



Medicines & Healthcare products
Regulatory Agency

Saxton Bampfylde

Chief Finance & Commercial Officer

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Welcome

Thank you for expressing an interest in this important role and for taking the time to read this candidate pack.

The role of **Chief Finance and Commercial Officer** is critical to the Medicines and Healthcare products Regulatory Agency (MHRA), in ensuring that the Agency remains on a sound financial footing and makes good commercial decisions to deliver our strategy.

We are seeking a dynamic, inclusive, and visionary leader who shares our ambition to make a tangible, positive difference to people's lives on a global scale.

The Medicines and Healthcare products Regulatory Agency (MHRA) is one of the most important bodies in the health and social care system.



Lawrence Tallon, Chief Executive Officer

Few organisations have such a direct influence on the safety and effectiveness of the medicines, vaccines, and health technologies used every day by millions of people.

We play a unique role in safeguarding public health, accelerating access to innovation, and enabling the UK to thrive as a global life sciences powerhouse. Our skilled and expert people are incredibly committed to our public service mission: to keeping patients and the public safe; to enabling rapid access to proven medicines, products and technologies; and to promoting innovation for the good of the UK public and our economy. For more on our vision, follow this [link](#).

We are seeking to appoint a **Chief Finance and Commercial Officer**.

You will be a trusted advisor to me as the Accounting Officer, ensuring that the Agency remains on a sound financial footing and that we make good commercial decisions.

We are looking forward to welcoming our Chief Finance and Commercial Officer into our leadership team. This is a great opportunity for someone who shares our ambition to play an indispensable part of the UK's health and life sciences eco-system and who champions our values in everything they do.

If you have the experience, skills, and ambition to be an exceptional leader within our organisation, we would be delighted to receive your application.

We are going to do great things together for health and life sciences in the years ahead.

Warm regards

Lawrence Tallon
Chief Executive Officer

Overview

The Medicines and Healthcare products Regulatory Agency (MHRA) is the UK's sovereign regulator for medicines, including biological medicines, medical devices, and blood products. Our primary purpose is to ensure that products intended for the UK market are safe and effective and to monitor the ongoing safety of licensed products. We improve and protect the health of millions of people every day by making sure healthcare products in the UK meet the highest standards and are safe to use.

We are an executive agency responsible to the Department of Health and Social Care (DHSC). Our responsibilities are:

- ensure medicines, medical devices and blood components for transfusion meet applicable standards of safety, quality and efficacy (effectiveness)
- secure safe supply chain for medicines, medical devices and blood components
- promote international standardisation and harmonisation to assure the effectiveness and safety of biological medicines
- educate the public and healthcare professionals about the risks and benefits of medicines, medical devices and blood components, leading to safer and more effective use
- enable innovation and research and development that is beneficial to public health
- collaborate with partners in the UK and internationally to support our mission to enable the earliest access to safe medicines and medical devices and to protect public health.

We balance public health expertise, operational delivery, scientific integrity, independence in regulatory decision-making and appropriate ministerial oversight and accountability to command public confidence.

Our Mission

- To protect and improve public health.

Our Vision

- To be a vital part of the UK health system and global health architecture—demonstrating excellence, embracing innovation, and supporting growth to keep patients and the public safe.

Our Leadership

Chair, Professor Anthony Harnden

Professor Anthony Harnden is Professor of Primary Care at the University of Oxford and until December 2024, was a registrant council member of the General Medical Council and Chair of the Remuneration Committee. He was also Deputy Chair of the Joint Committee on Vaccination and Immunisation (JCVI), playing a key role in ensuring public trust and patient safety during the distribution of the Covid vaccine. Anthony has over 40 years of experience working for NHS, mostly



