

CANDIDATE BRIEFING PACK

UK Technology Envoy to North America Foreign, Commonwealth and Development Office

March 2024



Penna

FIND | EXCITE | SECURE

Contents

1. Foreword
2. About the FCDO
3. About the Role
4. Person Specification
5. How to apply
6. Terms and Conditions

Foreword



Chris Jones, Director, Technology & Analysis

Thank you for your interest in the Foreign, Commonwealth and Development Office (FCDO) and the Technology Envoy to North America.

Technology is central to our lives. It is fundamentally global, underpins our countries, societies and values, and shapes the world in which we live. To create the free, secure, prosperous world we want to see, the UK cannot act alone. We must work with our international partners and allies to support our shared growth, address global challenges, and build momentum behind a digital and tech future that reflects our values. Our Technology Envoy to North America will be fundamental to delivering UK-led policy and

working with USA and Canada in the interests of the UK.

Based in San Francisco, you will be responsible for the UK's "technology diplomacy" activities across the region. The USA West Coast is key hub for critical and emerging technologies, and you will use this as a launchpad to deliver across the region with the British Ambassador, Consulates General and the wider UK team on behalf of His Majesty's Government to enhance our strategic technology partnerships with USA and Canada.

If you think you have the skills and interest to succeed in this role, I look forward to hearing from you.

Chris

About the FCDO

About the Foreign, Commonwealth and Development Office

The Foreign, Commonwealth and Development Office is the UK Government's lead Department for international affairs. We promote the interests of British citizens, safeguard the UK's security, defend our values, reduce poverty and tackle global challenges with our international partners.

As the pace of geopolitical change is intensifying, our work is even more vital. We are investing in the global relationships we need for the long-term, countering adversaries and shaping an international order based on the values, openness and stability on which our security and prosperity depend.

Technology is an increasingly important international policy area. It underpins our way of life: our economic prosperity, national security, and freedom to live true to UK values. In a world of accelerating technological change, increasing reliance on technology and growing geopolitical instability, the UK, working with partners, must seek to protect and enhance its strategic advantage in technology. The FCDO works together with the Department for Science, Innovation & Technology (DSIT) and wider stakeholders to build on the UK's existing technology excellence and leadership with strong partnerships and alliances to cement our place as a Science and Technology superpower, win the global battle for technology influence and enable our values of freedom and democracy to thrive.

We are a relatively new Ministerial Department, following the merger of the Foreign and Commonwealth Office and the Department for International Development in September 2020. We are supported by 12 agencies and public bodies and we employ around 17,000 staff across 280 locations overseas and in UK offices in London, East Kilbride and Milton Keynes. We work on a wide range of international issues, from supporting Ukraine to win the war against Russia to building stronger relations with countries in the Indo-Pacific; from providing consular support to British people, to standing up for the rights of women and girls around the world and so much more.

To deliver this, we are building a One FCDO team that takes the long view, investing patiently and effectively in the outcomes we want to achieve in the long-term; and combine this with the agility to respond to changing priorities and emerging risks, shaping world events rather than being a commentator on the sidelines. We trust and empower our staff, encouraging them to lead HMG internationally to deliver greater coherence and impact.

We expect all our leaders to foster a kind and respectful environment, enabling their colleagues to be the best they can be and encouraging an inclusive and diverse workforce who work together efficiently, systematically and supportively to solve problems.

For further information on the FCDO please click onto:

<https://www.gov.uk/government/organisations/foreign-commonwealth-development-office>

About the role

As the regional Envoy representing the UK's technology interests in North America you will be a figurehead that embodies the best of the UK's technology credentials and be the visible policy leader in the region.

You will be responsible for leading implementation of the International Technology Strategy in North America, providing regional leadership and expertise that leads to deep and productive strategic technology partnerships with the US and Canada.

