



Civil Service

**VEREDUS**



Department for  
International Trade

# Her Majesty's Trade Commissioner – South Asia And Deputy High Commissioner, Mumbai Department for International Trade

## SCS Pay Band 2

Reference: 931306



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# Why join the Department for International Trade?

John Mahon, Director General – Exports

“As HM Trade Commissioner South Asia you will be charged with coordinating the UK Government’s future trade strategy and priorities across South Asia”



As HM Trade Commissioner for South Asia you will be charged with coordinating the UK Government’s future trade strategy and priorities across South Asia and providing an even stronger service to business on trade and promotion in the region. Your trade and investment work will cover India, Bangladesh and Sri Lanka. In this post, you will also act as the Deputy High Commissioner in Mumbai and the West of India. You will be able to build and maintain close relationships with colleagues in London and at Post as well as with Governments and businesses across South Asia.

The Department for International Trade (DIT) is the UK’s international economic department. This role provides an unparalleled opportunity to work across diverse markets in the region to manage delivery across export promotion, investment and trade policy, along with DIT’s contribution to wider objectives on prosperity and security.

You will work alongside our other HM Trade Commissioners to lead DIT’s work overseas. The role offers a unique opportunity for an exceptional individual to shape the UK’s engagement with the global marketplace.

To be successful in this exciting and rewarding post, you will have finely tuned communication and influencing skills. As a visible leader, you will be able to motivate and develop your team to create a high performing, confident culture. You will work closely with the senior leadership team to embed the ‘DIT Spirit’ of being Expert, Enterprising, Engaged and Inclusive.

If you thrive in an exciting and complex environment and can bring the experience and skills needed to succeed in this challenging role, then I would warmly welcome an application from you.

Best wishes,  
**John**

# About the Department for International Trade

The Department for International Trade (DIT) helps businesses export, drives inward and outward investment, negotiates market access and trade deals, and champions free trade.

DIT is the international economic department responsible for bringing together policy, promotion and financial expertise to break down barriers to trade and investment and help businesses succeed, delivering a new trade policy framework for the UK as it leaves the EU. DIT promotes British trade and investment across the world and is building the global appetite for UK goods and services. DIT has laid important foundations for the

delivery of an independent trade policy after the UK leaves the EU, and has continued to help businesses discover, access and exploit export and investment opportunities, boosting the UK economy.

The department's four strategic objectives are to:

- Support UK businesses to grow internationally in a sustainable way;
- Ensure the UK remains a leading destination for international investment and maintains its number one position for international investment stock in Europe;
- Open markets, building a trade framework with new and existing partners which is free and fair;
- Use trade and investment to underpin the government's agenda for a Global Britain and its ambitions for prosperity, stability and security worldwide.

Its fifth enabling objective is to:

- Build DIT as an effective international economic department where our people are expert, enterprising, engaged and inclusive.

DIT delivers these through a wide range of activities, products and digital services designed to help businesses take full advantage of global opportunities, helping them to succeed internationally as the UK shapes its own trade agenda and takes its place on the world stage as a great, global trading nation.

## Useful link

Further information on the Department for International Trade can be found [here](#).

# Diversity & Inclusion

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



Promoting an environment that welcomes and values diverse backgrounds, thinking, skills and experience – and which enables everyone to thrive, fulfil their potential and produce their best work – is core to the long-term success of DIT. The DIT Diversity and Inclusion Action Plan, endorsed by the Executive Committee, sets out what is required from leaders, managers and staff across DIT to help make the department diverse and inclusive, in every aspect of its work and this is one of our core values.

The DIT Diversity and Inclusion Action Plan has been created in collaboration with our employee networks. We recognise their support and contributions are vital to achieving our aims and ensuring we play our part in the Civil Service ambition of being the most inclusive employer in the UK by 2020.

Creating an inclusive and diverse department focuses on supporting the wider ambition of creating a 'Brilliant Civil Service' and becoming the UK's most inclusive employer. In line with this, we

are undertaking targeted activities on recruitment, retention and supporting underrepresented groups to achieve their full potential.

As a Disability Confident, Level 3, employer, we positively welcome applications from disabled people. We are committed to making reasonable adjustments wherever possible to ensure that disabled people can participate fully in the recruitment and selection process so please specify these in your application.

We will also consider any reasonable adjustments to enable any applicant with a disability to meet the requirements of the post. These are our legal requirements under the Equality Act 2010.

