



Department
for Environment
Food & Rural Affairs



Veterinary
Medicines
Directorate

Antimicrobial Resistance Head of Policy and Communications Team

Vacancy Reference: 228773

Grade: G7

Salary: £54,328- £61,392 per annum

Contract Type: Permanent

Locations: Woodham Lane, New Haw, Addlestone, Surrey KT15 3LS

Closing date: 14th December 2022

Please Note: The contents of this Pack are for information only. They do not form a part of the assessment and selection process.

Our Mission

We are here to make our air purer, our water cleaner, our land greener and our food more sustainable .

Our mission is to restore and enhance the environment for the next generation, leaving it in a better state than we found it.

As we move to a new phase having left the EU, we will lead on our new responsibilities for EU repatriated functions, drive the country's sustainable recovery from the impacts of Covid-19, and support the Government's agenda to level up and build back better for all.

Defra is now a stronger international department - using science, overseas programming, new trade agreements and new independent negotiating roles to further our policy goals. We will continue to work effectively and efficiently, ensuring that we have the right people, skills and structures in place to deliver our new and existing priorities with the best value for money for the public.

Achieving our vision will require not only a determined focus on delivering our outcomes from every individual in Defra group, but also a collective commitment to how we work: Ambitious; Outward looking; Professional; Inclusive.

Our Vision



Environment:

Improve the environment through cleaner air and water, minimised waste, and thriving plants and terrestrial and marine wildlife



Net Zero:

Reduce greenhouse gas emissions and increase carbon storage in the agricultural, waste, peat and tree planting sectors to help deliver net zero



Floods & Resilience

Reduce the likelihood and impact of flooding and coastal erosion on people, businesses, communities and the environment



Agriculture, food, fisheries, animal welfare and biosecurity

Increase the sustainability, productivity and resilience of the agriculture, fishing, food and drink sectors, enhance biosecurity at the border and raise animal welfare standards



Strengthening the union and international

Promote a green, fair and resilient UK and global recovery, halt and reverse global declines in biodiversity, mitigate and adapt to climate change, help ensure the UK has an effective border, and contribute to a strengthened and prosperous union

A large flock of sheep is gathered in a lush green field during the golden hour of sunset. The sheep, with their thick white wool, are looking in various directions, some towards the camera. The background features rolling hills and a line of bare trees under a warm, orange-hued sky. A green rectangular box is overlaid on the lower-left portion of the image, containing the text 'The Department'.

The Department

Candidate Information Pack

Welcome to Defra

Our vision is to create a great place for people living in this country.

In the Defra group, we deal with a vast range of issues that profoundly impact on people's lives.

We are responsible for England's environment, our countryside and rural economy, the food and farming sectors and have lead responsibility for protection from a wide range of natural threats and hazards.

We have developed a set of three strategic objectives covering our policy outcomes and

corporate objectives. These objectives help us to deliver our ambitious vision to build our green and healthy future, and provide a framework for all of the important work we carry out.

Our objectives are:

- To pass on to the next generation a natural environment protected and enhance for the future

- To lead the world in food, farming and fisheries with a sustainable model of food production
- To be an outstanding organisation focused on making a difference, with world class delivery capability

Useful Information

[Department for Environment, Food & Rural Affairs – website](#)

[Defra 25 Year Environment Plan](#)



Why join VMD?

Welcome Message from CEO:

Hello! I am Abi Seager, I was appointed Chief Executive Officer, Veterinary Medicines Directorate in September 2021. As the VMD's Chief Executive Officer, I lead the VMD in delivering the policy and operational delivery business priorities and strategies. The VMD provides advice to Defra Ministers and works collaboratively with other government departments, Devolved Administrations and the Chief Veterinary Officer where the regulation of veterinary medicines contributes to policy in respect of animal health and welfare.

The VMD is policy lead for veterinary medicines and for antimicrobial resistance, and is responsible for:

- assessment, issue and maintenance of Marketing Authorisations for veterinary medicines
- controls on the manufacture and distribution of veterinary medicinal products, including inspections
- pharmacovigilance through the surveillance of Suspected Adverse Events
- surveillance for residues of veterinary medicines and illegal substances in animals and animal products

- the surveillance of antibiotic sales, use and resistance
- the provision and implementation of policy advice on these matters to Ministers and
- the management of the research and development programme linked to veterinary medicine issues.