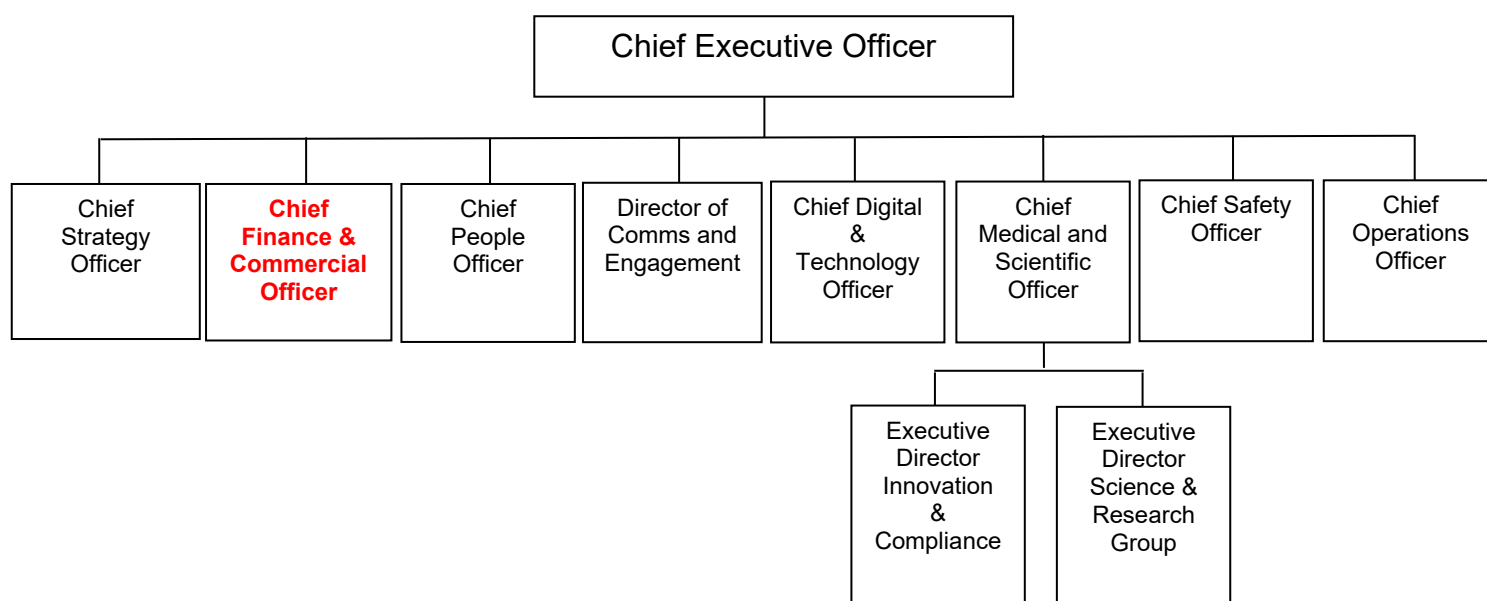
as a general practitioner in Wheatley, Oxfordshire. He is particularly focused on protecting patient safety through robust surveillance and embracing risk-proportionate regulation to maintain the UK as a global regulator of excellence.

Chief Executive, Lawrence Tallon

Lawrence was previously Deputy Chief Executive at Guy's and St Thomas' NHS Foundation Trust, where he led the Trust's approach to strategy, technology, innovation and improvement. He has extensive experience across the healthcare sector in strategy and leadership roles, including within the Department of Health and Social Care alongside ministers and NHS leaders. Lawrence is committed to patient safety and healthcare innovation, as well as life sciences and risk-proportionate regulation.

In terms of corporate governance, we are governed by a unitary board supported by three board assurance committees. The board is responsible for advising on the strategic direction of the agency, ensuring that targets set out in the business plan and agreed with ministers, are met. The board is not involved in any regulatory decisions affecting medicines or medical devices. These are the responsibility of the chief executive and executive committee (senior leadership team). The role of Chief Finance and Commercial Officer will be part of the executive committee.

Executive Committee Leadership Structure



How We Work – Focus and Priorities

We are funded mostly by income from fee-charging activities, products and services, with the remainder of funds coming from the Department of Health and Social Care as grant-in-aid for specific activities, mainly related to medical devices regulation and scientific research.

From early support of innovative products, to the licensing of products, to the monitoring of existing products on the market, we are equipped to support products from discovery, to approval, to effective monitoring.

Our priorities include:

- Maintaining public trust through transparency and proactive communications.
- Enabling predictable healthcare access to safe and effective medical products.
- Scientific and regulatory excellence through strategic partnerships.
- Being an agency where people flourish alongside a responsive customer service.

We work closely providing advice and support to the following types of organisations, including

- Academic institutions and people carrying out scientific research including charities interested in medical research;
- healthcare professional bodies;
- public sector organisations representing the UK health system and life sciences sector.

