

This guidance has been superseded by: <https://gss.civilservice.gov.uk/policy-store/roles-and-responsibilities-of-heads-of-profession/>

To: John Pullinger, National Statistician

From: [Insert name(s)]

Tel: [full phone number]

Date : [day, month, year]

cc Joe Cuddeford, Central Policy Secretariat
Lucy Vickers, GSS Professional Support

Appointment of Head of Profession for Statistics
Department: [insert]

Issue

1. The [department] has selected [name] as the preferred candidate for the role of Head of Profession for statistics. This submission seeks the National Statistician's approval of this appointment.

Recommendation

2. The National Statistician is invited to approve the appointment of [name] as Head of Profession.

Timing

3. [If needed, state the date that approval is needed by.]

Background

4. [Use this space to set out some relevant background, for example:
 - a. Who is the current HoP and how the vacancy arose
 - b. The process followed for recruitment/selection of the preferred candidate.
 - c. The context for the role, e.g. other responsibilities, size and functions of team, main issues the HoP will be faced with.
 - d. Any interim arrangements.]

Candidate details

5. [Brief description of the background, experience and relevant qualifications of the candidate. Additional material, e.g. CV, can be included as an annex if desired.
6. [Include confirmation that the appointment panel consider that the candidate will be able to fulfil the role and responsibilities of a Head of Profession, set out in **Annex A**.

Communication Issues

7. [Include mention of any plans for announcing the new Head of Profession.]

[Name, Role, Department, Date]