We offer a guaranteed interview scheme for all disabled applicants who provide evidence of meeting the minimum essential requirements necessary for the post, as set out in this applicant pack. You will be asked to indicate if you are applying under this scheme when you submit your online application.

# About the role

## Her Majesty's Trade Commissioner – South Asia and Deputy High Commissioner, Mumbai

### **Job Title**

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Her Majesty's Trade Commissioner – South Asia and Deputy High Commissioner, Mumbai

### **Vacancy Reference**

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931306

### **Location**

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This role is based in Mumbai, India and will require significant travel.

### **Grade, Salary & Allowance**

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This is a Senior Civil Service Pay Band 2 role. External applicants can expect to achieve up to £110,000 per annum. Standard pay rules apply for existing civil servants.

A suitable overseas compensation package will be provided, including accommodation, travel, Cost of Living Allowance and Child Education Allowance.

### **Contract Type**

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This role is being offered as a 2-year fixed term appointment with the option to extend for a further year with mutual agreement.

### **The Role**

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- In close cooperation with DIT HQ and Ambassadors/High Commissioners in the region, lead the design of a bold and ambitious vision for DIT in the region through the implementation of a Regional Trade Plan; and provide strategic direction to your teams in order to achieve maximum benefit for the UK economy;
- Lead regional policy initiatives to improve the environment in which business operates, whether tackling market access, regulatory or legislative challenges, as well as identifying strategies to unlock trade barriers in specific sectors;
- Cultivate impactful and powerful strategic relationships with major stakeholders from the UK and across the region, including Ministers and senior officials, senior business people from priority sectors, the CBI and other business representative organisations, British Chambers, and other UK Government departments; as a key influencer with overseas governments, champion the UK values of free and open trading;
- Collaborate with the DIT sector teams in London to develop and implement relevant sector strategies to ensure British businesses and the UK economy gain maximum commercial benefit from the region and look ahead for future opportunities;
- Ensure all commercial teams across the region forecast and deliver targeted export and investment programmes where there are high value opportunities maximising leverage from UK Government;
- Take a cross-sector view to pursue direct investment into the UK, particularly in line with the Industrial Strategy, in order to help sustain the UK 's economic recovery, matching investors to opportunity in the UK;
- Provide inspiring leadership to a team of circa 100 and build high performing, expert, engaged and inclusive teams;
- As a member of DIT's leadership team, contribute to the strategic and operational direction of the department, as well as acting as a member of the India Network's Board of Management;
- As Deputy High Commissioner, act as the primary interface with key states in the region, building and maintain strong relationships to support the delivery of political, commercial and consular objectives;
- Provide strategic leadership for the Deputy High Commission, setting vision and ensuring delivery on the UK Government's objectives in Western India.

# Person Specification

It is important that, through your CV and supporting statement, you give evidence and examples of proven experience of each of the selection criteria detailed.

## **The successful candidate will be able to demonstrate:**

- Experience of successfully leading a complex and demanding organisation with a significant budget in either the public or private sector, providing strategic prioritisation and clear evidence of empowering others to achieve organisational goals;
- Highly developed commercial acumen and judgement, with a track record of successful delivery across a variety of commercial issues and opportunities, an understanding of the issues facing businesses overseas, and experience of working with the private sector and building successful relationships;
- An understanding of the political and economic context specific to the region, with demonstrable experience of applying this strategically to achieve successful outcomes;
- Strong strategy and delivery skills to develop and lead the implementation of a coherent end to end approach to export promotion, investment and trade policy, including market access issues. Excellent collaboration skills to lead the region's trade and investment work for the whole of UK Government and across organisational boundaries;
- Proven success in working in a political and commercial environment with very senior stakeholders / VIPs showing sound judgement, diplomacy, tact and direction at all times;
- Strong leadership skills, with a successful track record of managing diverse staff groups, across multiple locations, and demonstrating drive, enthusiasm and personal resilience to build capability and motivate high performance.

## **Desirable criteria:**

- Experience of achieving business investment and development on behalf of the UK private sector and having developed networks at a senior level internationally;
- The ability to undertake public engagements, including media appearances.

# A message from Sir Dominic Asquith

## Sir Dominic Asquith, British High Commissioner to India

Alongside your role as HM Trade Commissioner – South Asia, you will be the Deputy High Commissioner (DHC) Mumbai and will be responsible for representing the UK Government in Western India, with direct responsibility for the State of Maharashtra, Goa and Madhya Pradesh. You will lead the UK's second largest mission in India, providing strategic direction to a team drawn from a wide range of government departments charged with building a strong, wider and deeper partnership between the UK and India across the full breadth of the bilateral relationship.