In particular we work with:

- Developers of new and innovative products.
- Sponsors entering products for clinical trials for medicines and clinical investigations for medical devices.
- Manufacturers with promising innovative medicines.
- Manufacturers of biological products.
- Developers of products at all stages of their development.
- Manufacturers of medical devices.

We deliver the following services:

- The **British Pharmacopoeia** provides written and chemical quality standards for UK pharmaceutical substances and medicinal products.
- **Clinical Practice Research Datalink (CPRD)** data services provide the life sciences sector with anonymised primary care (NHS) datasets that can be linked to other datasets.
- **National Institute for Biological Standards and Control (NIBSC)** standards are available globally to set the quality of biological medicines. We also offer **NIBSC contract and control testing services**.
- The **UK Stem Cell Bank** offers quality-controlled stem cell lines to support scientific research and clinical development of stem cell therapies.
- Our **Yellow Card scheme** is how patients, the public and healthcare professionals report problems with healthcare products.

Our Partnerships:

Partnership working locally, nationally and internationally across health and life sciences is essential to enhance our public health impact. That is why we are proactive in our approach to developing effective relationships across the UK healthcare system including NICE, the Devolved Administrations and the NHS.

We work hand in hand with regulators internationally and contribute directly to global partnerships, such as the ACCESS Consortium, Project Orbis and our membership of the International Coalition of Medicines Regulatory Authorities (ICMRA), the International Council for Harmonisation of Technical Requirements for Pharmaceuticals for Human Use (ICH) and the International Medical Device Regulators Forum (IMDRF).

We utilise the expert advice of both the Commission on Human Medicines, the UK Government's independent advisory body on the safety, efficacy and quality of medicinal products, and the Interim Devices Working Group which provides independent clinical, scientific and technical advice on medical devices to inform benefit-risk evaluations.

We also seek advice from the British Pharmacopoeia Commission, an advisory non-departmental public body, sponsored by the Department of Health and Social Care, in our annual preparation and

publication of the British Pharmacopoeia, British Pharmacopoeia (Vet) and British Approved Names publications.

Links for more information:

[MHRA 2025 2026 Annual Report and Accounts.pdf](#)

[MHRA Results and Forecast 2025/26; 2026/27 - GOV.UK](#)

[MHRA Public Sector Equality Duty Report 2025-2026 - GOV.UK](#)

[Chief Executive Lawrence Tallon on his vision for the Medicines and Healthcare products Regulatory Agency](#)



About the role

Job Title:	Chief Finance and Commercial Officer
Reporting to:	Chief Executive Officer
Civil service grade:	Senior Civil Servant 2 (SCS2)
Pay band:	Candidates should expect their salary upon appointment to be in line with SCS pay band 2 of up to £162,500 per annum, based on experience. If you're an existing Civil Servant, your salary will be agreed in line with the Civil Service pay rules in place on the date of your appointment.

Job overview

The Medicines and Healthcare products Regulatory Agency (MHRA) is the UK's sovereign regulator for medicines, including biological medicines, medical devices, and blood products. Our primary purpose is to ensure that products intended for the UK market are safe and effective and to monitor the ongoing safety of licensed products. The MHRA Chief Finance and Commercial Officer is responsible for leading:

- **Commercial:** The design, development, implementation of the Agency's commercial strategic aims, within the MHRA strategy
- **Financial:** Financial management, oversight and assurance in line with cabinet office reporting and management requirements
- **Estates:** Leadership of the Agency's Infrastructure and Laboratory Services team who manage all the MHRA estates, including the laboratory site which includes Category 3 and 4 containment facilities and advanced scientific equipment due to the nature of their work.

Unlike many parts of Government, the Agency is primarily funded by fees from industry. As such, a critical duty of the post-holder is to ensure that the Agency's business model supports the delivery of our regulatory duties. This includes maintaining a fee structure that funds investment in regulatory activities, while supporting the Government's goal of reducing regulatory friction for industry.

This role is a member of the Agency's Executive Committee and Unitary Board. This role will provide overall leadership to c.80 FTE across the Commercial, Finance and Infrastructure and Laboratory services Directorate, reporting to the Chief Executive Officer.