A key focus of our work is to ensure that the domestic regulatory framework continues to provide the environment in which pharmaceutical companies invest in bringing veterinary medicines to the UK market. In this context, we are also seeking to strengthen our bilateral and multilateral partnerships with medicines regulators across the globe.

I am energised by the VMD's future and the role it will play as part of the UK's new global aspirations and commitments. As you're reading this, it means that you could become a key member of one of my teams.

Thank you for your interest in the role and in the work of the VMD.



About VMD

The Veterinary Medicines Directorate (VMD) is an executive agency of the Department for Environment, Food and Rural Affairs (Defra) and a regulatory and policy lead body. It is responsible for issues concerning the authorisation, manufacture and use of veterinary medicines in the UK, and focuses on assuring the safety, quality, and efficacy of veterinary medicines.

Our Aims and Mission

By working closely with our stakeholders we promote animal health and welfare, as well as protect public health and the environment. Our work supports high standards of animal welfare and helps the Food Standards Agency to protect and improve the safety of the food people eat.

The work of the VMD work falls into three main areas:

Policy

- Making, updating, and enforcing UK legislation and policy on veterinary medicines and medicated feed.
- Acting as a policy lead and providing policy advice on antimicrobial resistance issues.

Licensing

- Assessing applications for marketing authorisations for veterinary medicines - will the new medicine work, is it safe?
- Licensing and inspection of manufacturers, wholesalers, and retailers.
- Responding to supply shortages and permitting alternative products to be used.

Surveillance

- Monitoring and acting on reports of adverse events from veterinary medicines.
- Testing for residues of veterinary medicines and banned substances in livestock and animal products.
- Monitoring antibiotic use and resistance in animals.

Find out more by clicking [here](#), or clicking the icons to the right to visit our social media sites.

Follow us



YouTube



LinkedIn



Twitter



Facebook

What makes the VMD a great place to work

There are around 180 people working for the VMD, it has a friendly and close-knit feel and a great sense of community. It is also an exciting time to be joining the VMD as we strengthen partnerships with medicine regulators across the globe as part of the UK's new global aspirations and commitments.

Our Organisation Values

The ability and commitment of our people are central to all our working relationships. This translates into a supportive work environment and practices, including access to training, career development, flexible working patterns, and workplace adjustments that show our commitment to equality, diversity, and inclusion.

Benefits

As part of the Defra group, we also benefit from the support of a bigger organisation. The VMD has an excellent employee package that includes pension, life assurance, generous annual leave this is in addition to 8 public holidays. As well as flexible working, development learning and career enhancement opportunities, and many employee discounts.

You will also have access to

- Free onsite parking
- Onsite gym
- Prayer room

Our Ideal Employee

We are a mixture of scientists (including vets, pharmacists, toxicologists, epidemiologists), policy, and administrative staff. We're committed to being an organisation in which fairness and inclusion are central to all our working relationships. Your personal qualities will be as important as your professional experience; and we welcome applications from all backgrounds.

If you believe you have the skills and qualities we are looking for, then we would love to hear from you!





Our Roles

The work you will be doing

This is an exciting time to join the VMD's Antimicrobial Resistance (AMR) team who are currently expanding. This job is one of a series of vacancies we are recruiting and puts you at the heart of the AMR team as we deliver Defra's commitments in the UK's 5 year action plan for antimicrobial resistance, which supports the UK's 20-year vision for AMR. You will lead a small team responsible for the coordination and delivery of the Defra group's (including VMD's) commitments in the UK's national action plan for AMR, and development and implementation of the team's communications strategy. For leading, advising on, coordinating and communicating policy on AMR as it relates to veterinary medicines and cross-Defra issues.

As Head of Policy and Communications in the AMR team, you will develop government policy on AMR and animal health. This will involve "knowing your brief" - you will become the go-to source of detailed policy knowledge on AMR within the department, framing it as needed for a national or international policy context. You will have, or develop, a good grasp of technical detail to the extent that it informs policy (e.g. relating to veterinary medicine, microbiology, farming systems) that allows you to provide high quality oral and written briefing on AMR to ministers and senior colleagues in government.

You will work closely with colleagues within VMD and across government to develop AMR elements of new UK veterinary medicines legislation to ensure a coordinated, one health approach to international AMR policy. Key to delivery will be engagement with our stakeholders in the veterinary profession, agriculture sectors, pharmaceutical industry and others to implement AMR policy that works.



