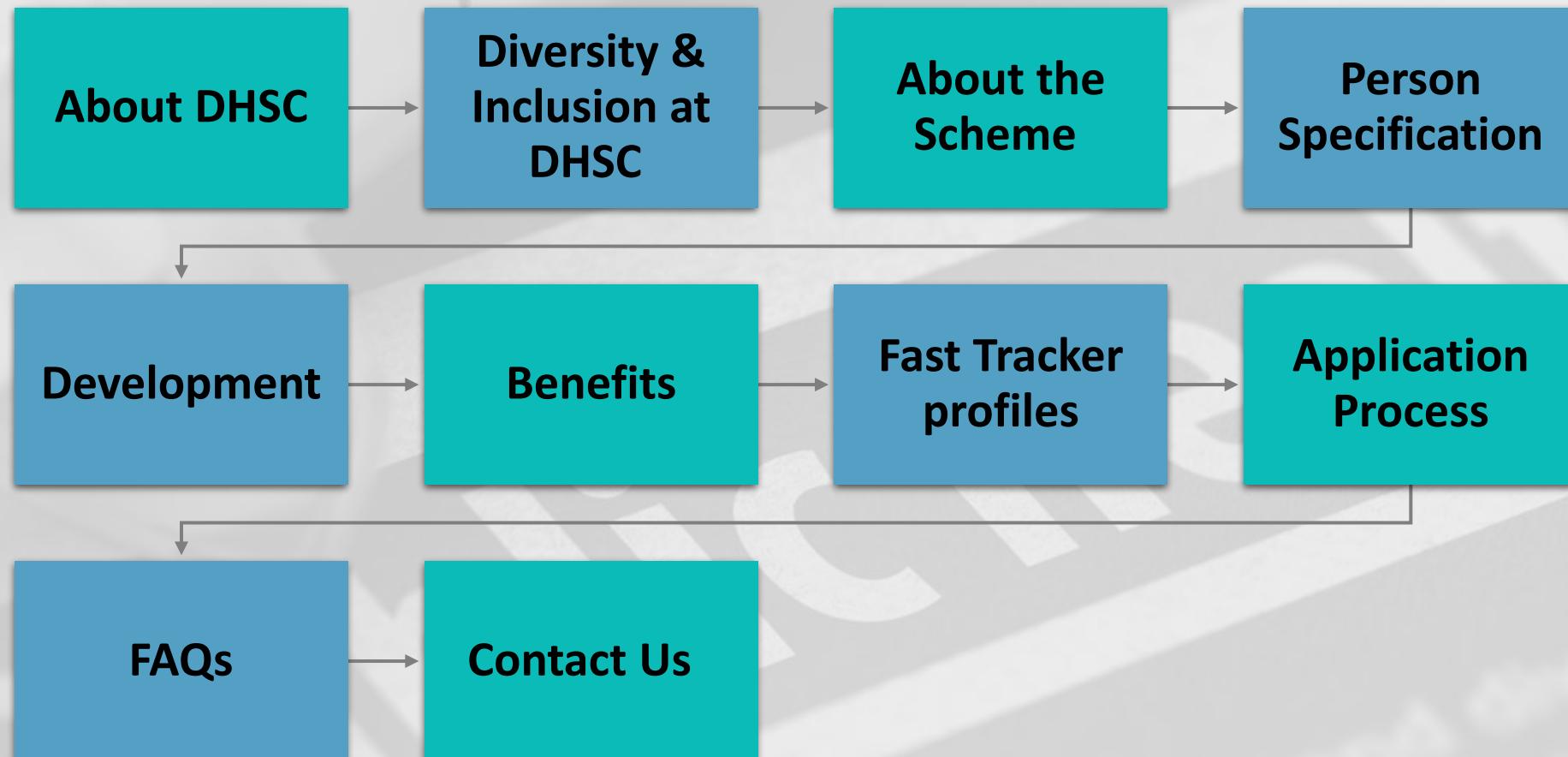
Closing Date: Monday 15th November 2021



Become a Leader. Make an Impact in Health and Social Care.