Main duties include:

Commercial:

- Responsible for leading and delivering the Agency's commercial strategy and revenue growth in collaboration with Executive Committee members
- Trusted senior commercial advisor to colleagues at the early stages of policy exploration to test commercial opportunities and arrangements.
- Represent the Agency at industry forums to network amongst peers and present the Agency as market shaping
- Play a key leadership and change management role in developing a strong commercial function for the Agency and across government

- Assure alignment of commercial activity to achieve the Agency strategic objectives and long-term growth
- Lead on creating, maximising and reviewing revenue streams such as current and future fee generation
- Working in collaboration with national and international partnerships team and Strategy team to identify, build and strengthen revenue streams and licencing arrangements that are aligned to the Agency's strategic objectives
- Lead on shaping the Agency's commercial success by working across functions to achieve cohesive growth and long-term economic growth
- Ensure robust procurement and contractual management processes are in place that deliver value for money
- Act as the Agency's commercial head of profession

Financial:

- Serve as a strategic finance partner to the Chief Executive Officer/Accounting Officer
- Responsible for managing the Agency's financial strategic aims, operations and risk. Including the Agency's medium- and long-term commercial and financial plans and forecasts.
- Provide Executive leadership and oversight to the Agency's ambitious package of fee reform, ensuring that the Agency's business model provides the capacity and capability to deliver a world-class regulatory service.
- Consistent with the Agency's duties of impartiality, explore opportunities for revenue growth.
- Lead the development of a culture of continuous improvement, innovation, and capability-building across finance teams to drive improvements to financial systems and reporting capability across the Agency.
- Represent the organisation in cross-government finance forums and actively build cross government networks
- Delivery of consistent, accurate and pragmatic advice across the Agency, including to senior officials and ministers on finance, regularity of spend, accounting, treasury management, governance and taxation policy
- Ownership of corporate accounting (reporting, operations, systems and spending controls) on behalf of the Agency
- Provide strategic leadership and direction for the Corporate Finance function, advising the Accounting Officer and other members of Executive Committee, Board, Cabinet Office, and other key stakeholders on financial performance and position as well as financial implications of strategy, investment decisions, and resource allocation.
- Oversee statutory financial reporting and control/compliance such that accurate and timely accounts and forecasts are available to inform and influence strategic decision making.
- Ensure that Agency meets its financial targets by managing its income and costs with effective finance processes and delegations including resource management, effective management of budgets and controls to ensure the Agency meets its financial obligations.
- Regular finance reporting in line with good financial management requirements

Estate leadership of Infrastructure and Laboratory services:

- Accountable for the strategic management, maintenance and development of the Agency's estates and facilities, ensuring compliance, efficiency and value, including the provision of on-site security.
- Lead on the development of our Future Laboratory requirements, including the investment and location options
- Work across government to ensure the Laboratory Services site, which is a strategic National Infrastructure location, has the right cross government profile that protects the services it delivers
- Deliver the key capital requirements for the South Mimms site

- Ensure the alignment and delivery of the estate's plans aligned to the Agency's strategic objectives and civil requirements

Leadership and Stakeholder Management:

- Lead, grow and develop a team of high performing professionals who are true partners to the business.
- As a key member of the Agency's senior leadership team, you will play an active role in supporting the leadership and management of the directorate, shaping its development, driving growth and embedding its vision and values to create a supportive working environment for all.
- Ensure a team development plan is in place that creates a high performing, business focused team, committed to supporting MHRA and its leaders in delivering the business objectives.
- You will need to be able to build strong stakeholder relationships with DHSC, HMT, industry groups and across Government Commercial, Estates and Finance Professions.
- Act as head of profession for commercial and finance within the Agency
- Inspire colleagues to engage fully with the agency's vision and strategic goals. Actively promote the reputation of the agency internally and externally.
- Create a sense of purpose for colleagues through highlighting connections between our work and the impact on patients and the public.

