



Foreign &
Commonwealth
Office



Department for
International Trade

**HM Consul General Istanbul & HM
Trade Commissioner Eastern Europe
& Central Asia
Candidate Pack**

March 2020

Job Description

- Job Title:** HM Consul General Istanbul & HM Trade Commissioner Eastern Europe & Central Asia
- Grade:** SMS2 (Senior Civil Service (SCS) Pay Band 2)
- Type of Role:** 3 Year Fixed Term Appointment (with the option to extend for a further year with mutual agreement)
Existing Civil Servants will be offered a three-year loan with the option to extend.
- Location:** Istanbul
- Hours:** Full Time – This role may be suitable for flexible working, subject to business requirements and completion of probation period.
- Start Date:** Expected to be September 2020 – subject to security clearance

Main Purpose of Job

This is a combined role as Consul General, Istanbul and HM Trade Commissioner for the Eastern Europe and Central Asia region. It will be a very busy and varied role and the successful candidate will work to both the Foreign & Commonwealth Office (FCO) and the Department for International Trade (DIT).

As **Consul-General Istanbul**, the successful candidate will represent Her Majesty's Government (HMG) in the world's fourth biggest city and will provide leadership across the piece to this Post of 200 staff, made up of personnel from 10 other government departments, working closely with HM Ambassador (HMA) Ankara.

The Consul General is line managed by HMA Ankara as well as reporting to the Director General for Exports in DIT. There is a Deputy Consul-General and a Deputy HM Trade Commissioner, both based in Istanbul. There is also a Private Secretary, as well as a Personal Assistant.

As **HM Trade Commissioner Eastern Europe and Central Asia**, the successful candidate will direct the trade and investment work of the 14 markets in Eastern Europe & Central Asia Network (EECAN), primarily Turkey and Russia, devising and implementing our Regional Trade Plan to grow our bilateral trade and boost inward investment.

The EECAN countries are as follows: Turkey, Russia, Ukraine, Kazakhstan, Azerbaijan, Uzbekistan, Tajikistan, Turkmenistan, Georgia, Kyrgyzstan, Belarus, Armenia, Moldova and Mongolia.



About the Foreign & Commonwealth Office.

The Foreign & Commonwealth Office (FCO) promotes the United Kingdom's interests overseas, supporting our citizens and businesses around the globe.



The FCO has a worldwide network of embassies and consulates, employing over 14,000 people in nearly 270 diplomatic offices. We work with international organisations to promote UK interests and global security, including the EU, NATO, the United Nations, the UN Security Council and the Commonwealth.

Approximately one third of staff is made up of UK-based British Civil Servants whose careers typically include work in the UK and postings overseas; and around two thirds are employed locally by a British Diplomatic mission overseas (such as an Embassy, High Commission or Consulate). We employ a diverse range of talented people capable of delivering to a high standard. We want the modern FCO to reflect the very best of 21st century Britain and encourage applications from all suitably qualified applicants irrespective of background or circumstances.

The FCO is responsible for:

- safeguarding the UK's national security by countering terrorism and weapons proliferation, and working to reduce conflict
- building the UK's prosperity by increasing exports and investment, opening markets, ensuring access to resources, and promoting sustainable global growth
- supporting British nationals around the world through modern and efficient consular services

For further information about the FCO, please visit on our website: [Foreign & Commonwealth Office - GOV.UK](https://www.gov.uk/foreign-commonwealth-office)

For information about careers in the Civil Service, please click [here](#).



About the Department for International Trade.



The Department for International Trade (DIT) was created three and a half years ago, with responsibility for coordinating and delivering a new trade policy for the UK outside the EU, and promoting British trade and investment around the world.

DIT negotiates market access and trade agreements, champions free trade, helps UK businesses to export, and secures inward and outward investment. The work of the department has never been more

crucial. For the first time in over 40 years we have an independent trade policy, with our department responsible for building the capability to use this to take advantage of the opportunities presented through leaving the EU.

Trade and investment have been central to the success of the UK economy and will be important to delivering on the government's levelling up agenda. By using our range of tools to reduce barriers to trade and investment we can encourage flows of goods, services and capital between countries; make it easier for firms to export, import and invest; stimulate innovation, competition and productivity gains; and help address regional imbalances by improving living standards through offering consumers a wider and more affordable range of products. By securing global prosperity, international trade and investment activities also contribute to global stability and security, support economic development and poverty reduction in developing countries and enhance the UK's global influence.

Through our work at posts, we aim to support UK companies exporting internationally by utilising our expertise of overseas markets, drive growth by opening new markets for UK companies, and attract more FDI into the UK.

DIT delivers our priorities 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](#).



