Main purpose of job:

This is an exciting role within the FCO’s expanding Open Source Unit (OSU) which has a mission to transform the way the UK conducts diplomacy through the better use of data. You will have the opportunity to play a significant role in an expanding team that is growing in prominence across UK Government and with our international partners.

As a key member of a new team, you will help to shape our pioneering work by developing new processes for delivery that meet the needs of customers, maximise innovation, and enhance HMG resilience to hostile information operations. The successful candidate will be a highly organised self-starter with a track record of delivering through others. You may be asked to represent the team at cross-Whitehall policy conversations at which OSU is a key member. You will take a strategic approach to mapping engagement with a wide range of stakeholders and customers and sourcing feedback to ensure continual improvement of the team’s output. You will lead on regular financial returns and reporting to the Eastern Europe and Central Asia Directorate board on progress against the team’s objectives, and ensure we are taking a robust approach to monitoring and evaluation. You will also work collaboratively to develop and codify the team’s ways of working, which may lead to opportunities for supporting partner Governments in the development of comparable capabilities.

This is a unique opportunity to be part of an innovative team at a time of rapid and complex technological change. We are a new capability at the forefront of an important area of HMG interest. Our ability to collect and analyse large amounts of open source data is increasingly relied upon both within the FCO and across Whitehall to help shape policy decisions.

Roles and responsibilities / what will the jobholder be expected to achieve?:

Main responsibilities will include:
- Monitoring project budgets and progress towards objectives. Preparing monthly and quarterly reports to the Board
- Tracking delivery milestones and driving forward action to meet them
- Work with analysts in the team to develop methodologies and documentation that supports our international engagement
- Track the ongoing distribution of regular reports, and the status of engagement with FCO customers and key international partners.
• Improve our processes for seeking feedback and peer review, and identifying opportunities for improving the quality of regular reporting
• Maintain good communication with colleagues to ensure work is joined-up and successfully meets agreed deadlines
• Represent the team at Cross-Whitehall discussions in support of developing HMG’s response to disinformation
• Represent the team to other government departments to help promote OSU capability across government.
• Facilitate a weekly challenge session with senior managers of our primary customer

This is an exciting and challenging role at the heart of a team that is developing ground-breaking techniques to help advance government policy. You will work in a fast-paced, diverse and supportive team consisting of regional analysts, data scientists and behavioural scientists. This in itself will also present a distinct challenge: you will need to quickly develop your understanding of open source techniques, data science-led approaches, behavioural science methodologies, and policy priorities. There will be room to help shape the team’s input into HMG’s wider policy and engagement with international partners. You will play a key role delivering pioneering work for the FCO and for the UK’s foreign policy agenda.

What will you get out of this job?
You will play a key role in a new team with the opportunity to develop new ways in which the FCO and HMG can exploit open source data to support UK policy objectives. You will work on high-priority issues, with the real opportunity to shape government campaigns and policy.

The National Security Directorate (NSD) leads on some of HMG’s most sensitive and high-profile issues. It is also a close knit, diverse and supportive family. Although busy, the work/life balance of our people and teams is hugely important to us. We have staff in the full range of flexible working patterns, and actively encourage such applicants. We’re saving the environment too – gone are the days of 7 day weeks and 16 hour days tied to the desk; the lights are often out in our corridors by 6.

A job in NSD brings the opportunity to build strong, transferrable skills and experience in high profile policy work, crisis management, cross-Whitehall cooperation and international engagement. Strategic thinking and problem solving are central to our work where threats and challenges are constantly evolving, allowing for creativity in some areas and the need to uphold adherence to law in others. HMG are global shapers and players in this arena, and the FCO leads and coordinates our international efforts. It is a government priority to remain so as well as to understand and develop the soft power this brings.

Alongside experiential learning, NSD offers a full range of formal learning opportunities. Not just Faculty e-learning and courses, but also chances to attend high profile speeches and master-classes; to hear from global leaders; and to engage with practitioners and academics. You will be supported and encouraged in your personal development including with opportunities to shadow, cover or surge in other teams. You will be encouraged to play a corporate role. You will also have opportunities to promote our work across the FCO and Whitehall and to develop learning for colleagues coming into this field.

What do you need to bring to this role?
You will need to plan and organise resources and people, track work to be completed, anticipate and respond to incoming taskings, set deadlines, delegate, and identify and manage potential risks to delivery. You will have strong organisation skills and be highly effective in keeping projects on track. Interpersonal skills will be key. You will execute good judgement and attention to detail. Having some experience in project management, particularly the principles of Agile delivery would be a real advantage.

You will be a good communicator, confident in promoting our work to partners and communicating with stakeholders, and able to learn quickly. A knowledge of open source information techniques, data analysis, or government policy – particularly surrounding disinformation or internet harms – would be beneficial.

**Resources managed** (staff and expenditure):
**Key competences required for the job:** (see the Civil Service Competency Framework and International Competences)

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<thead>
<tr>
<th>Competence 1: Making Effective Decisions</th>
<th>Competence 2: Collaborating and Partnering</th>
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<tr>
<td>Competence 3: Leading and Communicating</td>
<td>Competence 4: Managing a Quality Service</td>
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**Language requirements:** select

Language(s):

Language level overall target for Speaker Slots (Essential): Operational (on arrival)

For Operational/Extensive levels, which language skills are essential?

Diplomatic Core Language Skills (Oral, Reading, Listening) Operational

Writing Operational Translation Operational

See the training times for language training. Speaker positions should be advertised with sufficient lead-in time - the number of months of language training necessary to reach the standard (from beginner level) PLUS at least 9 months (don’t forget staff often need other types of training in addition to languages).

**Other skills / experience / qualifications:**

Essential on arrival:

Desirable:
- Experience or understanding of agile project management processes
- Language skills

For SMS/D7 positions, if you will be assessing a specific skill/expertise, in lieu of one of the key competences, please state which skill/expertise:

**Learning and development opportunities** (and any specific training courses to be completed):

**Working patterns which can be considered** – for home jobs: (see the Flexible Working Toolkit)

- Job share: No
- Working from home (1-2 days a week): Yes
- Working from home (3-4 days a week): No
- Fully remote working (with jobholder based in the UK): No
- Fully remote working (with jobholder based overseas): No
- Compressed hours / Flexi-time: Yes
- Reduced hours/days: Yes
- Term time only: No

If the job is not suitable for flexible working patterns, please explain why:

Any further information on flexible working and/or hours of work: