



Department for  
Business, Energy  
& Industrial Strategy

# Information for Candidates



Our Information to Candidates gives you a brief overview of our recruitment process and provides you with information on what it is like to work for the Department of Business, Energy and Industrial Strategy (BEIS). 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 BEIS

### What we do:

The department brings together responsibilities for business, industrial strategy, science, innovation, energy and climate change.

### What we are responsible for:

- Business and enterprise: cementing the UK's position as the best place in Europe to start and grow a business – by supporting local growth, and making it easier for businesses to resolve disputes quickly and easily.
- Competitiveness: developing a long term industrial strategy, supporting competitive markets, cutting red tape and protecting intellectual property.
- Science and innovation: ensuring that the UK is the best place in Europe to innovate, maintaining our world leading research and science base to deliver growth and productivity while reforming the system to maximise value from our investments.
- Labour markets: helping Britain move to a higher wage, lower tax, lower welfare society, tackling illegal practices in the workplace, implementing reform of trade union law, and dealing with abuse of the minimum wage.
- A reliable and resilient energy system: ensuring security of energy supply that families and businesses can rely on, now and in the future. This includes working across the oil, gas and electricity sectors to make sure the UK has a well-functioning, competitive and resilient energy system, and sufficient capacity to meet the needs of energy users in the years ahead.
- Energy bills: keeping bills as low as possible for hard working families and businesses.
- International climate change and cost effective carbon reduction at home: taking action on climate change alongside international partners to safeguard our long term economic and national security and meeting our national carbon target of at least 80% emissions reduction by 2050 through efficient procurement of low carbon generation and otherwise in ways that keeps the cost of action as low as possible, to ensure value for money for our families and businesses.
- UK energy legacy: managing the legacy of our energy industries sustainably and responsibly. This means discharging legal liabilities effectively and managing the security risks from the legacies of our nuclear and coal industries, and other energy liabilities.

## Recruitment and Selection Process

### Application Form

When completing your application form, it is important that you refer to the relevant [Civil Service Competence Framework](#) for the grade to which the job applies. The grade will be indicated in the Job Details section of the Job Profile. The Job Profile form highlights the key competences to the role which you are applying for and that you will be assessed during the selection process.

You should also refer to the Specialist Skills, Knowledge and Expertise stated in the Job Profile. You should read the descriptions of the indicated competences 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 competence areas 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 [www.civilservice.gov.uk/about/resources/nationality.aspx](http://www.civilservice.gov.uk/about/resources/nationality.aspx). In general, only nationals from the following countries (or association of countries) are eligible to apply for posts at the Department of Business, Energy and Industrial Strategy.

- UK nationals in both reserved and non-reserved posts
- European Economic Area (EEA) and Commonwealth in non-reserved posts
- Switzerland, and in some circumstances, Turkey in non-reserved posts
- Certain family members of EEA, Swiss and Turkish nationals in non-reserved posts

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**

BEIS is committed to providing services which embrace diversity and which promote equality of opportunity. 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.

BEIS 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.

BEIS 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.

In order to avoid any biases from occurring, BEIS 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.

## **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, BEIS 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 6 months.

## **Terms of Appointment**

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

Civil servants recruited via fair and open competition are eligible to apply for posts advertised at stages 1-3 (internally and across Civil Service).

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

Please note that where former Civil Servants are recruited through fair and open competition, the Department will not consider applications for re-instatement. Re-instatement is an exception where fair and open competition has not proved successful or is not deemed appropriate. Those applying from agencies, NDPBs (non-departmental public bodies) or any other bodies should check their status with their own HR Department prior to making an application. Crown or public servants (i.e. not civil servants) will be treated as new entrants to the Civil Service and any previous service and other entitlements may not be transferable.

## **Remuneration**

The salary range for the role you are applying for will be detailed on the job profile. For existing Civil 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 BEIS 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 BEIS grade, whichever is greater. Specialist pay enhancements or allowance paid by other departments are not transferable to BEIS. The exception to this rule is the London weighting allowance where the exporting department does not have a separate London pay scale.

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

## **Pre-appointment Enquiries**

If successful at interview, BEIS 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 and the relevant required level of security clearance. This will be either the Counter Terrorist checks (CTC), Security clearance (SC) or Developed vetting (DV). The level required for the role will be detailed in the job profile. Please note that the department the candidate has been offered a role in will be required to carry out the additional clearance.

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 government's 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. If you are an existing civil servant and have successfully completed a probation period only pre-appointment enquiries will apply.

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

BEIS'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).

BEIS 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 [recruitment.bis.gsi.gov.uk](mailto:recruitment.bis.gsi.gov.uk). If not satisfied with the response you receive from BEIS, you may bring your complaint to the Civil Service Commission who will consider complaints where the principle of appointment on merit through fair and open competition, and recruitment principles have not been met. [www.civilservicecommission.org.uk/Recruitment/Complaints](http://www.civilservicecommission.org.uk/Recruitment/Complaints) [Recruitment Principles](http://www.civilservicecommission.org.uk/Recruitment/Principles).

## **What you can expect from the Department of Business, Energy and Industrial Strategy**

The Department of Business, Energy and Industrial Strategy has updated its terms and conditions of employment as part of Civil Service Reform. Details of the changes that will apply from 1 April 2014 are set out below.