Roles and Responsibilities

The successful candidate will:

- Drive DIT delivery in Turkey and the EECAN, ensuring that it makes the best possible contribution to HMG global trade and investment growth, and through close working with UK teams, deliver the levelling up agenda.
- Carry out a wide range of external representational duties and provide strategic and corporate leadership for the 200 staff in the Consulate-General. Provide leadership and guidance to the HMG departments and agencies based at the Istanbul Consulate General, modelling the values of Diplomacy 20/20, and our commitment to diversity and inclusion.
- As one of the nine HM Trade Commissioners, contribute to DIT strategic and corporate leadership, improving integration and coherence in DIT's global operation, sitting on central committees, sponsoring projects etc.
- Lead the HMG prosperity agenda in Turkey through the DIT and Prosperity teams in Istanbul and Ankara, to ensure clear HMG understanding of, and influence over, the Turkish economy and the commercial opportunities it presents. Ensure DIT and Prosperity Teams' work is closely integrated with the Embassy in Ankara and the five other small Consulates in Turkey.
- 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 and DIT HQ to help deliver on the government's approach to levelling up the UK regions and address regional re-balancing.
- 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.
- As Senior Reporting Officer for the Prosperity Fund £20m Turkey Financial Services sector project, oversee this spend, chairing the Post Prosperity Fund (PF) board, and also oversee the Turkey elements of the Future Cities and Global Trade PF thematic programmes, worth together another £20m.
- Establish and maintain a wide range of working relationships with top-flight Turkish business, official and political contacts, to help deliver DIT and FCO objectives in Turkey. Promote the UK in Turkey as a destination for inward investment.
- Following the UK's departure from the EU, in coordination with colleagues in Istanbul, Ankara and Whitehall, contribute to the establishment of a new UK-Turkey free trade agreement to come into force after the end of the transition period.



- Ensure business, economic and political developments in Istanbul are fully factored into the Turkey Network's business planning process and into Network-wide reporting and analysis, including by overseeing the Post's contribution to Turkey network's understanding of the Istanbul political landscape, through reporting.
- Contribute to the promotion on social media of the UK's interests in Turkey (and the wider EECAN region) by running an active account on Twitter (and possibly other platforms), as well as playing a strong role in external and internal strategic communications.
- The HM Trade Commissioner is responsible for the DIT resources in Russia (some 19 staff) and works very closely with our Ambassador and the team in Moscow to provide the best possible service to UK businesses seeking to export to Russia and inward investors, as well as contributing to UK trade policy on Russia.
- The successful candidate will contribute to the management of the Turkey Network with 370 staff and a budget of £8.2m and be personally responsible for 4 FCO and 2 DIT staff. They will have oversight of around 70 DIT staff and DIT regional budget of £3.4m. They will have direct line management for 4 senior DIT staff.

You will be required to travel both within Turkey and the wider EECAN region and also around the UK for up to 10 days each month.

Accommodation - The Consul General is provided with an apartment within the Consul buildings where they will live. Official entertaining will take place downstairs in the same building.

Security Arrangements – The Consul-General currently has a bodyguard provided by the Turkish police to accompany the CG when required to official engagements.



Personal Specification

You must be a British Citizen at the time of application. Appointment will be dependent on attaining a Developed Vetting (DV) security clearance. For more information about this process, [click here](#). Attaining DV will require you to have been resident for five of the last ten years. At least one year of this must have been a consecutive twelve-month period. Serving overseas with HM Forces, in some other official capacity as a representative of Her Majesty's Government, or having lived overseas as a result of your parents' or partner's Government employment counts as UK residency for the purposes of security clearances.

Minimum Selection Criteria

The successful candidate will be able to demonstrate:

- Leadership experience – a track record of successful strategic leadership at a senior level in a complex and demanding environment, building an inclusive culture and managing and developing high performing teams to achieve organisational goals across multiple locations.
- Commercial, Economic and political experience - proven success in working in a political and commercial environment showing sound judgement diplomacy, tact and discretion at all times with evidence of the ability to establish a range of influential and collaborative relationships. Highly developed commercial acumen and judgement with an understanding of awareness of the issues and challenges businesses face overseas.
- 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 communication skills, with the ability to convey messages effectively to staff in the different DIT teams across the EECAN region as well as, through the media, in public and in private, to the different national administrations and business sectors in EECAN's widely varying markets. Ability to develop a good range of relationships with teams across different locations and in the UK beginning with the Consulate staff of 200 and the regional DIT team of 70, along with 14 Ambassadors.