Contents



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*I am delighted to sponsor the Health Policy Fast Track Scheme, which provides an **exciting** and **unique** opportunity for talented individuals who wish to specialise in developing their careers in the health and social care policy area.*

*In DHSC, **policy is at the heart of our role**. As a central Department of State, we advise Ministers in leading the health and care system in England. We work flexibly to respond to **emerging priorities**, embedding the policy standards and tests in our work. We support Ministers, including in their accountability to Parliament; set direction; **act as guardians** of the health and care framework and take action to **resolve complex issues**.*

”



**Permanent Secretary,
Chris Wormald**

About the Department of Health & Social Care

There couldn't be a more exciting time to join DHSC as it grows and evolves, solves complex problems, and creates positive change for the nation's health and social care system. DHSC's policies are vital to the functioning of the country, and DHSC will give you the opportunity to gain hands-on experience of how health policy is developed and delivered by Government.

Whatever role in the department, you'll be helping deal with some of the big-ticket issues of the day. Our work really does affect people in their daily lives - **helping people live more independent, healthier lives for longer.**

Find out more about us by clicking the links below:

- Explore DHSC's homepage [here](#)
- Learn more about our priorities [here](#)
- Find out who our agencies and partners are [here](#)
- Discover how we can work together to improve health and social care for all [here](#)

What advice would you give someone thinking of applying to the Department?

"Do it! It's such an interesting and eye-opening time to join the department and exciting to be a part of it."

Abigail Brown, HPFTS



Our Commitment to Diversity & Inclusion

DHSC prides itself on being a diverse Government Department solving some of the world's biggest problems. But to create a genuinely inclusive work environment, we recognise the need to continue to come together in order to identify and understand what makes us similar whilst celebrating and valuing the differences between us.

Our large number of staff networks, which are open for any employee to join, help to ensure that the needs and voices of all our employees are heard and play an important role in making DHSC a truly inclusive, diverse and supportive place to work. Examples of staff networks:

- Diversity Networks
- Faith Based Networks
- Workplace Networks
- Health & Wellbeing Networks



Shona Dunn
Second Permanent
Secretary and Diversity &
Inclusion Champion

#yearofinclusion

"In DHSC we recognise our responsibility to address the real inequalities that persist across health and social care. By ensuring that we fully reflect the society we serve, and that every single person is able to give of their best, we not only create a great place to work, but we design and deliver the very best solutions to some of the country's most complex problems"

About the Health Policy Fast Track Scheme

The Health Policy Fast Track Scheme (HPFTS) is a three-year DHSC accelerated leadership development scheme. The HPFTS provides an exciting opportunity to shape and influence policies that will positively impact people's lives.

Emma Simpson, HPFTS



What are the highlights of the HPFTS?

"Working in Government, **no two days are the same** – it is a very fast paced environment, and you get to work on policy with a range of different actors across government, from our arm's length bodies to think tanks and other stakeholder groups."

- It will open exciting new doors and give you **hands-on experience** of working in government, supporting ministers to develop and deliver policies that support the government's objectives, in an unprecedented time.
- You will have the opportunity undertake several placements based in either Leeds or London, and to work closely with a range of stakeholders across government, operations, Arm's Length Bodies, health and care services and Private Office.
- It offers **variety**: one day you might be leading briefings for select committee hearings with Ministers and the next, you could be helping to improve the day to day lives of people working in the NHS.
- The HPFTS will help build the skills you need to build a rewarding career and become a **top-class policy professional and health care leader**, who makes a real impact on people's lives.
- The scheme provides a fully financially supported study package towards a postgraduate qualification in Health Policy, undertaken in the 2nd and 3rd years

What we are looking for

We believe the best policy professionals come from all walks of life. We want people who have a real passion for making improvements across the health and social care area. You will need to be:

- A good communicator and be comfortable in dealing with ambiguity and shifting priorities.
- An innovative leader and somebody who looks for opportunities to do things differently, whilst anticipating economic, social and technological opportunities and risks.
- Someone who enjoys working with others, has good influencing skills, and can build collaborative relationships that balance challenge with support developing trust and mutual respect across the wider health care system.
- Able to use sound judgment and evidence to make effective decisions.
- Able to manage and thrive in an environment which requires the ability to think and absorb information quickly.
- Someone with at least a 2.1 degree, in any subject. Current Civil Servants, who have served their probation period can apply without a degree.