- You will develop and maintain relationships with the technology industry in North America and focus your efforts across the key technology ecosystems in the region, prioritising the parts of the region that have the largest presence in investment, start-ups, research, emerging technologies, and big tech.
- You will promote collaboration on research and technology entrepreneurship between the UK and the region, making the most of UK's cutting-edge research and facilitating technology transfer in the regional markets.
- You will support the UK government to deal with the opportunities and risks posed by emerging technologies, leading constructive conversations with big tech in the region to promote UK values, making the case for a relationship between government and tech that recognises the prosperity benefits of products and services and supports innovation; but one that also mitigates public safety and security risks.
- You will support the North America network to deliver on cross cutting issues including national security and technology policy. You will support engagement between UK experts and tech companies as key areas of UK legislation such as the Online Safety Act is implemented.
- You will be supporting the trade agenda by leveraging your networks to encourage foreign direct investment into UK science and technology companies and facilitate investment into the highest potential technology products and organisations abroad.
- You will be a visible leader within the FCDO and UK government, supporting the organisation to build its "technology diplomacy" capabilities, including helping to raise the technology literacy of senior colleagues in-region, and providing direction and focus to the technology-related work in your region.
- You will lead implementation of strategic technology partnerships funding in your region, ensuring programme funding provides good value for money and supports long-lasting relationships.

You will be able to understand UK security, trade, and economic interests as well as digital policy. Experience of working with relevant key players like the Department for Business & Trade (DBT) the Department for Digital, Science, Innovation & Technology (DSIT), the Foreign, Commonwealth, and Development Office (FCDO) and / or an understanding of the UK Government policy landscape and international ambitions would be useful in this role.

You will also provide strategic and operational advice on inward visits to the region, ensuring they meet HMG priorities. You will be involved in key visits to the UK when the most senior representatives from technology companies meet Ministers.

The HMG North America network is dynamic and innovative. This role will be directly line managed by the Deputy Head of Mission at the British Embassy Washington, countersigned by the FCDO Director for Technology & Analysis in the FCDO in London. You will work closely with senior colleagues in the Network: including His Majesty's Ambassador to the US, His Majesty's High Commissioner to Canada, His Majesty's Trade Commissioner for North America, Counsellors in Washington DC and Ottawa running policy and security issues, given the wide-ranging nature of technology issues and HM Consuls General across the region. You will be a key member of the North America Network's leadership team.

You will work closely with the Consul General in San Francisco, as the technology agenda informs and complements the majority of the work conducted by teams in the San Francisco office. In addition, across the North America Network in the Embassy, High Commission and Consulates there are some 60 people who fall under the Science & Technology network that the Technology Envoy is directly or indirectly responsible for. The Science & Technology activity of these 60 people runs across Technology Policy, Science and Innovation Network, Technology Trade and National Security. The Technology Envoy has regular meetings with each of these groups to co-ordinate activity and provide input and expertise.

This position is open to applicants from both in and outside government. It is three-year fixed term contract. The role holder will require Developed Vetting (DV) security clearance from the FCDO before taking up the appointment. Only British Nationals are eligible to apply for this position in accordance with [Civil Service Nationality rules](#) for reserved roles.

Person Specification

It is important through your CV and Statement of Suitability that you give evidence and examples of proven experience of each of the essential criteria detailed below.

You will need to be able to show, through your application, that you have the professional skills and breadth of experience for this post, as well as the leadership skills. The successful candidate will be able to demonstrate the following essential criteria:

- A track record of successful and impactful leadership at a very senior level in a complex and demanding technology-orientated environment, building a collaborative and inclusive culture, developing high-performing teams and managing resources effectively to achieve organisational goals.
- An understanding of technology policy challenges (pace of technological development, security etc) and evidence of policy thought leadership in this area.
- Experience of working with one or more of today's leading emerging technologies, and an ability to articulate both detail and strategic implications of these technologies.
- Outstanding communication skills, with the ability to convey messages effectively to a range of different audiences, including through the media and to the public, and to represent and promote the UK's national interest influentially in varied contexts.
- Evidence of the ability to lead and manage a fast-moving, sensitive, and complex portfolio, working constructively and collaboratively across organisational boundaries and thinking strategically to set direction.
- Proven success in networking and building relationships and trust at a very senior level (such as Board or Ministerial), showing evidence of the ability to work with sound judgment, cultural sensitivity, diplomacy, tact, and discretion in both political and senior commercial environments.

How to Apply

This guidance contains important information on the selection process to guide your application:

You must be a British Citizen at the time of application.