Person specification

It is essential that the CV and personal statement provide evidence and examples of your experience in each of the essential criteria listed below and the main duties of the role listed in the previous section:

- A qualified accountant with a substantial track record of success as a senior finance leader in a fast-moving, highly complex central government or similarly regulated operating environment with a range of funding streams including income generation.
- A strategic commercial leader with experience of driving innovation and delivering overall best value for money, by leading teams in a regulated end-to-end commercial and procurement environment, utilising Public or Utilities Contract Regulations.
- Experience of influencing decisions at senior levels, building effective relationships with key stakeholders and suppliers within a highly complex, fast moving, commercial and financial focused environment.
- Experience of navigating and influencing confidently and challenging effectively at executive and board level, and throughout the organisation; uses strong analytical skills and the ability to add insight to communicate complex financial positions clearly and compellingly to senior internal and external stakeholders and the wider organisation.
- Experience in the development of commercial strategies for high value/risk, critical/complex procurements and playing a leading role in the negotiation, implementation and end to end delivery of these.

Qualifications

Candidates **must hold** at least one of the following accounting qualifications with significant post-qualification experience:

- Association of Chartered Certified Accountants (ACCA)
- Consultancy Committee of Accountancy Bodies (CCAB)
- Chartered Institute of Management Accountants (CIMA)
- Chartered Institute of Public Finance and Accountancy (CIPFA)
- Institute of Chartered Accountants in England and Wales (ICAEW)

Terms and conditions

Location

This position is based at Medicines and Healthcare products Regulatory Agency located at 10 South Colonnade, Canary Wharf. There will be a requirement for some travel to other sites which may include overnight stays.

Salary

If you are successful and are from outside of the Civil Service, you can expect your salary on appointment to be in line with SCS pay band 2 of up to £162,500 per annum, dependent on experience. You will be eligible to earn a non-pensionable, non-consolidated performance-related award, subject to annual performance in role.

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 of 28.97% 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 you retire. Visit Civil Service Pension Scheme for more details.

Civil Services pension arrangements will apply. Full details can be found on the Civil Service Pensions website at: <https://www.civilservicepensionscheme.org.uk/>

Existing Civil Servants on level transfer will retain their existing base salary. Existing Civil Servants applying on promotion will have their substantive base salary increased by 10% or start on the minimum SCS PB2 scale, whichever is greater.

Contract Type

This role is being offered on a full-time (37 hours per week, excluding breaks) permanent basis.

A secondment arrangement would also be considered. Candidates from outside the Civil Service applying on a secondment basis will remain on their organisation's terms, including pay. If you are considering a secondment, please contact neve.oliver@saxbam.com.

Assignment Duration.

This role has a minimum assignment duration of four years. This is the period of time a Senior Civil Servant is expected to remain in the same post to enable them to deliver on the agreed key business outcomes. Please note this is an expectation only, it is not something which is written into your terms and conditions or indeed which the employing organisation or you are bound by.

Security Checks

The appointment will be subject to satisfactory completion of checks on health, security, criminal and other matters. Successful candidates must pass a disclosure and barring security check as well as animal rights and activism checks. Please note that references and open-source due diligence checks (including into social media accounts) may be undertaken for all short-listed candidates.

People working with government assets must complete basic personnel security standard checks and obtain security clearance to SC level. More information about the vetting process can be found at the following link: <https://www.gov.uk/government/organisations/united-kingdom-security-vetting>

Restrictions

During the period of appointment there will be certain restrictions on political activities see the following link for further details: Civil Service management code -GOV.UK (www.gov.uk).

UK Residency

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](#).

Business Appointments

Candidates should also note that on completion of the appointment, the post holder will be subject to the Government's Business Appointments Rules, with the possibility of restrictions on future employment imposed.

Further information about the Rules and restrictions likely to be imposed can be found at the address below:

<https://www.gov.uk/government/organisations/advisory-committee-on-business-appointments>.

Should candidates wish to discuss the Rules in advance of making an application please contact: neve.oliver@saxbam.com in the first instance.

Conflicts of Interest

To ensure the integrity of the judgements and decisions they make every day, all civil servants must make sure that no conflict arises - or could be perceived to arise - between their public duties and their private interests. This is a requirement of our Civil Service Code and is designed to protect both individual civil servants and their employing departments.

If you believe you (or any family member) have any interests that might be relevant (or perceived as relevant) to your ability to undertake this role, please email neve.oliver@saxbam.com early in the process. Such interests may be financial or may be related to the relationships you have with specific individuals, organisations or employers.