Cara Diver, HPFTS



What advice would you give someone thinking of applying to the HPFTS?

“Don’t worry if you don’t have relevant Health and Social Care policy experience, the Department values all different types of experiences and backgrounds.”

Supporting your growth and development

Ben Lewis, HPFTS



Was there anything that stood out about the wider Department which attracted you to apply to the HPFTS?

"It is really important to me that the Department places a **high value on diversity and inclusion**, ensuring there are a range of networks and support structures for people joining the department from all kinds of backgrounds"

Throughout your time on the Scheme, you will receive a comprehensive learning and development package to suit your needs. We will facilitate your development from day one with support from:

- Your day-to-day Line Manager
- HR Development Lead
- Staff Networks
- Mentor, who is a senior leader in government
- Coach
- Buddy from previous HPFTS cohort
- Your cohort of peers
- L&D Courses

DHSC is devoted to being a great place to work for everyone, encompassing an inclusive culture where diversity and wellbeing are encouraged and embraced. We are committed to supporting and enhancing a work-life balance with access to Flexible Working. We also promote a large number of **staff diversity networks**, which provides a community where differences are valued. There is also the opportunity to use **onsite facilities** including fitness centres and staff canteens (where applicable).

Benefits of joining the Scheme

As a Fast Tracker and Civil Service employee, you'll be entitled to a range of great benefits!

Salary - The Schemes starting salary and pay band is HEO £28,966 (National) and £32,792 (London). You will receive a small uplift in salary upon each successfully completed annual assessment. Current Civil Servants at grades HEO or SEO above this salary will retain their current salary. On successful completion of the Scheme, you will be working in leadership roles within the £49,529 to £53,355 bracket.

Generous Annual Leave allowance - In addition to 8 public holidays , 25 days annual leave on entry, increasing on a sliding scale to 30 days after 5 years' service.

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.
For more details visit www.civilservicepensionscheme.org.uk

Season Ticket and Bicycle Loan - Interest-free loans allowing you to spread the cost of an annual travel season ticket or a new bicycle.

We also offer interest free **rental deposit loans and Financial discounts** such as access to an exclusive site for DHSC staff that provides employee discounts, including a Cycle to Work Scheme, Charitable Giving and Recognition and Reward Vouchers.



Paid maternity and paternity leave, which is notably more than the statutory minimum.

Occupational sick pay

Meet our Fast Trackers

What have been the best three things about being on the HPFTS so far?

Already I have had the **opportunity to collaborate with people across the health and social care landscape**, from CQC to the local government association. On a developmental note, the scheme really does want you to succeed and has **made it clear to us that our development is of the upmost priority**. This level of clarity and clear indication of investment is exciting and rewarding to hear. Finally, having a non-health related background, it has been fun learning about the complexities and interactions of the healthcare system – still a long way to go yet though!

Joe Garvey HPFTS



Personal Profile

Role: Policy Advisor
Team: Public Health Systems and Strategy
Directorate: Population Health
Start date: September 2020

What motivated you to apply to the HPFTS?

The main motivations for me were two-fold. Firstly, **the ability to work in an organisation which drives social change and has improving people's lives at its core**, is a particular driver for me. Secondly, the level of investment and training that the scheme places in its cohorts are second to none. **For my own personal and professional development, there is no better scheme.**

What advice would you give to someone thinking of applying to the HPFTS?

Have a clear purpose for why you want to apply for the scheme. As much as the application process is about passing the online assessment, it is also about why you want the role and why you want to work for DHSC. The civil service is a diverse employer who want people from a wide range of backgrounds. **Do not fear if you don't have a health or policy related background**, but make sure you understand why you are applying.

Meet our Fast Trackers

What type of work are you involved in and how does this make a difference?