Desirable:

- Turkish language skills.
- Experience of working in/with Turkey and other regions. Experience and understanding of the context specific to Turkey is highly desirable with demonstrable evidence of applying this strategically to achieve successful outcomes.



Recruitment Process

Application Stage

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

To apply for this post, you will need to complete the online application process accessed via the advertisement listed for this role. This should be completed no later than the Closing Date and will involve uploading the two documents outlined below:

- 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 and contact details of two references (who will only be approached for shortlisted candidates).
- A Statement of Suitability (no longer than 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 documents will mean the panel only have limited information on which to assess your application against the criteria in the person specification.

It is important through your CV and supporting statement that you give evidence and examples of proven experience of each of the selection criteria detailed. These responses will be further developed and discussed with those candidates invited for interview.

Please ensure that both documents contain your full name.

As part of the online application process, you will be asked a number of diversity-related questions. 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 by 2020. See the [Civil Service Diversity and Inclusion Strategy](#) for more information.

The panel members are: Rosie Glazebrook, Civil Service Commissioner (Panel Chair)
Sir Dominick Chilcott, HMA Turkey
John Mahon, Director General, Exports & Investment, DIT

In addition, there will be one other panel member who is yet to be confirmed.

The FCO has appointed Veredus to manage the process. To apply please visit www.veredus.co.uk.

Should you encounter any issues with your online application, or you are unable to apply online, please get in touch with them at centralgovernment@veredus.co.uk quoting reference 21435.



Longlist Stage

You will receive an acknowledgment of your application through the online process.

The panel 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.

The timeline later in this pack indicates the date by which decisions are expected to be made, and all candidates will be advised of the outcome as soon as possible thereafter. Candidates selected for longlisting will be invited for an interview with Veredus to further explore their skills and experience.

Shortlist Stage

The panel will review interview reports on longlisted candidates and select the shortlist. If you are shortlisted, you will be asked to take part in a Staff Engagement Exercise before your interview. This assessment will not result in a pass or fail decision. It is designed to support the panel's decision-making and highlight areas for the panel to explore further at interview and further details will be provided to candidates in advance of the assessment.

Shortlisted candidates will have the opportunity to speak to HMA Ankara, Sir Dominick Chilcott and Judith Slater, the current incumbent, prior to the final interview to learn more about the role and the organisation. Please note this is not part of the formal assessment process. Shortlisted candidates will also have the opportunity to speak with FCO HR.

Two references will be taken up for shortlisted candidates and are required in advance of final panel interviews.

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.

Candidates will be required to give a brief presentation at the Interview and the topic will be provided in advance.

Timeline

Please see the timetable below for indicative dates:

Closing date for completed applications	Monday 30th March 2020
Longlist Stage	Week commencing 6th April 2020
Shortlist Stage	Week commencing 20th April 2020
Staff Engagement Exercise	Week commencing 11th May 2020
Panel Interview	Tuesday 19th May 2020

If you are successful at the application stage, you will be invited to attend an interview (in person) at Veredus offices in London. There may be the option to conduct the interview via Skype for overseas candidates. If this is preferred, you must make this clear at the application stage.

Please note that the FCO will not reimburse any travel costs or expenses incurred as part of the selection process.

Current FCO staff members are advised that this is an external campaign and, as such, you will be required to go through the same process as all other candidates.

If you have any questions or wish to discuss the role or the process further please email: centralgovernment@veredus.co.uk quoting reference 21435.



Terms and Conditions

Terms of Appointment and start date

This appointment will be on a fixed term basis (or loan for existing Civil Servants) for a period of three years with the option to extend for a further year with mutual agreement. The start date in role is expected to be September 2020.

Salary

The salary is SMS2 (i.e. minimum of £92,000) but subject to negotiation. The role will also attract an overseas allowances package.

Standard rules on pay will apply to existing civil servants appointed on level transfer or promotion. Current civil servants or Diplomats appointed on level transfer will normally retain their existing base pay. Civil Servants or Diplomats appointed on promotion will usually receive the greater of the new salary range minimum (£92,000) or a 10% increase on current base pay.

Performance-Related Pay

You may be eligible for an annual non-consolidated payment based on performance against objectives in the previous year. The Senior Management Structure (SMS) pay panels determine the allocation of award which is based on your delivery relative to SMS2/Senior Civil Service Pay Band 2 peers in the FCO. Payments are non-consolidated and non-pensionable. The percentage of staff who are able to receive a performance-related payment is set across Whitehall from central guidance issued by the Cabinet Office and agreed with No.10.

Existing Civil Servants

Where a post is advertised externally and an existing civil servant is successfully recruited to the post, appointment should be **within 10%** of the advertised circa salary level or salary range (even if this is not on promotion). Where existing civil servants are already paid more than the maximum advertised, this may mean that the individual does not receive a pay rise.