Benefits of working for MHRA

As well as offering a great place to work, MHRA offers a supporting benefits package for its employees at work and outside of work. As an MHRA employee you will have access to a range of benefits such as:

Continuous investment in Career Development

Whatever your role, MHRA takes your career and development seriously, and wants to enable you to build a successful career with MHRA. It is crucial that MHRA employees have the right skills to develop their careers and meet the challenges ahead, and you'll benefit from regular performance and development reviews complemented by a supporting learning and development offer tailored to your needs.

Equality, Diversity and Inclusion

At MHRA we have pro-active staff networks that are focussed on supporting employees in making MHRA a great place to work where our people truly can flourish.

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 of 28.97% 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 you retire. Visit Civil Service Pension Scheme for more details.

Civil Services pension arrangements will apply. Full details can be found on the Civil Service Pensions website at: <https://www.civilservicepensionscheme.org.uk/>

Reward & Recognition

You will be eligible to earn a non-pensionable, non-consolidated performance-related award, subject to annual performance in role.

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 complemented by one further day paid privilege entitlement to mark the King's Birthday.

If you are an existing Senior Civil Servant (SCS) your current annual leave entitlement may be carried over.

Staff Wellbeing

At MHRA we understand the value and importance of staff wellbeing. To support this we have a range of policies available to support our people ranging from

- Maternity and Paternity Policies
- Flexible working Policies
- Onsite facilities such as canteens
- Occupational sick pay
- Access to an employee assistance programme that offers a range of support such as financial, wellbeing and
- Mental health support.

My Benefits

Offers a suite of discounts that allows you to mix and match your benefits to suit you and help you boost your physical, mental and financial wellbeing and achieve the lifestyle you want. Benefits range from:

- Flexible working to ensure staff maintain a healthy work-life balance
- Access to the Civil Service Benevolent Fund
- Access to a range of discounts and staff benefits through our my lifestyle benefits portal with Reward Gateway
- Eligibility to join the Civil Service Motoring Association (CSMA)
- Variety of staff and Civil Service clubs
- Continuous professional development support
- Season Ticket and Bicycle Loan offers Interest-free loans allowing you to spread the cost of an annual travel

How to Apply

This appointment will be regulated by the Civil Service Commission and will follow clear guidelines to ensure that our recruitment is fair and open. The Civil Service Commission has two primary functions:

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

Hearing and determining appeals made by civil servants under the Civil Service Code which sets out the Civil Service values – Impartiality, Objectivity, Integrity and Honesty - and forms part of the relationship between civil servants and their employer.

More detailed information about the Civil Service Commission and their role can be found at [Home - Civil Service Commission](#). The interview panel for this role will be:

- **Dr. Elizabeth Walmsley**, Civil Service Commissioner (Chair)
- **Lawrence Tallon**, Chief Executive Officer, MHRA (Hiring manager)
- **Professor Anthony Harnden**, Chair, MHRA
- **Michael Whitehouse**, Non-Executive Director, MHRA
- **Stuart Nelson**, Chief Commercial Officer, Department of Health and Social Care, Independent panel member

Indicative Timetable

An indicative timeline is shared below, please note this may be subject to change:

Closing Date:	Monday 7 th September 2026, 12.00pm
Longlisting meeting:	w/c 14 th September 2026
Shortlist meeting:	w/c 21 st September 2026
Assessments:	w/c 5 th October 2026
Final Interviews:	Friday 16 th October 2026

Saxton Bampfylde Ltd is acting as an employment agency advisor to the Medicines and Healthcare products Regulatory Agency on this appointment.

Candidates should apply for this role through [Candidate Opportunities](#) using code **ACAMA**. The closing date for applications is **12:00 (Midday) on Monday 7th September 2026**.

Click on the 'apply' button and follow the instructions to complete the online equal opportunities monitoring form* and submit your application, providing the documents outlined below:

- A two-page **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;
- A **Statement of Suitability** (no more than 1200 words) explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role, with particular reference to the criteria listed in the person specification.

* All monitoring data will be treated in the strictest confidence and will not be provided to the selection panel. The information you provide when submitting your application will help us monitor our progress towards the Civil Service becoming the most inclusive employer. 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'.

MHRA is a '**Disability Confident Employer**' under the government's Disability Confident Scheme which denotes organisations that have a positive commitment towards disabled people. Disabled applicants who meet the minimum selection criteria as set out in the essential criteria of the person specification are guaranteed an interview. Selection will be on merit. If you wish to claim a guaranteed interview, you should declare so at the point you submit your application.