The work you will be doing

Your main duties will be to:

- Lead, manage and develop a team of four. This includes overall responsibility for staff induction, training and development, performance management and the allocation and prioritisation of duties.
- Lead on maintaining, promoting and evolving the VMD/Defra AMR policy position, working collaboratively with colleagues within VMD, across the Defra group, and across government including the devolved administrations.
- Provide expert advice and oversight of the development of VMD policy on AMR. This will include the implementation of the AMR aspects of the new veterinary medicines legislation, and framing of animal-related AMR policy in a national and international context.
- Be the public face of AMR policy for our external stakeholders (veterinary, farming, pharmaceutical)
- Oversee, manage and produce high quality AMR policy content for written and oral briefings, submissions, parliamentary questions (PQs) and ministerial correspondence (MCs). This will include face to face briefing of senior colleagues and ministers.
- Assist the head of team in setting and developing operational and strategic direction on AMR.
- Lead and oversee the coordination of implementation of the Defra Group's, including the VMD's, commitments in the UK's AMR National Action Plan. (The programme manager coordination role sits within your team of four)
- Lead and oversee development and implementation of an AMR communications strategy (the communications role sits within your team of four)
- Represent the AMR team at national and international meetings, conferences and events.



Vacancy Information

Job Title and organisation

Antimicrobial Resistance Head of Policy and Communications Team

Vacancy reference

228773

Location

VMD, Woodham Lane, New Haw, Addlestone, Surrey KT15 3LS

Blended Working Approach

We want to support your wellbeing by ensuring that flexible working is at the heart of our offer. This means, that subject to business need, successful candidates will be offered the option to combine some working at home with working at their contractual workplace. Further information relevant to this post will be available for candidates invited to interview.

Grade and Salary

The salary for this post is within the Defra SSO grade band of £54,328 - £61,392

New entrants are expected to start on the minimum of the pay band. Existing Civil Servants moving on level transfer will retain their current salary or move onto the pay range minimum, whichever is the higher. Staff moving on promotion will have their pay increased by 10% or move onto the pay range minimum, whichever is the higher. As a general rule allowances and supplements will not be recognised.

Security Clearance

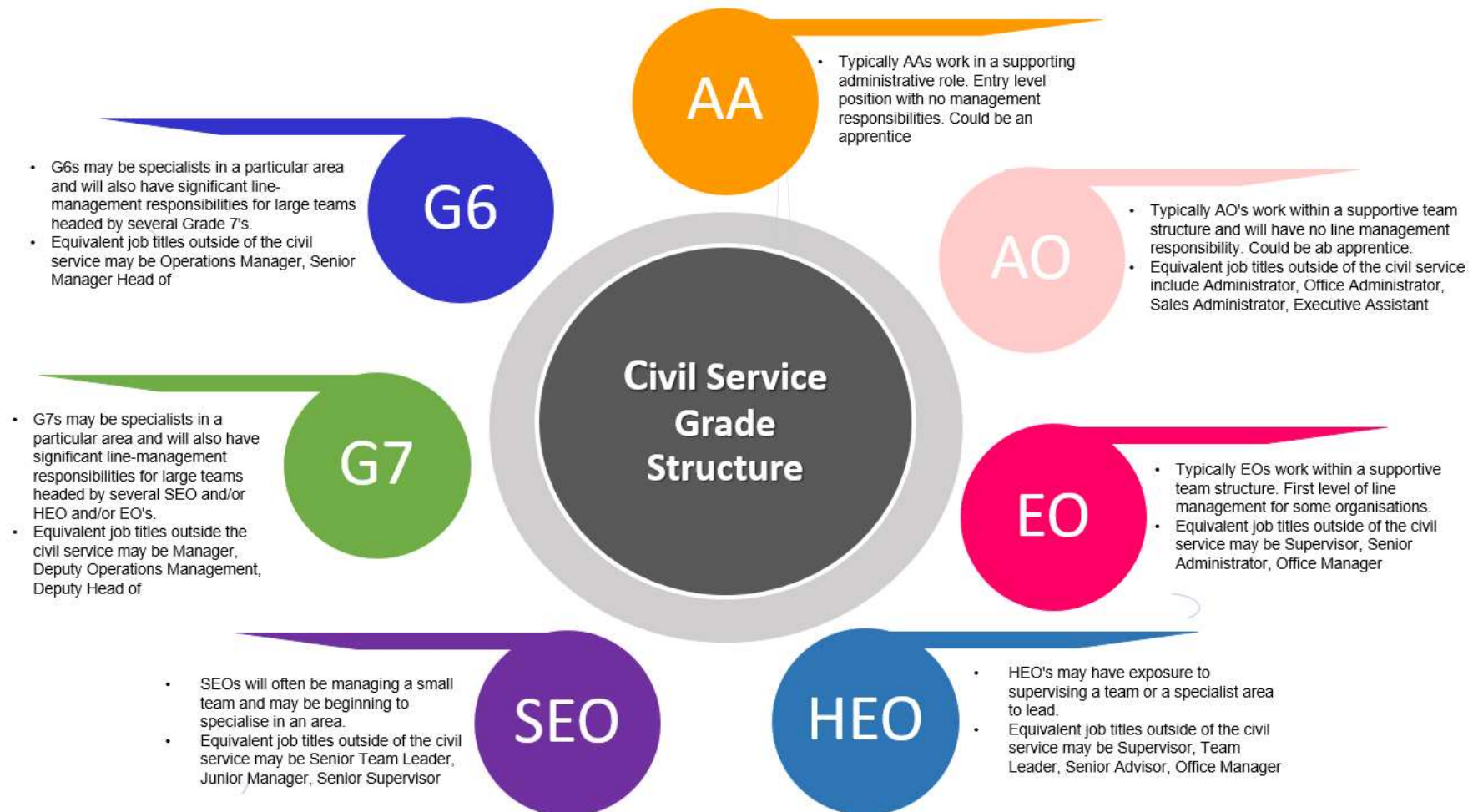
The security clearance for this role is a Counter-Terrorist Check (CTC) and successful candidates must meet the security requirements before they can be appointed.