- Please apply by submitting a CV and Covering Letter (no more than two sides of A4 in length per document aligned to the person specification). Please also include your contact details.
- Please ensure your full employment history is outlined in your CV, with key responsibilities and achievements. Please ensure that you have provided reasons for any gaps within the last two years.
- Please provide the details of two referees. Note that we will only approach referees for candidates proceeding to final selection and only with your permission. Please clearly indicate whether we can approach each referee before the selection date.
- Please share with us in your supporting statement, the values and behaviours that you bring to your leadership, and how you will transfer your skills and experience into this role. Please explain how you consider your personal skills, qualities and experience provide evidence of your suitability for the role, with particular reference to the essential criteria in the Person Specification.
- Please complete the Equal Opportunities Monitoring Form when you upload your details. You will be asked a number of diversity-related questions as part of this. 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 the most inclusive employer in the UK. See the [Civil Service Diversity and Inclusion Strategy](#) for more information.
- Please return your application by the closing date – no applications will be accepted once the long listing process has begun.
- We will then assess your application to select those demonstrating the best fit with the role by considering the evidence you have provided against the essential criteria set out in the '[Person Specification](#)' section. Failure to address any or all of these may affect your application.
- Following long listing, you will be contacted directly by a Penna consultant to update you on the status of your application.
- You may be invited to undertake a series of assessments as part of this recruitment prior to a final interview panel. This may include:
 - A Staff Engagement Exercise (SEE)
 - An Alternative Leadership Assessment (ALA)
 - Written Exercise
 - A presentation
- Psychometric assessments will not result in a pass or fail decision. Rather, they are designed to support the panel's decision making and highlight areas for the panel to explore further at interview.

- Full details of the assessment process will be made available to shortlisted candidates. All stages of the assessment process may be held virtually.
- The final interview panel will be chaired by Chris Jones, Director Technology & Analysis, FCDO, co-chaired with James Roscoe, Deputy Head of Mission, British Embassy Washington, with 2 additional panel members. Their details are set out below:

Chris Jones (Chair)

Chris is Director of Technology & Analysis at the UK Foreign, Commonwealth and Development Office. He leads the UK's international strategy and engagement on critical and emerging technologies such as AI and Quantum. Chris is responsible for the use of data, data science and analytics throughout the FCDO's work, ensuring resources are focussed to achieve the most effective impact. Chris was the Prime Minister's Deputy Representative for the first international AI Safety Summit and holds a BSc in Artificial Intelligence and Robotics.

James Roscoe MVO (Co-chair)

James Roscoe was appointed Deputy Head of Mission at the British Embassy Washington in July 2022. Before moving to Washington he was the UK Ambassador to the UN General Assembly from 2019. Prior to this, from 2016 to 2019 he held the roles of Director for Communication at the Cabinet Office, and subsequently the Department for Exiting the European Union. James was previously Communications Secretary to HM The Queen in the Royal Household from 2013 to 2016 and was Chief Press Officer in the Prime Minister's Office, 10 Downing Street, for PMs Blair and Brown from 2006 to 2009.

Rhys Bowen

Rhys was appointed Director: International and Economic Security for DSIT (formerly DCMS) in March 2020. Rhys joined the civil service in 2003 and has worked across a range of departments in roles focussing on economic, international and security policy. Rhys holds an MA from the University of Cambridge and an MSc from the University of London, both in economics. Rhys spends his spare time running, cycling, cooking and looking after his three daughters. He was awarded a CBE for Public Service in 2022.

Jude Muxworthy

Jude Muxworthy is His Majesty's Consul General and Minister Counsellor Delivery, British Embassy Washington. Prior to this appointment she served as Counsellor Foreign, Security and Development Policy at British Embassy Washington. Jude has previously had diplomatic postings to Brussels, Islamabad and Jerusalem. Jude has worked on many high-profile issues within the Foreign, Commonwealth and Development Office. She was previously an English language teacher in Japan.

- **Please note that the FCDO will not reimburse any travel costs or expenses incurred as part of the selection process.**
- At any point throughout the process our retained consultants at Penna will be happy to help you with information, insight and guidance about the process and our clients.

We will try to offer as much flexibility as we can, but it may not be possible to offer alternative dates for assessments or interviews. You are therefore asked to note the below timetable, exercising flexibility through the recruitment and selection process, in order to meet the dates given. Please note that these dates may be subject to change.

