



Home Office

Supporting Information Pack

Executive Officer Decision Makers

April 2017

What's included in this pack?

You'll find lots of useful information, guidance and hints and tips in this pack, including:

- Some more information to supplement our website and candidate pack;
- Additional information regarding our processes, policies and procedures.

It is important that you read all of the information in this pack before you complete your application.

Key Information about this job

Fixed Term Appointments

These jobs are twelve month fixed term appointments with the possibility of a permanent role or other appointment with the Home Office. To be employed on another contract at the end of the 12 months you would need to:

- Successfully completing training;
- Meet the requirements of the post.

This will also be subject to the availability of further posts either on a fixed term or permanent basis.

Please note: This role may also prepare you for a range of roles across the Home Office or other Government Departments.

Hours

The hours you will work (your working pattern) will vary;

- We are looking for full-time staff to work 37 hours per week;
- You may be required to work various shift patterns which can include evenings, nights, weekends and bank holidays that fall within your working pattern.

Please note:

- Shifts will be allocated according to business requirements and you may not be able to specify fixed days off in any week;

- You may be placed on an Annualised Hours Working (AHW) contract;
- Your hours will be driven by business requirements;
- You will be expected to work the full range of shifts;
- Travelling to and from work will be at your own expense and you will not be eligible for travelling time.

Benefits

As well as your salary, we offer a substantial package of benefits which includes but is not limited to:

Annual leave and privilege holidays

- 25 days leave rising to 30 days after 10 years' service;
- In addition, 8 public holiday days;
- Plus 1 privilege day.

We also offer:

- Competitive pension;
- Extensive talent, career and personal development;
- Strong focus on health and well-being.

Work/life balance

We believe that everyone works better and enjoys their job more if they can achieve a good balance between work and life commitments. We offer a variety of options to help people achieve this balance.

Equality and diversity

We rely on diversity of culture and thought to deliver our goals. To ensure we can do that, we seek talented, qualified employees in all our operations, regardless of race, colour, sexual orientation, gender, gender identity and expression, nationality, religion, age, disability, marital status or any other protected classification.

Terms and Conditions

Should you be successful, you will be issued with the Home Office's terms and conditions. Please note below some terms and information for you to consider at the application stage, please note this is **NOT** exhaustive and dependent on the business area in which you will complete your apprenticeship the terms may be subject to change.

Location preferences and merit order appointment

We have detailed the location/s that we anticipate posts within the advert. We cannot guarantee that there will be opportunities in your preferred location. We reserve the right to offer candidates post in alternate locations based on business requirements.

We will not be able to advise candidates of their position on the merit or the reserve list.

If you are recommended for appointment any formal offer of employment will be based on business requirements at that time and will be subject to successful completion of our pre-employment checks. We may consider your online test score/s, competency statement, interview and experience to differentiate between applicants on the merit list who achieve the same score in their preferred location.

Age of retirement

The Civil Service has adopted a 'no retirement age' policy.

Probation

Unless you have already completed a period of probation in the civil service, you will serve a probation period of 6 months.

This period gives you the opportunity to demonstrate that you are suitable for the job and are able to achieve and maintain our expected standards of performance, attendance and conduct and behaviour. Your manager will guide and support you and provide encouragement to succeed. However if your performance, attendance and conduct are not satisfactory throughout the probation period you will be dismissed.

Confidentiality:

You will be subject to the provisions of the Official Secrets Act and required to exercise care in the use of official information acquired in the course of official duties, and not to disclose information which is held in confidence.

Outside activities:

As a civil servant you may not take part in any activity which might discredit the department or be inconsistent with your official position.

You will also be subject to certain restrictions, depending on your grade and the nature of your work, on national and local political activities. These include standing as a candidate in parliamentary or local authority elections, or canvassing on behalf of candidates; and expressing views on matters of political controversy in public speeches or publications.

Equal Opportunities:

The Home Office is committed to a policy of equal opportunity for all staff. We will not discriminate on grounds of, gender, gender identity, race, disability, sexual orientation, religion or belief, age, marriage and civil partnerships, pregnancy and maternity, caring responsibilities, or any other factor irrelevant to a person's work.