Probation

The probation period for this role will be 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 FCO.



Permanent civil servants joining the FCO on a Fixed-term Appointment:

If you accept a Fixed-term Appointment with the FCO, 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 FCO 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 FCO 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 FCO
- a conversion to permanent status has been agreed by the FCO
- you are successfully redeployed into a suitable alternative post
- You secure another Civil Service post through a recruitment process.

Pension

Your pension is a valuable part of your total reward package. You are automatically enrolled into the Alpha pension scheme, but appointees may choose to continue with [alpha](#) or switch to the [partnership](#) scheme, or opt out of any Civil Service Pension Scheme provision.

Alpha is an occupational pension scheme which provides a defined benefit worked out on a Career Average basis. Partnership is a stakeholder pension. Members do not have to make contributions. We pay a contribution, as the employer, related to a member's age. If a member does make a contribution, we make an additional contribution to match it (up to a ceiling of 3% of annual earnings).

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.

Further details of pension options and contribution rates will be provided on appointment. Appointees who are already members of the Civil Service Pension Scheme may have the option to remain within their existing scheme. For further information please see [Civil Service Pensions](#).

Leave

Full time new entrants to the FCO 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 paid public and privilege leave of at least 8 days public holidays and 1 day privilege holiday



for the Queen's Official Birthday. Existing Civil Servants will retain their current entitlement.

We offer competitive maternity, paternity and parental leave.

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 HM Forces or in some other official capacity as a representative of Her 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 will be considered on a case by case basis.

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 (IFD) - see section below.

Medical Clearance

All overseas appointments in the FCO are subject to medical clearance being given.

The FCO 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 FCO 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 and Commonwealth 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 FCO 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 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 Office (FCO) 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 FCO, 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.

Disability Confident Scheme for Disabled Persons

The FCO is an accredited 'Disability Confident Employer' under the government's Disability Confident Scheme, which denotes organisations which have a positive commitment towards disabled people. We guarantee to interview anyone with a disability whose application meets the minimum criteria for the role as outlined in the Person Specification in this pack. By 'minimum criteria' we mean you must provide us with evidence in your application form which demonstrates that you generally meet the level of competency required for each competence, as well as meeting any of the qualifications, skills, or experience defined as essential.

If you wish to claim a guaranteed interview under the Disability Confident commitment, you should select this option in your application. It is not necessary to state the nature of your disability.

Reasonable Adjustments

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 Veredus.

FCO and General Data Protection Regulation (GDPR)

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

The Civil Service Code

Information about Civil Service values can be found in the [Civil Service Code](#).

Civil Service Commission Recruitment Principles

The FCO's recruitment processes are underpinned by the principle of selection for appointment on merit on the basis of fair and open competition as outlined in the [Civil Service Commission Recruitment Principles](#).

If you feel your application has not been treated in accordance with the Recruitment Principles and you wish to make a complaint, you should, in the first instance, contact HR Recruitment, Corporate Services Centre, Foreign and Commonwealth Office, PO Box 6108, Milton Keynes, MK10 1PX. If you are not satisfied with the response you receive from the FCO you can contact the Office of the Civil Service Commissioners in writing to:

Civil Service Commission, G/8, 1 Horse Guards Road, London, SW1A 2HQ

Via Email to: info@csc.gov.uk

Or call on: 020 7271 0831

Diversity & Inclusion

The Civil Service is committed to becoming the most inclusive employer in the UK. We are committed to understanding, respecting and representing as broad a range of views and backgrounds as we have in UK society. We know that diverse perspectives and experiences are critical to an effective, modern Civil Service.

Our vision is to ensure the Civil Service represents modern Britain and is a truly inclusive employer – an example to other employers. We will create an organisation where diversity is not only respected and valued – but celebrated.



General Benefits for Staff

Learning and Development

The FCO 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 developing 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 Diplomatic 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.

The successful candidate will be expected to undertake crisis leadership and other essential training before taking up the role.

Employee Assistance Programme

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

What's in it for me?

We want to maximise the potential of everyone who chooses to work for us – regardless of background.

If you're interested in becoming a world class leader, developing your career with us – starting with this interesting and challenging role – or doing things differently and inspiring colleagues, then the Civil Service is the place for you.

Our passion for diversity and equality means creating a work environment for all employees that is welcoming, respectful, engaging, and enriched with opportunities for personal and professional development.

What's next?

You've taken the first step and looked through this job pack to understand the skills and experience needed to perform this role. Now join us in achieving our ambitions and let us help you achieve yours. [Read more.](#)