My role has involved ensuring UK compliance with EU Law prior to exiting the European Union, and subsequently ensuring we have appropriate legal mechanisms in place to continue to recognise European healthcare qualifications. I have worked a lot on legislation and I've also been responsible for writing guidance for EEA healthcare professionals seeking to work here, communicating with our regulators, and monitoring the impact of EU Exit on our healthcare workforce. I definitely think **my role has made a big difference**. The work I've been involved with has been crucial to facilitating the continuing movement of qualified professionals seeking to work in the UK, and hence to maintain a sufficient supply of EU health professionals in the NHS and wider health and care system.

Sarah Adams, HPFTS



Personal Profile

Role: Policy Officer, EU & International Legislation

Team: Professional Regulation

Directorate: Workforce Strategy

Start date: September 2020

What experience has been the highlight of the HPFTS so far?

Two experiences stand out as highlights on the HPFTS so far: seeing guidance for European healthcare professionals I had written published on GOV.UK, and hearing that a piece of legislation I had worked on come into force.

What is it like working for the Department of Health and Social Care and would you recommend it?

I have loved working for the Department of Health and Social Care, and I'd definitely recommend it to others. I've really valued working with such capable and supportive colleagues. Everyone is so dedicated to their work and has been willing to help and to take the time to explain things. The work is important and interesting. **No matter how busy I am, I really enjoy what I do!**

Meet our Fast Trackers

Scott Matthewson
HPFTS Graduate



“At the time of applying for the HPFTS I was an existing DHSC employee and given the interesting roles I’d worked in, I saw the HPFTS as a great opportunity to further learn about the work of the Department broadly and progress my career. In particular, the opportunity to complete a part time MSc over the course of two years has been a fantastic opportunity to gain specialist skills in policy making and the range of postings across the three years have allowed me to apply these skills in a variety of contexts. The scheme is a great option for aspiring health policy professionals.”

A Fast Tracker's Journey

Lewis Cox, HPFTS



No two experiences on the Health Policy Fast Track Scheme are the same, but we asked one of our current Fast Trackers to share his journey through the programme so far

Placement 1

Policy Advisor

NHS Workforce Education,
Modernising & Funding

"I worked with national partners and across government to test and rehearse joint contingency plans for major business failure."

"I worked on the new training grants for nursing, midwifery and allied health students, and, later, the contribution of students to the coronavirus response and the continuation of their studies."

Placement 3

Senior Policy Advisor

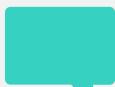
Occupational Health Policy

Placement 2
Policy Officer
Adult Social Provider Markets

"I am currently working on improving the occupational health workforce which supports people to remain in work."

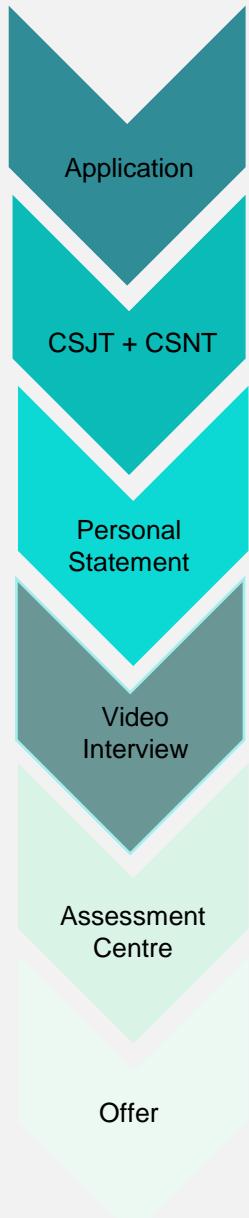


Annual formal assessment points take place at 12, 24 and 36 months



Informal checkpoints take place at 6, 18 and 30 months

The Recruitment Process



To apply for the Scheme, you will need to submit an online application by **no later than 23:55 Monday 15th of November 2021**.

After submission of your application, you will be invited to complete an **Online Civil Service Situational Judgement Test (CSJT)**. This is an online, multimedia multiple choice assessment. If you meet the required pass mark, you will be invited to complete a **Civil Service Numerical Test (CSNT)**. You will be provided with full instructions on how to complete these tests and have until **23:55 Monday 15th of November 2021** at the latest to complete them.

If you pass the online tests, you will be invited to complete your full application which must be submitted by **23:55 Monday 15th of November 2021**. Please note the test and full application deadline is the same, we therefore advise you sit these tests at your earliest convenience ensuring you have sufficient time to submit your application.