The anticipated timetable is as follows:

Date	Activity
Closing Date	Midnight 11 th April 2024
Preliminary Interviews	w/c 22nd April, 2024
Psychometric Profiling and Assessment	w/c 29 th April & 6 th May 2024
Final Panel Interviews	Covering w/c 13 th May, 20 th and/or 27 th May, 2024 (subject to change)

To apply for this role, please click the link below:

<http://execroles.penna.com/>

For further information or a confidential discussion contact:

charles.wilson@penna.com on +44 07801 880420

aaron.thomas@penna.com on +44 (0)7709 505403

roger.russell@penna.com on +44 (0) 7710 701570

Terms & Conditions

Location

The role will be based in San Francisco the Bay Area and will involve travel around the US and Canada, primarily interacting with industry/broader technology ecosystem actors across North America. There will also be some travel to the UK, including for tailored training.

Salary & Benefits

The remuneration for the role is circa £100k salary, subject to relevant skills and experience. The successful candidate will also receive overseas allowances.

Terms of Appointment

This is a fixed term appointment for three years. There may be the possibility of an extension of up to one year depending on business needs at the time.

It is graded at FCDO Pay Band Senior Civil Service (SCS) 1. The probation period for this role is 6 months. Provided the period of probation is completed successfully, the appointment will be confirmed. However, if the standard required for confirmation of appointment is not met, the appointment may be terminated.

Former members of the Home Service/Diplomatic Service who are re-employed as substantive civil servants after a period of five years or more, will be required to serve another period of probation. You will also be required to serve a period of probation if you are re-employed at a Band higher than that at which you left the FCDO.

Permanent civil servants joining the FCDO on a Fixed Term Appointment:

If you accept a Fixed Term Appointment with the FCDO, the preferred option is for you to transfer from your home department on a loan basis, to ensure you can return to your home department at the end of the Fixed Term Appointment. Exceptionally, if a transfer on a loan basis cannot be agreed by your home department, you would transfer to the FCDO on the basis that you would lose your permanent Civil Service status but retain your continuity of employment. However, if you face a redundancy situation at the end of the Fixed Term Appointment, you will be treated as a permanent civil servant for redundancy and redeployment purposes only. You must have two years' service to be eligible for redundancy benefits under the Civil Service Compensation Scheme.

Therefore, you should be aware that when your Fixed Term Appointment at the FCDO comes to an end, your employment in the Civil Service will end, unless:

- an extension to your Fixed Term Appointment has been agreed by the FCDO
- a conversion to permanent status has been agreed by the FCDO
- you are successfully redeployed into a suitable alternative role
- you secure another Civil Service post through a recruitment process.

Hours

The FCDO runs a round-the-clock business and there is no set standard working week overseas. It is expected that your regular working hours will be kept within the limits of standard full-time hours (42 hours a week which includes five hours' paid meal breaks). This role requires you to accept an all-hours liability. This does not mean that you are expected to work all hours, simply that you can be called upon if needed. The role includes requirements for travel and representational work in evenings and at weekends.

Except in exceptional circumstances, all FCDO staff are covered by legal requirements restricting the hours people can be required to work.

Performance-Related Pay

You may be eligible for an end-year non-consolidated payment based on performance against objectives in the previous year. The SCS pay panels determine the allocation of award which is based on your delivery relative to SCS1 peers in the FCDO. Payments are non-consolidated and non-pensionable. You may also be eligible for an in-year award. These are paid on an exceptional basis for proven, evidence-based delivery e.g. against stretching project milestones or for an exceptional corporate contribution. Awards will be non-consolidated and non-pensionable.

Pension

Your pension is a valuable part of your total reward package where:

- the employer makes a significant contribution to the cost of your pension;
- your contributions come out of your salary before any tax is taken. This means, if you pay tax, your take-home pay will not be reduced by the full amount of your contribution; and
- your pension will continue to provide valuable benefits for you and your family if you are too ill to continue to work or die before you retire.

For more information, visit www.civilservicepensionscheme.org.uk

If you are transferring from another employer who offers the Civil Service pension arrangements, you will continue to be covered by those arrangements for the duration of this appointment.

Appointees may choose to join the [alpha](#) or [partnership](#) schemes offered by the Civil Service Pension Scheme:

If you join alpha, an occupational pension scheme which provides a defined benefit worked out on a Career Average basis, details of the contributions you will pay are shown [here](#). Employer pension contributions cover the rest of the cost of the scheme.

Leave

Full time new entrants to the FCDO will be entitled to 25 days annual leave per annum, increasing by 1 day for each year of service up to a maximum of 30 days, plus 9 public and privilege holidays per year. Existing Civil Servants will retain their current entitlement.