Should you need any adjustments to make the recruitment process more accessible to you, please contact a member of the team at the application address indicated above. The preferred method of application is online.

If you are unable to apply online please email: neve.oliver@saxbam.com. All applications will receive an automated response.

Shortlist

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 post by considering the evidence you have provided against the essential criteria within the person specification. Failure to address any or all of these may affect your application. The indicative timeline in this pack indicates the date by which decisions are expected to be made, and all shortlisted candidates will be advised of the outcome as soon as possible thereafter.

Assessment

If you are shortlisted, you will be asked to take part in a series of assessments which could include a stakeholder engagement exercise and a short presentation or a scenario-based exercise at the interview. 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 the panel interview. Full details of the assessment process will be made available to shortlisted candidates.

Interview

The panel interview will be a more in-depth discussion of your previous experience and professional competence in relation to the criteria set out in the Person Specification and will also include a presentation.

Feedback will only be provided if you attend an interview.

Reserve List

If we receive more applications from suitable candidates than we have vacancies at this time, we may hold suitable applicants on a reserve list for 12 months, and future vacancies requiring the same skills and experience could be offered to candidates on the reserve list without a new competition. We will contact you to confirm if your application is to be held on a reserve list.

Right to work checks

If you are successfully shortlisted, you will be contacted to complete an online right to work check. This is a quick and secure process, ensuring that all necessary legal requirements are met before proceeding further in the recruitment process.

Please note that references and open-source due diligence checks (including into social media accounts) may be undertaken for all short-listed candidates.

Monitoring

One of MHRA's objectives is to ensure that its workforce is reflective of the local community and therefore we actively encourage applications from under-represented groups. So that we can successfully achieve these aims, while it is not mandatory we would encourage every applicant to complete the "Equal Opportunities Monitoring form" so that we can measure the effectiveness of our efforts. The hiring manager does not have access to the Monitoring Information Sections of the application form at any stage of the process and the information provided will be kept entirely confidential.

For a confidential discussion on this role please contact: neve.oliver@saxbam.com.

Candidate adjustment

If you require any reasonable adjustments to be made as part of the recruitment process, please contact neve.oliver@saxbam.com so that we can ensure this is accommodated.

Informal Discussions

Shortlisted candidates will also have the opportunity to speak to the hiring manager and/or other senior stakeholders, prior to the final interview to learn more about the role. Please note that this is not part of the formal assessment process, it is intended to give candidates the opportunity to learn more about the appointment and MHRA.

Offer

Regardless of the outcome, we will notify all candidates as soon as possible after the final interview.

Additional Information

Please note that references and open-source due diligence checks (including into social media accounts) may be undertaken for all short-listed candidates.

This vacancy is part of the **A Great Place to Work for Veterans initiative**. For further information on whether you are eligible to apply under this scheme please follow the link [Here](#).

In addition to this, MHRA is a '**Disability Confident Employer**' under the government's Disability Confident Scheme which denotes organisations that have a positive commitment towards disabled people. We guarantee to interview anyone with a disability whose application meets the minimum criteria for the role. If you wish to claim a guaranteed interview, you should declare so at the point you submit your application.

Personal data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and / or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember to

not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

Contact details

We are committed to ensuring everyone can access our website and application processes. This includes people with sight loss, hearing, mobility and cognitive impairments. Should you require access to these documents in alternative formats, please contact neve.oliver@saxbam.com.

Also, if you have any comments and/or suggestions about improving access to our application processes please don't hesitate to contact neve.oliver@saxbam.com.

Civil Service Code

[The Civil Service code - GOV.UK](#) sets out the standards of behaviour expected of you and other civil servants. These are based on the core values which are set out in legislation. As a civil servant, you are expected to carry out your role with dedication and a commitment to the Civil Service and its core values of:

'integrity' – putting the obligations of public service above your own personal interests

'honesty' – being truthful and open

'objectivity' – basing your advice and decisions on rigorous analysis of the evidence

'impartiality' – acting solely according to the merits of the case and serving equally well governments of different political persuasions

These core values support good government and ensure the achievement of the highest possible standards in all that the Civil Service does. This in turn helps the Civil Service to gain and retain the respect of ministers, Parliament, the public and its customers.