As DHC Mumbai you will need to build and maintain relations with senior political leaders and commentators, academia and the media, reflecting the importance of Western India in Indian politics and society. You will need to undertake significant amounts of public-facing activity, including speaking engagements and media appearances. You will also need to support the provision of consular assistance to British Nationals in Western India.

You will work alongside the High Commissioner and seven other Deputy High Commissioners across India as part of the India Network's Board of Management - charged with overseeing the work of the UK Government's largest overseas diplomatic network; ensuring effective and efficient use of UK Government resources.

This is a fascinating and rewarding role, engaging with and shaping the full range of political, prosperity and public diplomacy activity which underpins the "Living Bridge" between the UK and India. The challenges are many and varied, and you will need deep reserves of energy and resilience. But the rewards are considerable!

Best wishes,  
**Dominic**



# The Recruitment Process

## Application

To apply for this post, you will need to submit the following documentation by no later than: Monday 9<sup>th</sup> September, 23:55 GMT.

1. A **CV** setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps within the last two years.
2. A **Statement of Suitability** (of around two pages) explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role, with particular reference to the criteria in the person specification.

Failure to submit both a CV and Statement of Suitability will mean the panel only have limited information on which to assess your application against the criteria in the person specification.

Please ensure that both documents contain your full name.

3. A completed **Diversity Monitoring Form (Annex A)**. 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'.

As part of the online application process, you will be asked a number of diversity-related questions. The information you provide when submitting your application will help us monitor our progress towards the Civil Service becoming the most inclusive employer by

2020. See the [Civil Service Diversity and Inclusion Strategy](#) for more information.

4. A completed **Candidate Supporting Information Form (Annex B)**.
5. A completed **Guaranteed Interview Scheme Form (Annex C)**.

Applications should be sent via Veredus' website – [www.veredus.co.uk](http://www.veredus.co.uk) quoting reference number **931306**.

All submissions will receive an automated response. If you do not receive confirmation of receipt when submitting your application, please contact us on 020 7932 4236.

The panel will carefully consider all applications against the criteria specified in the job description and person specification. We anticipate this position is likely to attract considerable interest and, whilst we will endeavour to provide feedback, we regret that we may not be able to do so in instances where there is a high volume of applicants.

At Veredus, we take care to protect the privacy of our candidates and clients. To read more about how we collect, store and share your data please read our privacy notice which can be accessed here: <https://www.veredus.co.uk/privacy-and-cookies>

## Further Information

If you have any questions about the role or would like to discuss the post further, please contact our advising consultants at Veredus:

- **Antony Harvey:** 020 7032 4204
- **Robert Naylor:** 07701 317 733
- **James Greengrass:** 0207 932 4286

## Shortlist

- You will receive an acknowledgment of your application through the online process.
- A panel, including the hiring manager, will then assess your application to select those demonstrating the best fit with the role by considering the evidence you have provided against the criteria set out in the '[Person Specification](#)' section. Failure to address any or all of these may affect your application.
- The panel will be chaired by a Civil Service Commissioner and will include:
  - John Mahon, (Director General - Exports, DIT);
  - Sir Dominic Asquith, British High Commissioner to India;
  - An HR representative from DIT.

Full details of the panel will be confirmed if you are invited to interview.

## Assessment

- Full details of the assessment process will be made available to you if you are shortlisted.
- If you are shortlisted, you will be asked to take part in a series of assessments, such as psychometric tests and a media

assessment. These 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.

- As part of the recruitment process you will have the opportunity to speak to John Mahon, prior to the final interview to learn more about the role and the organisation. You will be given further details about this after the shortlist meeting. Please note this is not part of the formal assessment process.
- Shortlisted candidates are likely to be invited to a briefing session with a DIT Minister ahead of their final panel interview
- You will be asked to attend a panel interview in order to have a more in-depth discussion of your previous experience and professional competence in relation to the criteria set out in the Person Specification.
- Two professional references will be required in advance of the final interviews with the shortlisted candidates. Please be assured we will not contact your referees without your permission to do so.

## Offer

- We expect to be able to notify you of the outcome of the process and make an offer to the successful candidate by the end of October.
- Regardless of the outcome, we will notify you as soon as possible
- We will send you a copy of the reports from any assessments undertaken as part of the recruitment process once the recruitment competition has concluded.