We encourage a diverse workforce and aim to provide a working environment where all staff at all levels are valued and respected, and where discrimination, bullying, promotion of negative stereotyping and harassment are not tolerated.

Home Office HR procedures (for example, for recruitment and selection, staff appraisals and career progression) are based on an assessment of an individual's ability and their suitability for the work. We are committed to providing all staff with opportunities to maximise their skills and achieve their potential, offering flexible working arrangements wherever possible.

As a public authority, the Home Office has statutory duties placed on it under the Equality Act 2010 that state that it must have due regard of the need to:

- eliminate discrimination, harassment, and victimisation
- advance equality of opportunity, and
- foster good relations

We expect all staff to assist the department in meeting these obligations.

The Home Office has concluded that membership of any group or organisation that promotes hatred in its philosophy, aims, principles or policies, based on gender, gender identity, race, disability, sexual orientation, religion or belief, is incompatible with the work and values of the Home Office.

Retention of personal data

The personal data which you have provided, and which we may request in connection with your application, will not be retained beyond 24 months should your application be unsuccessful. If you are appointed to the post(s) applied for, your personal data will only be used for the purposes of personnel management.

Pre-appointment Enquiries

If you are recommended for appointment enquiries will be carried out on health and other matters, to ensure that you are qualified for appointment. To enable these enquiries to be completed, we will need to see your current valid passport. When the enquiries are completed satisfactorily, it will be for the department to make you a formal offer of appointment.

The Home Office will need to conduct checks using applicants personal data provided during the application process. The personal data supplied will be managed confidentially, securely and in accordance with the Data Protection Act 1998. By making an application you will be providing ManpowerGroup Solutions and the Home Office with consent to use this information.

Employment of ex-offenders in the Home Office: Policy Statement

General Principles

The principle responsibilities of the Home Office are to protect the public and to secure our borders. We work with the police and security agencies to ensure we do all we can to achieve these objectives.

These responsibilities mean that we set very high standards for our staff. Honesty and integrity are essential and form part of the core values of the Civil Service.

We will always carefully check the suitability of new employees for employment at the Home Office and are not tolerant of dishonest behaviour. We do not condone criminal activity in any way.

However, within these constraints, we recognise the contribution that ex-offenders can make to a workforce. Our aim is to ensure that potentially suitable candidates for employment are not automatically ruled out from employment with the Home Office. As such, having a criminal record will not automatically bar an individual from working with us. This will depend on the:

- nature of the position;
- the circumstances, seriousness and background of the offence(s);
- whether or not the conviction is “spent” (“Spent” convictions need to be declared when applying for security clearance);

- the applicant's openness shown in declaring the conviction.

Pre-appointment Procedures

We carry out our own pre-employment checks and security clearances which includes checks about an applicant's character and integrity.

We exercise vigilance and rigour in the recruitment of staff who will be working in sensitive areas of Departmental business or with vulnerable groups. For example, where a position involves regularly caring for, supervising, training or being in sole charge of children under the age of 18 or vulnerable adults we will seek enhanced disclosure from the Disclosure and Barring Service.

All applicants are obliged to complete an online Security Questionnaire or Criminal Convictions Declaration Form when applying for a position within the Home Office. The type of form to be completed depends on the level of clearance required for the post. In addition to security clearance, certain pre-employment enquiries for example, relating to identity, immigration, some financial and recent background checks will need to be undertaken. The relevant security form can be sent under separate, confidential cover, to authorised individuals and will normally only be seen by those who need to see it as part of the recruitment and vetting process.

We ensure that all those who are involved in the security vetting process have been suitably trained to identify and assess the relevance and circumstances of offences. We will consider issues such as the post for which the individual is applying, the nature and seriousness of the offence, the length of time since the offence was committed and the relevance of the conviction but each case will be considered individually on its merits.

Information about convictions or criminal activities provided as part of the recruitment process will be treated in confidence. A criminal record will not necessarily prevent an individual from gaining security clearance.

The Home Office will maintain the confidentiality of any disclosures made and in asking for disclosures we trust the applicant to be honest about their background. Any failure to disclose relevant circumstances or information is likely to be regarded as evidence of unreliability and will be taken into account in assessing suitability for employment and security clearance.

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or termination of a contract where employment has already started and then information subsequently comes to light.