Contract Type

Permanent

This is a full-time post. Job shares could be possible, although a degree of flexibility would be required so that the job holder(s) could take full responsibility for all aspects of their own work, including attendance at relevant meetings. In order for a job share to be considered there must be two people who are successful at interview who want to work in this way. Term time/part time working would not be possible due to the short timelines assigned to the tasks.

Civil Service Grade Structure



A wide-angle photograph of a lush green field with several sheep grazing. In the background, a town is visible on a hill under a cloudy sky. A green rectangular box is overlaid on the left side of the image, containing text.

Selection Process

Selection for recruitment into the Civil Service is through fair and open competition, and is based on merit

Our Selection Process

Your application will be assessed using the Civil Service Success Profiles recruitment framework. This framework allows us to use a combination of criteria to describe the requirements of the post to candidates. It then allows for candidates to provide evidence against those criteria during the selection process. Not all posts will make use of every criteria. For this post you will be assessed on the areas set out below.

Civil Service Behaviours

The following Civil Service Behaviours are essential to this post.

We only ask for evidence of these Behaviours statements on your **application form**:

- Communicating and Influencing
- Seeing the Big Picture

When giving examples of Behaviours please use the Situation, Task, Action, Result (STAR) format. [Behaviours , Civil Service Careers \(civil-service-careers.gov.uk\)](#)

If successful at application stage, you will be invited to **interview** where you will be assessed on Behaviours

- Communicating and Influencing
- Seeing the Big Picture
- Working Together
- Delivering at Pace

A range of **strengths** relevant to this role may be tested at interview. More information on strengths: [Success Profiles - Civil Service Strengths Dictionary \(publishing.service.gov.uk\)](#)

Our Selection Process

As part of our selection process we will also consider the following:

Experience

We require some experience in or awareness of the following, or a demonstrable ability to get up to speed with them rapidly:

- Familiarity with animal health, farming or biological sciences, either through experience working in one or more of these areas, or through a related degree, would be an advantage.
- Experience of influencing policy and decision making
- Demonstrable ability to think strategically and grasp complex concepts quickly, which in this role is within a veterinary/biological context, and apply them within a policy context
- An understanding of policy-making in a political environment, for example through experience of policy development in a government department.
- Strong leadership skills, including demonstrable experience of successfully leading teams and building staff capability in providing expert advice.
- Excellent communication skills - both written and oral.
- Ability to engage, influence and negotiate with stakeholders at all levels.
- Experience of working within a fast paced work area where excellent time management and prioritisation have been important for doing the job effectively
- Use of Microsoft Office 365 packages, particularly Word, Excel and Outlook, can navigate the internet and can learn to use the VMD's bespoke IT systems.

