

JOB TITLE - £XXXX p.a. + benefits

OPTIONAL - 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.

We are currently looking for a (adjective) **JOB TITLE** to join our (adjective) **TEAM/FUNCTION NAME** Team/Function **[DELETE AS APPLICABLE]** within the **GROUP NAME** group.

This is a **full-time/part-time** opportunity, on a **permanent/X month fixed term contract/internal move or temporary promotion** basis. The role will be based in 10 South Colonnade, Canary Wharf London, E14 4PU/South Mimms, Hertfordshire **[DELETE AS APPLICABLE]**.

Government departments and agencies are working towards implementing a minimum 60% attendance in office sites.

We are currently implementing a flexible, hybrid way of working, with a minimum of 8 days per month working on site to enable the collaboration and contact with partners and stakeholders needed to deliver MHRA business. Attendance on site is driven by business needs so depending on the nature of the role, this can flex up to 12 days a month, with the remainder of time worked either remotely or in the office. Some roles will need to be on site more regularly. **Remote working is potentially available for some specific roles. Please discuss this with the recruiting manager before accepting an appointment.**

Who are we?

The Medicines and Healthcare products Regulatory Agency enhance and improve the health of millions of people every day through the effective regulation of medicines and medical devices, underpinned by science and research.

SUMMARY OF GROUP

What's the role?

This role *brief summary of role, 2 sentences max*

Key responsibilities:

- *insert 5 responsibilities for the role*

Who are we looking for?

Our successful candidate will:

- *insert 5 civil service success profiles here excl. ability and strengths*

Person Specification:

Method of assessment: A=Application, T=Test, I=Interview, P=Presentation

Insert the Criteria followed by the assessment method in brackets* *If there are desirable criteria this must be noted also

Ability Criteria:

- **Insert as appropriate**

Behaviour Criteria:

- **Insert as appropriate**

Experience Criteria:

- Insert as appropriate

Technical Criteria:

- Insert as appropriate

Strengths Criteria

- Insert as appropriate

If you would like to find out more about this fantastic opportunity, please read our Job Description and Person Specification!

Please note: The job description may not open in some internet browsers. Please use Chrome or Microsoft Edge. If you have any issue viewing the job description, please contact careers@mhra.gov.uk

The selection process:

We use the Civil Service Success Profiles to assess our candidates, [find out more here](#).

- Online application form, including questions based on the Behaviour, Experience and Technical Success Profiles. *Please ensure all application questions are completed in full; your application may not be considered if any responses are left blank. Our applications are CV blind, and our Hiring Managers will not be able to access your CV when reviewing your application. (DELETE AS APPLICABLE)*
- Online application form, including a statement of suitability, **attached as a PDF [DELETE IF UNDER CHARACTER COUNT]** of no more than **# of** words demonstrating how you meet the person specification. *Please ensure all application questions are completed in full; your application may not be considered if any responses are left blank. Our applications are CV blind, and our Hiring Managers will not be able to access your CV when reviewing your application.* Please ensure not

to include any personal identifying information on your supporting information. **(DELETE AS APPLICABLE)**

- Test, further information will be supplied when you reach this stage **(DELETE AS APPLICABLE)**
- Presentation, to be prepared as part of your interview, with further information being supplied when you reach this stage. **(DELETE AS APPLICABLE)**
- Interview, which can include questions based on the Behaviour, Experience, Technical and Strengths Success Profiles.

In the instance that we receive a high number of applications, we will hold an initial sift based on the lead criteria of **INSERT CRITERIA. (DELETE AS APPLICABLE)**

Applicants are assessed on whether they meet any mandatory requirements as well as the necessary skills and experience for the role. Applications are scored based on the competency-based answers provided- ensure you have read these thoroughly and allow sufficient time. You can view the competencies for this role in the job description. **(DELETE AS APPLICABLE)**

Applicants are assessed on whether they meet any mandatory requirements as well as the necessary skills and experience for the role. Applications are scored based on the statement of suitability provided. You can view the criteria for this role in the job description. **(DELETE AS APPLICABLE)**

Use of AI in Job Applications

Artificial Intelligence can be a useful tool to support your application, however, all examples and statements provided must be truthful, factually accurate and taken directly from your own experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by artificial intelligence, as your own) applications may be withdrawn and internal candidates may be subject to disciplinary action. Please see our [candidate guidance](#) for more information on appropriate and inappropriate use.

If you require any disability related adjustments at any point during the process, please contact careers@mhra.gov.uk as soon as possible.

Closing date:

Shortlisting date:

Interview date:

If you need assistance applying for this role or have any other questions, please contact careers@mhra.gov.uk

Candidates will be subject to UK immigration requirements as well as Civil Service nationality rules. Further information on whether you are able to apply is available [here](#).

Successful candidates must pass a disclosure and barring security check as well as animal rights and pro-life activism checks. People working with government assets must complete [basic personnel security standard checks](#).

Certain roles within the MHRA will require post holders to have vaccinations, and in some circumstances, routine health surveillance. These roles include:

- Laboratory-based roles working directly with known pathogens
- Maintenance roles, particularly those required to work in laboratory settings
- Roles that involve visiting other establishments where vaccination is required
- Roles required to travel overseas where specific vaccination may be required.

Applicants who are successful at interview will be, as part of pre-employment screening subject to a check on the Internal Fraud Database (IFD). This check will provide information about employees who have been dismissed for fraud or dishonesty offences. This check also applies to employees who resign or otherwise leave before being dismissed for fraud or dishonesty had their employment continued. Any applicant's details held on the IFD will be refused employment. A candidate is not eligible to apply for a role within the Civil Service if the application is made within a 5 year period following a dismissal for carrying out internal fraud against government.

Any move to the MHRA from another employer will mean you can no longer access childcare vouchers. This includes moves between government departments. You may however be eligible for other government schemes, including Tax-Free Childcare. Determine your eligibility [here](#).

Successful candidates may be subject to annual Occupational Health reviews dependent on role requirements. If you have any queries, please contact careers@mhra.gov.uk.

In accordance with the Civil Service Commissioners' Recruitment Principles our recruitment and selection processes are underpinned by the requirement of selection for appointment on the basis of merit by a fair and open competition. If you feel your application has not been treated in accordance with the Recruitment Principles and you wish to make a complaint, in the first instance, you should contact the MHRA Recruitment Team at careers@mhra.gov.uk.

If you are not satisfied with the response you receive, you can contact the Civil Service Commission at: civilservicecommission.independent.gov.uk

info@csc.gov.uk

Civil Service Commission

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