For more information on whether this affects you, please read the Terms and Conditions FAQ's. It is the candidate's responsibility to ensure they are aware of the Terms and Conditions they will adopt should they be successful in appointment with BEIS.

### **Pay and Grading Structure**

Beneath the Senior Civil Service pay structure we have seven pay bands. The pay band for the role the candidate is applying for will be stated in the job profile. Salary is paid monthly in arrears by credit transfer directly to a personal bank or building society account on the last working day of each month.

### **Annual Leave**

Full time new entrants to the Civil Service and those Civil Servants on modernised terms and conditions will be entitled to 25 days leave increasing on a sliding scale to 30 days after 5 years of service. In addition to this, they are entitled to 8 public/bank holidays plus an additional day for the Queen's birthday. The leave allowance for part time staff and those starting part way through the year is pro-rated.

Civil Servants on pre-modernised terms and conditions are entitled to 31.5 days leave. In addition to this they are entitled to 8 public/bank holidays plus an additional day for the Queen's birthday.

### **Working Hours**

From 1 April 2014 full time new entrants to the Civil Service and those on modernised terms and conditions will work a 42 hour week including lunch breaks regardless of location. Civil servants on pre modernised terms and conditions will work 41 (London) or 42 (Non London) hours per week over a five day week, including lunch breaks.

The department of Business, Energy and Industrial Strategy recognises the importance of a strong work life balance and employees are encouraged to find workable solutions that balance the employee's needs as well as those of the organisation. A number of working patterns are available, including but not limited to full time, part time, compressed hours and job share opportunities. We also operate a system of recorded flexible working hours.

### **Retirement**

There is no formal retirement age for staff.

### **Civil Service Pension Scheme**

The Civil Service Pension scheme 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).

## **Mobility**

All new entrants to the Civil Service from 1 April 2014 at all grades and regardless of working pattern as well as those staff who are already on modernised terms and conditions are required to be mobile across Government Departments within the parameters of practicality. The issue of what is practical will relate to your individual circumstances at the time of any proposed changes to your place of work.

If you are an existing Civil Servant who is not on modernised terms and conditions during the course of your employment you may be required to transfer to any post in the Civil Service in the UK. Unless wholly exceptional emergency circumstances exist which make it impossible, you will be given reasonable notice of any such change. Any relocation and travel costs incurred as a result of the transfer will be paid for. Mobility is not a requirement for administrative grades.

## **Employee Wellbeing and Facilities**

The Department of Business, Energy and Industrial Strategy has a range of policies and procedures in place to protect your health and safety. Modern information technology is provided within a safe and comfortable working environment. Workstation assessments are undertaken and trained staffs are able to provide advice and guidance in this area. If you are a user of display screen equipment, we will reimburse you with costs of eye tests and contribute towards your cost of glasses.

Access is provided to an independent occupational health service provider and all employees are eligible to access our Employee Assistance Programme (EAP) which offers free practical assistance and specialist counselling support on a wide range of personal, legal or financial issues via the telephone, internet and face to face sessions.

## **What BEIS Expects from You**

### **Civil Service Code**

The Civil Service provisions of the Constitutional Reform and Governance Act 2010 places the Civil Service values on a statutory footing and includes the publication of a Civil Service Code. The Civil Service Code sets out the core Civil Service values and standards of behaviour expected of all civil servants in upholding these values. The Civil Service is an integral and key part of the Government of the United Kingdom. It supports the Government of the day in developing and implementing its policies, and in delivering public services. Civil servants are accountable to Ministers, who in turn are accountable to Parliament. If appointed as a civil servant (either on a permanent or fixed term basis), you are appointed on merit on the basis of fair and open competition and are expected to carry out your role with dedication and a commitment to the Civil Service and its core values:

- integrity
- honesty
- objectivity
- impartiality

The Civil Service code is available at [www.civilservice.gov.uk/about/values/index.aspx](http://www.civilservice.gov.uk/about/values/index.aspx)

### **Confidentiality and the Official Secrets Act**

The post is covered by the Official Secrets Act. As a civil servant, you are bound by the provisions of criminal law, including the Official Secrets Act, which protect certain categories of official

information, and by your duty of confidentiality owed to the Crown. Candidates must exercise care in the use of official information acquired in the course of official duties, and not disclose information which is held in confidence.

### **Conflicts of Interest**

Candidates must declare any interests they may have that might cause questions to be raised about their approach to the business of the Department. They are required to declare any relevant business interests, share holdings, positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies, both for themselves and for their spouses/partners. The successful candidate will be required to give up any conflicting interests and his/her other business and financial interests may be published. As a civil servant, you may not take part in any financial or non-financial activity which would could in any way conflict with the interests of the organisation or be inconsistent with your role. An actual, potential or perceived conflict of interest may arise where your impartiality in performing your official duties is called into question because you have an interest in an area affected by, or affecting, those official duties. Civil Servants should not receive benefits of any kind from a third party which might reasonably be seen to compromise their personal judgement or integrity.

### **Political Activity**

As a Civil Servant, the political activity rules aim to give you the greatest possible freedom to take part in public affairs whilst making sure you do not compromise your official duties. These rules relate to activities where you might express your political views in public. They do not concern your private beliefs and opinions or stop you being a member of a political party. Further information can be found in the Civil Service Management Code, available at [www.civilservice.gov.uk/about/resources/csmc/index.aspx](http://www.civilservice.gov.uk/about/resources/csmc/index.aspx).