# Expected Timeline

We will try and 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, including participating in assessments via video (e.g. Skype / Google Hangout) where necessary in order to meet the dates given. Please note that, whilst we'll endeavour not to, these dates may be subject to change.

The anticipated timetable is as follows:

Advert Closing Date	Monday 9 <sup>th</sup> September at 23:55 GMT
Expected longlist announcement	w.c. 16 <sup>th</sup> September
Expected shortlist announcement	w.c. 30 <sup>th</sup> September
Assessments	w.c. 7 <sup>th</sup> October and 14 <sup>th</sup> October
Interviews	w.c. 14 <sup>th</sup> October

# The role of the Civil Service Commission

## What is the role of the Civil Service Commission in relation to recruitment into the Civil Service?



The Civil Service Commission has three primary functions:

- to provide assurance 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](#). For the most senior posts in the Civil Service, the Commission discharges its responsibilities directly by overseeing the recruitment process and by a Commissioner chairing the selection panel.
- to hear and determine appeals made by civil servants under the Civil Service Code which sets out the Civil Service values – Honesty, Integrity, Impartiality and Objectivity – and forms part of the relationship between civil servants and their employer.
- Civil Service Commissioners chair selection panels for all external recruitment competitions at Senior Civil Service Pay Band 2 (Directors), Pay Band 3 (Director General) and Permanent Secretary levels. An external competition is one that is advertised outside the Civil Service and candidates who are not existing civil servants may apply.

# Benefits of working for the Civil Service

Whatever your role, we take your career and development seriously, and want to enable you to build a really successful career with the Department and wider Civil Service. It is crucial that our employees have the right skills to develop their careers and meet the challenges ahead, and you'll benefit from regular performance and development reviews to ensure this development is ongoing. As a Civil Service employee, you'll be entitled to a large range of benefits.

## Equality Diversity and Inclusion

**The Civil Service values and supports all its employees.**

For example, we have strong and pro-active staff networks, special leave policies for hospital appointments, reasonable adjustments put in place for those who need them, and diversity talent programmes to help everyone irrespective of background, to achieve their potential.

## 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 your retire. Visit [www.civilservicepensionscheme.org.uk](http://www.civilservicepensionscheme.org.uk) for more details.

## Generous Annual Leave and Bank Holiday Allowance

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

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

## Staff Wellbeing

**Flexible working (including job share partnerships)** with access to Flexible Working Schemes allowing you to vary your working day as long as you work your total hours.

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

**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 for 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 canteens, where available.

## Sick Pay

Occupational sick pay is available in line with departmental policies.

# FAQs

## 1. 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.

## 2. Is this role suitable for part-time working?

This role is available for full-time or flexible working arrangements (including job share partnerships) but you should discuss your needs with the hiring manager if you are invited to interview.

## 3. Will the role involve travel?

The role will require significant domestic travel within India and some international travel.

## 4. Where will the role be based?

If successful you will be based in the Deputy High Commission in Mumbai.

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

No. Unfortunately we will not be able to reimburse you, except in exceptional

circumstances and only when agreed in advance.

## 6. 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](https://www.gov.uk).

## 7. 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 a **reserved post**.

## 8. Is security clearance required?

Yes. If successful you must hold, or be willing to obtain, security clearance to **DV level**. More information about the vetting process can be found at the following link

<https://www.gov.uk/guidance/security-vetting-and-clearance>

## 9. 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: [Julie.henrick@veredus.co.uk](mailto:Julie.henrick@veredus.co.uk)

If you cannot apply online, please post your application to: Veredus, 2<sup>nd</sup> Floor, The Copyright Building, 30 Berners Street, London, W1T 3LR

Please quote the **vacancy reference number** on the envelope.

**10. Will this role be overseen by the Civil Service Commission?**

Yes. As this role is one of the more senior posts within the Civil Service, a Commissioner will oversee the recruitment process and chair the selection panel.

More detailed information can be found on the Civil Service Commission [website](#).

**11. 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/RECRUITMENT-PRINCIPLES-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 Charlotte Walton via [scs-unit@trade.gov.uk](mailto:scs-unit@trade.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-service-recruitment/complaints/>).

**12. 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 Charlotte Walton via [scs-unit@trade.gov.uk](mailto:scs-unit@trade.gov.uk) before submitting your application.

**Guaranteed Interview Scheme for Disabled Persons**

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.

**Equal Opportunities**

We value equality and diversity in employment. We are committed to being an organisation in which fairness and equality of opportunity is central to the 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. 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.



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