The Application Process

What you need to do to apply

To apply, please complete the advertised CS Jobs application process by submitting Behaviours statements, CV and ≤1000 word Personal Statement. Please provide a description of the skills, experience and attributes you would bring to this role, with particular relevance to the responsibilities as listed. Please also submit separate 250-word statements explaining how you meet the 2 Behaviours listed above.

When giving examples of Behaviours please use the Situation, Task, Action, Result (STAR) format. [Behaviours, Civil Service Careers \(civil-service-careers.gov.uk\)](https://civil-service-careers.gov.uk)

How your application will be assessed

You will be sifted using the information provided in your application form, CV and Personal statement, which must cover:

- your professional qualifications as set out above
- your professional experience in relation to the experience we set out above.
- how you meet the behaviours we require.
- how this enables you to deliver the role as we set out above.

How we decide whom to invite for interview

Shortlisting 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 rated applicants will be invited to interview.

Interview arrangements

Candidates will be invited to interview over video using Microsoft Teams. The interview will last approximately 1 hour and we will explore your suitability for the role using a mixture of experience, behaviour and strength based questions. For more information see [Civil Service Success Profiles](#).

Other information

Please let us know what adjustments we can put in place to help you through the recruitment process if you are disabled.

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.

Defra is committed to 'name blind' sifting. That means that identifying characteristics such as your name, gender, age, address are removed from your application until after shortlisting for interview has taken place.

Timeline

Please note that this timeline is indicative at this stage and could be subject to change. The anticipated timetable is as follows:

Application Closing Date	14 th December 2022
Shortlisting Outcomes	w/c 12 th December 2022
Interviews Conducted	w/c 9 th January 2023
Interviews Outcomes	w/c 16 th January 2023
Potential Start Date	March/April 2023

Interviews will take place via MS Teams

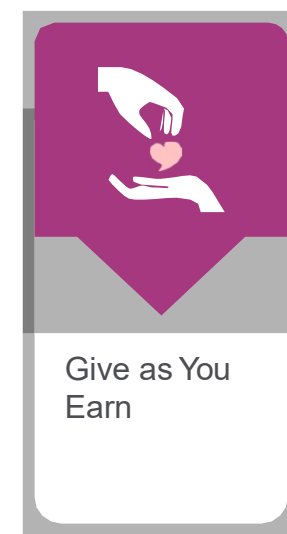
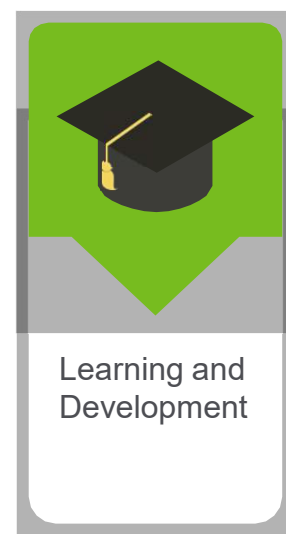
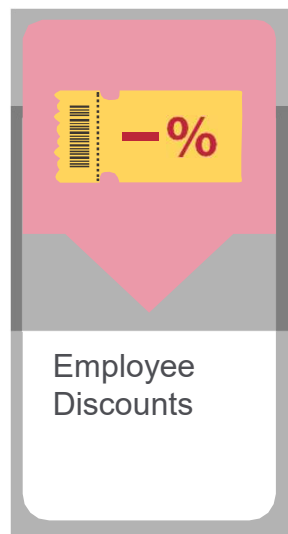
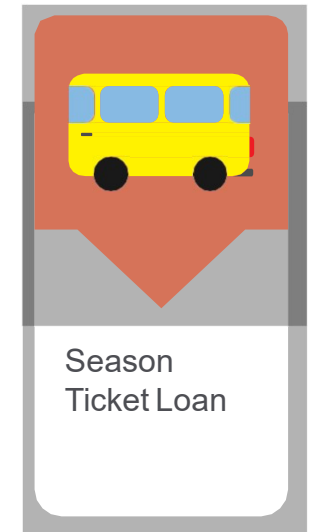
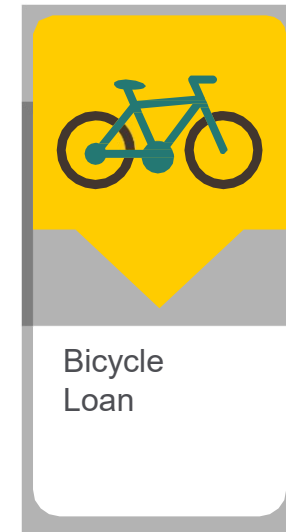
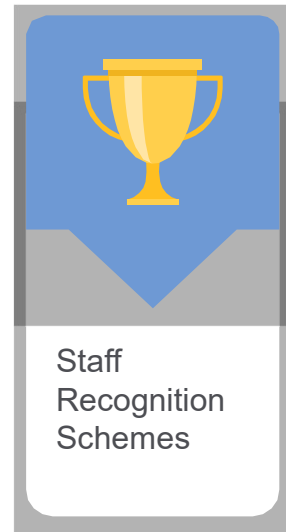
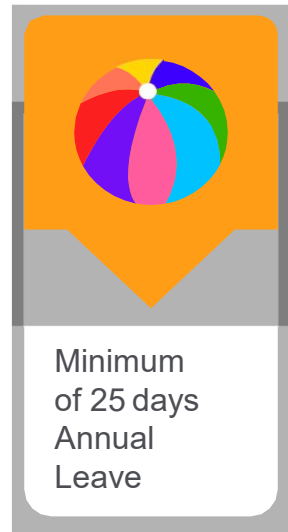
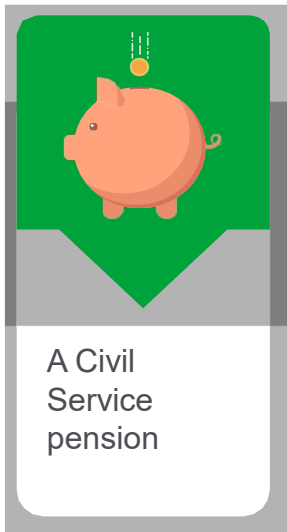
Candidates are asked to note the above timetable, exercising flexibility through the recruitment and selection process as it may not be possible to offer any alternative dates for assessments or interviews.