As part of the application, you will be required to complete a **Personal Statement (of 750 words)** explaining your motivation for applying to the Scheme. You will be asked to answer: *What interests and motivates you to apply for the Health Policy Fast Track Scheme?* (Maximum 375 words) *Describe the qualities you have that would help you develop a career in the health and social care sector?* (Maximum 375 words).

If you progress onto the **Pre-recorded Video Interview** stage, this consists of a video-based interview where your answers to a series of pre-set questions are recorded and subsequently evaluated by an assessor. You have **14 days** to complete the Video Interview.

If you pass the above stages, you will be invited to attend an online **Assessment Centre**. The HPFTS Assessment Centre reflects some of the key elements of the Scheme roles and full details of the assessment process will be made available to you in advance if you are shortlisted for the Assessment Centre. Any reasonable adjustments will be accommodated at the Assessment Centre and throughout the assessment process, so it's very important that you let us know if this applies.

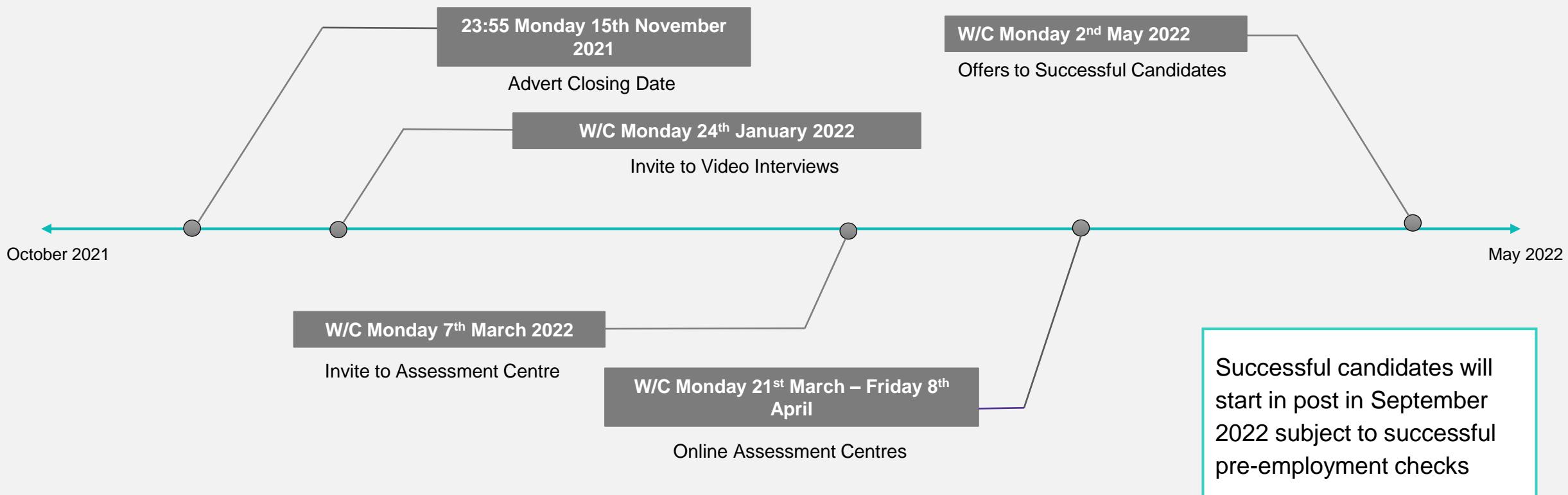
We'll assess you against these behaviours during the selection process: Leadership, Working Together, Communicating and Influencing, Making Effective Decisions, Delivering at Pace, Developing Self and Others.

Successful candidates will be **offered** a place on the Scheme to join in September 2022. We also operate a **Reserve List** for 12 months, where we may offer suitable applicants future, non-Scheme vacancies within the Department that require similar skills.