We offer competitive maternity, paternity and parental leave.

Accommodation

Accommodation will be provided in the San Francisco Bay Area, appropriate to individual/family circumstances.

Employee Assistance Programme

This provides a 24/7 confidential counselling service on such matters as financial problems, childcare, social security benefits, elder residential care etc.

Learning and Development

The FCDO recognises that workplace learning is vital to success and needs to be accessible to all. We strive to create the right environment to empower staff to take responsibility for their own learning and development both personally and professionally.

You will have access to formal and informal learning opportunities to help you develop the right skills, competences and knowledge at the right time.

The International Academy provides a first-class learning facility, ensuring that all staff have the knowledge and expertise needed to represent the UK and pursue the national interest.

Conditions of Appointment

Nationality and Residency

You will be eligible for appointment only if:

1. You are a British citizen; **and**
2. You have been resident in the UK for five out of the last ten years immediately prior to your application. Please note: at least one year of this must have been a consecutive twelve-month period, unless you have served overseas with HMG Forces or in some other official capacity as a representative of His Majesty's Government, or have lived overseas as a result of your parent's or partner's Government employment.

You should be aware that a lack of sufficient background information might preclude you from being granted security clearance.

Applicants who are dual nationals may have a more challenging time in gaining the necessary security clearance and are, therefore, advised to contact the FCDO's Personnel Security Team (email esnd.pst@fcdo.gov.uk) in advance of submitting an application. All cases are considered on an individual basis, depending on individual circumstances.

Developed Vetting and Other Checks

This job requires **Developed Vetting** security clearance as a condition of employment. If you are successful at interview, you will be asked to complete a number of security questionnaires.

Employment references will also be obtained. There will be checks on your nationality and other matters, before a formal offer of appointment can be made, including checking applicant details against the Cabinet Office Internal Fraud Database (see section below).

Medical Clearance

All overseas appointments in the FCDO are subject to medical clearance being given. The FCDO Travel and Movement Services Support Group help you, and your family, move overseas.

Cabinet Office Internal Fraud Database (IFD) Check

From 29th January 2018, the FCDO started providing the Cabinet Office with information about employees who have been dismissed for fraud or dishonesty offences. This information is the individual's name, date of birth, national insurance number and a general description of the relevant misconduct. This also applies to employees who resign or otherwise leave but who, because of an adverse decision by the investigation panel, or decision maker, would have been dismissed for fraud or dishonesty had they continued in employment.

The Cabinet Office input this information onto a database – the Internal Fraud Database (IFD) – and retain it for a period of five years from the date of dismissal (or the date employment ended). It shares with the Foreign, Commonwealth & Development Office the name, date of birth and national insurance numbers of the staff included on the IFD. Where an applicant to a department is successful in interview, the FCDO will, as part of its pre-employment screening, check applicant details against the information received from the Cabinet Office. Any applicant who is included in the IFD will be refused employment.

Conflict of Interest

If you or your spouse/ partner has any business interest or conflict of interest with the activities of the Foreign, Commonwealth & Development Office you will be expected to declare this at a later stage. You will also be asked to inform us of any indirect conflict in interest you may have through any other family member or partnerships.

Confidentiality

You will be subject to the provisions of the Official Secrets Act.

Equal Opportunity

The Foreign, Commonwealth & Development Office is committed to equal opportunities. Our officers are recruited on merit through fair and open competition. We seek our strength through diversity and appoint suitably qualified individuals regardless of ethnicity, religion, sexual orientation, gender, social backgrounds, age or disability.

To help us ensure that our recruitment activity reflects the diversity of British society, we should be grateful if you could complete the equal opportunities section of the application form. However, you are under no obligation to provide these details. The Recruitment Section of the FCDO, those administering testing processes and the interview panel will not have access to the information you provide at any point during the recruitment process, nor will it be used as a selection tool.

FCDO and General Data Protection Regulation (GDPR)

Personal data collected as part of this job application will be processed in accordance with the FCDO's Data Protection Policy and Privacy Notice. You can read this [here](#). The Privacy Notice explains what personal data the FCDO holds about you, how we collect it, and how we will use and may share information about you.

If you need further information on any of these requirements, please discuss with our recruitment partners Penna who will be able to advise you.