***Subject to Security clearance approval

A scenic landscape photograph of a green field at sunset. The sun is low on the horizon, creating a bright glow and lens flare. The sky is filled with soft, golden clouds. In the background, there are rolling hills and some trees. A green rectangular box is overlaid on the top left of the image, containing the text 'A Great Place to Work' in white.

A Great Place to Work

Benefits of working for Defra



Equality, Diversity & Inclusion

We passionately believe in equality, diversity & inclusion and we match that belief with action.



Respect Include Support Engage



Defra is committed to being an organisation in which fairness and inclusion are central to all our working relationships. At Defra we want you to have a respectful, welcoming and engaging working environment, free from discrimination regardless of age, disability, gender identity, marriage and civil partnership status, pregnancy and maternity, race, religion or belief, sex, sexual orientation, social background, trade union activity, caring responsibilities or working pattern. We encourage applications from neurodiverse people and believe it is only through having a mix of ideas and ways of thinking that we will be able to have a culture which produces high quality work.

We have many active staff networks including Age, Mental health, Cancer, Carers, Disability, EU nationals, Ethnic

Minority, Faith, Lesbian, Gay, Bisexual, Asexual and Transgender (LGBAT+), Social Mobility, Women and Worklife Balance. They are supported by senior champions and encouraged to take an active part in the development of our organisation.

We offer career development through a range of both internal and Civil Service wide talent schemes, mentoring, sponsorship and reverse mentoring. Our senior leaders talk authentically and with passion about what they are doing personally to support equality, diversity and inclusion. We promote and support a range of flexible working patterns to enable staff to balance home and work responsibilities, and we treat people fairly irrespective of their working arrangements.

Equality, Diversity & Inclusion

We passionately believe in equality, diversity & inclusion and we match that belief with action.

The inclusion of all of our employees is very important. We want everyone who works at Defra to feel they belong here, and we recognise that everyone will come to us from different backgrounds and with a range of different experiences.

We will not tolerate discrimination, bullying, harassment, victimisation or negative stereotyping. Our aim is a working environment where you feel you belong and have a voice, whatever your job or your grade.

[You can read more in our Diversity & Inclusion strategy.](#)

As a Disability Confident employer, we positively welcome applications from disabled people. We are committed to making workplace adjustments wherever possible to ensure that disabled people can

participate fully not only in the recruitment and selection process but when they are appointed into their job. We offer a Guaranteed Interview Scheme for all disabled applicants who provide evidence of meeting the minimum requirements necessary for the post, as set out in this applicant pack.