If you wish to receive a hard copy of the information, or in an **alternative format** e.g., Audio, Braille or large font, please contact:
hpts.grs@cabinetoffice.gov.uk

Recruitment Process Timeline

The anticipated timetable is below. Whilst we'll endeavour not to change these dates, they are indicative only and could be subject to change. If you are unable to meet these timeframes, please let us know by contacting Dohrecruitment.grs@cabinetoffice.gov.uk Please ensure you quote the job title and reference number in your e-mail.



FAQs

1. Am I eligible to apply?

This vacancy is open to all Civil Service employees and employees of accredited non-departmental public bodies (NDPBs) who were appointed on merit following a fair and open competition; or were appointed to a permanent post through an exception in the Civil Service Commissioners' rules. It is also open to external applicants who have a minimum qualification of an undergraduate degree at 2:1 or currently working towards and expecting to achieve this by September 2022.

We accept applications from candidates with overseas degrees, provided that they can supply evidence that their degree is at a comparable level to that required. The onus (including any costs) of providing appropriate documentation is on the candidate. The National Academic Recognition Information Centre (NARIC) provides information about the comparability of different international qualifications. We would not normally ask for such evidence until you had been declared successful: it would then be required for our pre-appointment checks.

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

To be eligible for employment in this Scheme, you

must satisfy both the Nationality and Right to work/Immigration requirements. **Nationality requirements (Civil Service Nationality Rules).**

You are eligible to apply if you are a:

- British citizen
- [European Economic Area \(EEA\)](#)
- Commonwealth citizen
- Swiss national
- Turkish national, in some circumstances

Nationality requirements are explained in more detail in the [Civil Service nationality rules](#). You must also have the right to work in the United Kingdom and meet the Immigration and Visa requirements for the length of the Scheme. Further details can be found on the Gov.uk Visas and Immigration page.

3. Where will the role be based?

If you are successful, you will be based at DHSC's office in Quarry House, Leeds or Victoria Street, London. Unfortunately, relocation costs will not be reimbursed.

4. Reserved for UK Nationals

Certain posts, notably those concerned with security and intelligence, might be reserved for British citizens, but this will not normally prevent access to a wide range of developmental opportunities within the Civil Service. This is **not** a reserved post.

5. Civil Service Code

All civil servants are subject to the provisions of the Civil Service Code that details the Civil Service values, standards of behaviour and rights and responsibilities.

For further information, visit [Gov.UK](#)

6. Is security clearance required?

Before the appointment of the successful candidate can be confirmed, the Department will undertake background security checks. As part of this, we will need to confirm your identity, employment history over the past three years (or course details if you were in education), nationality and immigration status, and criminal record (unspent convictions only). Successful candidates will be required to pass Baseline Personnel Security Standard checks.

Some posts may require additional clearance and candidates should be willing to obtain security clearance to Developed Vetting (DV) if required.

FAQs

7. 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 for assessment activities; 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

hpfts.grs@cabinetoffice.gov.uk

8. Do you offer Guaranteed Interview Scheme for Disabled Persons?

The Guaranteed Interview Scheme was replaced by the Disability Confident Scheme in November 2016.

However, 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.

9. 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, which can be found at:

<http://civilservicecommission.independent.gov.uk/wp-content/uploads/2018/03/RECRUITMENTPRINCIPLES-April-2018-FINAL-.pdf>.

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 hpfts.grs@cabinetoffice.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 at <http://civilservicecommission.independent.gov.uk/civil-servicerecruitment/complaints/>.

10. What do I do if I think I have a conflict of interest?

Candidates must note the requirement to declare any interests they have that might cause questions to be raised about their approach to the business of the Department. They are required to declare any relevant business interests, shareholdings, positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies, both for themselves and for their spouses/partners. The successful candidate will be required to give up any conflicting interests and his/her other business and financial interests may be published.



CONTACT US

If you have any questions about applying for this role please contact: hpfts.grs@cabinetoffice.gov.uk

This campaign is being run on behalf of DHSC by Government Recruitment Service. Government Recruitment Service is part of Civil Service HR and is a central government expert service specialising in the attraction, search, selection and recruitment of civil servants.

Our work is regulated by the Civil Service Commission where necessary and supported by the equality campaign group Stonewall.

The Department of Health and Social Care is a **Disability Confident employer**.

