

# Information for Candidates

## Introduction

Our Information to Candidates pack gives you a brief overview of our recruitment process. It complements the Job Profile which provides you with the key information points, responsibilities and skill criteria of the role that you are applying for.

## Background about the CCC

The CCC is an independent, statutory body established under the Climate Change Act 2008. Our purpose is to advise the UK and devolved governments on emissions targets and to report to Parliament on progress made in reducing greenhouse gas emissions and preparing for and adapting to the impacts of climate change.

Our advice is directly reflected in UK-wide legislation and policy to reduce greenhouse gas emissions and prepare and adapt to the impacts of climate change. Our recommendations have also helped to shape climate change and environmental legislation and policy in Scotland, Wales and Northern Ireland. As an expert technical advisory body, the Committee's analysis also informs debate about the challenges and opportunities of climate change.

Under the Climate Change Act 2008, and under equivalent legislation in Scotland and Wales, the Committee is required to produce a number of statutory reports to Government and Parliament. The key reports are:

- Advice on carbon budgets and targets
- Progress reports on meeting carbon budgets and targets
- An assessment of UK climate change risks and opportunities
- An assessment of the compatibility of onshore petroleum with UK carbon budgets

In addition, Ministers can request CCC advice on specific issues and topics. The CCC also produces reports on specific sectors such as land use, coastal change and the decarbonisation of UK housing, and on key technologies such as hydrogen. Conclusions, analysis and underlying data are all available in the publications section of this website.

At an international level, we are often asked to provide advice to governments, NGOs and academics seeking to understand the role of an independent body like the CCC.

## Recruitment and selection process

### Application Form

When completing your application form, it is important that you refer to the Civil Service Success Profiles which explains the recruitment process we follow. The grade will be indicated in the Job Details section of the Job Profile. The Job Profile form highlights the key behaviours to the role which you are applying for and that you will be assessed during the selection process.

You should also refer to any required Specialist Skills, Knowledge and Expertise which may be included in the Job Profile. You should read the descriptions of the indicated behaviours and provide examples on your application form that best demonstrate how your skills and abilities match these requirements. The information you provide will be assessed during the short listing stage and if you are invited to attend an interview, the indicated behaviours and strengths will be discussed further. Please note that only fully completed application forms will be considered in our selection process. Unless specifically requested, CVs will not be accepted.

### Nationality Eligibility

Appointments will be made in accordance with the Civil Service nationality rules. These can be found at <https://www.gov.uk/government/publications/nationality-rules>

In addition, you must be eligible to work in the UK under current UK legislation which is detailed at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk).

Where a role is designated a reserved post only UK Nationals are eligible to apply. This will be clearly outlined in the job profile.

### Equal Opportunity and Diversity Information

The CCC is committed to providing services which embrace diversity and which promote equality of opportunity, the CCC is a disability confident employer. As an employer, it is also committed to equality and valuing diversity within the workforce. Its goal is to ensure that these commitments, reinforced by its values, are embedded in its day-to-day working practices with all its customers, colleagues and partners.

The CCC is a diversity friendly employer and welcomes applications from all sections of the community. It does not discriminate on the basis of age, disability, gender, marital status, sexual orientation, religion or belief, race, colour, nationality, ethnic or national origin, working pattern, employment status, gender identity (transgender), caring responsibility or trade union membership.

The CCC is committed to providing equal opportunities for all candidates during the selection process, to enable us to select staff from a diverse pool of talent. Part of that commitment is that we guarantee an interview to any candidate who has a disability, as defined by the Equality Act 2010, and declares their disability in their application, provided that they meet the minimum (essential eligibility) criteria for the post(s) in question, as set out in the job advertisement and this document.

The Equality Act 2010 defines a person as being disabled if they have a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day to day activities.

## **Selection Process**

There are normally two stages to the recruitment process. The first stage is a sift, which identifies applicants who appear from the information provided in their application to be best suited to the role's requirements. Those who go through the sift stage will be invited to an interview.

In order to avoid any biases from occurring, the CCC operate on a blind sift process. Personal details are removed at sift stage and are only made available to the panel once a decision has been made on which persons should be invited to an interview.

Interviews usually last for approximately 40 to 60 minutes and candidates may be required to give a presentation or partake in other assessments. Candidates who pass the required standard for the role may be placed on a reserve list should the successful candidate decide not to take up the appointment or whereby further opportunities arise in the near future. Candidates will be kept on a reserve list for no more than 12 months.

## **Terms of Appointment**

The job profile will detail the type of appointment (permanent or fixed term) in addition to the working pattern including whether the role is being advertised at full or part time.

Staff on fixed term appointments or those joining on a secondment should ensure they have prior approval from their home department before they apply for a role at the CCC.

## **Remuneration**

The salary range for the role you are applying for will be detailed on the job profile. For existing Civil and Public Servants, if successful, their salary on appointment would normally be determined by applying the Cabinet Office salary progression roles. If appointment is on level transfer the salary will remain unchanged, unless the successful candidate's current salary is below the relevant CCC grade minimum.

If the appointment is on temporary or substantive promotion, the successful candidate's salary will be increased by 10% or the minimum of the relevant CCC grade, whichever is greater. Specialist pay enhancements or allowances paid by other departments are not transferable to the CCC.

New entrants are appointed at the pay scale minimum for the grade.

## **Pre-appointment Enquiries**

If successful at interview, the CCC is required to carry out pre-appointment checks to ensure that the successful candidate is qualified for the appointment. These include; identification, nationality, character and security. The post recruited for will require you to undergo Baseline Personnel Security Standard (BPSS) checks.

The BPSS is a basic recruitment check to verify your identity and nationality. It seeks to prevent identity fraud, illegal working and deception. It requires the presentation of personal documentation, completion of a character enquiry questionnaire and the receipt of employment or educational reference covering the past three years. As part of the security clearance process, you will be asked to complete a security questionnaire which will explain the governments vetting policy.

Appointments will be on a conditional basis pending the outcome of successful clearance.

### **Probation Period**

In addition to pre appointment enquiries, you will normally be required to serve a six month probation period.

### **Legislative and Statutory Commission Requirements and Complaints**

The CCC'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 Commissions recruitment principles issued by the Civil Service Commission. This can be found at [www.civilservicecommission.org.uk](http://www.civilservicecommission.org.uk).

The CCC must ensure that its recruitment system delivers recruits who are appropriate to the organisation's needs, are able to carry out the required work and are selected on merit on the basis of fair and open competition under the requirements of the Civil Service commission recruitment principles [www.civilservicecommission.org.uk/Recruitment](http://www.civilservicecommission.org.uk/Recruitment).

If you feel your application has not been treated in accordance with the recruitment principles and wish to make a complaint you should in the first instance contact [ccc.recruitment@gov.sscl.com](mailto:ccc.recruitment@gov.sscl.com). If not satisfied with the response you receive from the CCC, you may bring your complaint to the Civil Service Commission who will consider complaints where the principle appointment on merit through fair and open competition, and recruitment principles have not been met.

### **Civil Service Pension Scheme**

CCC employees are entitled to join the Civil Service Pension scheme which offers a range of benefits that will provide financial security both in the time up to retirement and beyond. It will provide an income for you in retirement and benefits for your dependants after your death. It will also provide protection in the event of serious ill health and a range of options if you leave the Civil Service before retirement. The pension scheme arrangements applicable to you will be dependent on your employment status and the date you joined the Civil Service. Comprehensive information on all aspects of your Civil Service pension can be accessed through my Civil Service pensions - [www.mycsp.co.uk](http://www.mycsp.co.uk).