Please get in touch with us at any stage of the recruitment process to discuss how we can help you whether you have a physical impairment, a mental health condition or are neurodiverse.

Once you are appointed your line manager will work with you to identify how they can put in place reasonable adjustments to enable you to carry out your work.



Things you need to know

Pre-Employment Checks

Everyone employed in the Civil Service is subject to security checks.

These security checks, known as pre-employment checks, are conducted to verify your: identity, employment history; right to work; eligibility under nationality rules; and any unspent criminal convictions.

These checks ensure that candidates are entitled to work in the UK and possess the honesty, integrity and values for government-related work.

Depending on the level of checks needed for the role, you may need to provide at least three documents so we can evidence your identity, nationality, full permanent address, signature and date of birth.

These would include:

- Current and valid passport.
- Birth Certificate - issued within 12 months of Birth
- Bank, building society or credit card statement*

- Current photo card driving licence
- Original utility bill*
- Marriage certificate/Civil Partnership certificate
- Letter from head teacher or college principal (if under 19 years and still in full time education)

Documents marked with an * must be dated **within the last 3 months** and clearly show your current address.

The full list of acceptable documents will be provided to you if we wish to make you an offer of employment

NB Only original documents will be accepted; photocopies and online documents (e.g. bank statements, e-bills, eP60's etc.) cannot be accepted.



Things you need to know

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

Yes. These roles are open to all suitably qualified people.

Is this role permanent?

Yes - this role is being offered on a permanent basis

Is this role suitable for part-time working?

This is a full-time post. Job shares could be possible, although a degree of flexibility would be required so that the job holder(s) could take full responsibility for all aspects of their own work, including attendance at relevant meetings. In order for a job share to be considered there must be two people who are successful at interview who want to work in this way. Term time/part time working would not be possible due to the short timelines assigned to the tasks.

Will the role involve travel?

You must have a valid passport as there is a possibility of overseas travel. The successful candidate should be prepared to travel overseas if necessary

Where will the role be based?

The role will be based at Woodham Lane, New Haw, Addlestone, Surrey KT15 3LS but blended working is a possibility (see slide 13).

Can I claim back any expenses incurred during the recruitment process?

No. Unfortunately we will not be able to reimburse you.

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:

Open to the UK, Commonwealth and European Economic Area (EEA) and certain non EEA nationals. From January 2021 this job is broadly open to the following groups:

- UK nationals
- Nationals of the Republic of Ireland
- Nationals of Commonwealth countries
- European Economic Area (EEA) nationals with (or eligible for) status under the European Union Settlement Scheme (EUSS)
- Relevant EEA or Turkish nationals working in the Civil Service
- Relevant EEA or Turkish nationals who have built up the right to work in the Civil Service certain family members of the relevant(European Union) 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

Things you need to know

Is Security Clearance Required?

The level of security clearance required for this role is Counter Terrorist Check (CTC)

More information about the vetting process can be found at the following link <https://www.gov.uk/guidance/security-vetting-and-clearance>

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

DEFRA 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).

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: defrarecruitment.grs@cabinetoffice.gov.uk

Things you need to know

Disability Confident Scheme for Disabled Persons

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria. You should indicate this on your application form if you would like to be considered under this scheme.

Equal Opportunities

Defra values equality and diversity in employment. We are committed to being an organisation in which fairness and equality of opportunity is central to the approach in business and working relationships and where the organisational culture reflects and supports these values. In Defra you have the right to a working environment free from discrimination, harassment, bullying and victimisation regardless of race, ethnic or national origin, age, religion, sex, gender identity, marital status, disability, sexual orientation, working hours, trade union membership or trade union activity.

Civil Service Commission's Recruitment Principles

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. The Civil Service Commission has two primary functions:

Providing assurance that selection for appointment to the Civil Service is on merit on the basis of fair and open competition.

Hearing and determining appeals made by Civil Servants under the Civil Service Code which sets out the Civil Service values – Honesty, Integrity, Impartiality and Objectivity.

More detailed information can be found at the Civil Service Commission website

<http://civilservicecommission.independent.gov.uk/>.





Department
for Environment
Food & Rural Affairs



Veterinary
Medicines
Directorate

Contact us

If you have any general queries or technical problems please email

defrarecruitment.grs@cabinetoffice.gov.uk

If you have any questions about the posts detailed in this pack then please email:

bst@vmd.gov.uk quoting the reference in the subject header.