MHRA Values

The Civil Service Code is reflected in the Agency's values, which state that we will strive to:

- focus on patients and public health
- work together with respect.
- take responsibility and are accountable
- create an environment where learning and innovation thrive.

Diversity & Inclusion

The MHRA is committed to becoming an exemplar employer on inclusion. We know that working inclusively and harnessing a range of talents means solving problems better, making better decisions and delivering better public services.

MHRA is committed to understanding, respecting and representing as broad a range of views and backgrounds as we have in UK society, focused not just on the characteristics protected under law but equally committed to greater socioeconomic diversity, greater regional diversity and to building teams where effectively harnessing cognitive diversity is the way decisions are made. We know that diverse perspectives and experiences are critical to an effective, modern Civil Service that delivers policies and services for all of our citizens.

MHRA vision is to ensure it represents modern Britain and is a truly inclusive employer – an example to other employers. MHRA will create an organisation where diversity and fairness are not only respected and valued – but celebrated - and where everyone can see where they belong and no one feels excluded.

What's in it for me?

We want to maximise the potential of everyone who chooses to work for MHRA – regardless of background, working style or career experience. If you're interested in becoming a world class leader, developing your career with MHRA – starting with this interesting and challenging role – or doing things differently and inspiring colleagues, then MHRA is the place for you.

MHRA's passion for inclusion and equality means creating a work environment for all employees that is welcoming, respectful, fair, 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.



Frequently Asked Questions

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.

Can I join on secondment terms?

Yes, a secondment may be possible. Candidates from outside the Civil Service applying on a secondment basis will normally remain on their parent organisation's terms, including pay. If you are considering a secondment contact neve.oliver@saxbam.com before applying.

Is this role suitable for part-time working?

This is a full-time role. All flexible working arrangements will be considered. You should discuss your needs with neve.oliver@saxbam.com if you are invited to interview.

Will the role involve travel?

Yes, national and international travel will be required for this role, including overnight stays. All MHRA related travel will be reimbursed in compliance with travel policies.

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

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

What nationality do I need to hold in order to apply?

You will need to hold the right immigration status and nationality requirements for this role aligned with the CS Nationality rules. Please contact neve.oliver@saxbam.com if you have any questions.

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. 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 neve.oliver@saxbam.com in the first instance.

Do you offer a Disability Confident scheme?

Disabled applicants who meet the minimum selection criteria as set out in the essential criteria of the person specification are guaranteed an interview. Selection will be on merit. If you wish to claim a guaranteed interview, you should declare so at the point you submit your application. It is not necessary to state the nature of your disability.

A Great Place to Work for Veterans

In February 2020, the Government announced the introduction of a new initiative to make the Civil Service 'A Great Place to Work for Veterans'. Many veterans already work in the Civil Service and contribute a huge amount to the organisation, and this initiative aims to encourage more veterans to take this step. These new measures are focused on roles at all grades, functions and professions across the Civil Service. As a result veterans who meet the minimum criteria for a role will progress to the next stage of selection. In most cases this will be an interview, but depending on the vacancy it may be another method of selection such as an online test or an assessment centre. To be eligible for this scheme in the Civil Service, you must:

- have served for at least one year in Her Majesty's Armed Forces (as a Regular or Reserve); this includes time spent training
- be in transition from, or ceased to be a member of, HM Armed Forces

not already be a civil servant, or be employed by a Civil Service Commission accredited public body

There is no maximum time limit from when you left HM Armed Forces to be eligible for this initiative.

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 not a reserved post.

Is security clearance required?

Yes. If successful the appointment will be subject to satisfactory completion of checks on health, security, criminal and other matters. Successful candidates must pass a disclosure and barring security check as well as animal rights and activism checks. People working with government assets must complete basic personnel security standard checks and this role requires SC level security clearance.

MHRA also have a range of additional checks partial to the organisation, including social media and activism checks.

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.

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 careers@mhra.gov.uk in the first instance.

If you are not satisfied with the response you receive, you can contact the Civil Service Commission at info@csc.gov.uk

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 appointment. If you believe that you may have a conflict of interest please contact neve.oliver@saxbam.com before submitting your application.

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