



Department  
of Energy &  
Climate Change

## Information for Candidates

Our Information to Candidates gives you a brief overview of our recruitment process and provides you with more information about what it is like to work for the Department of Energy and Climate Change (DECC). 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

The Department of Energy and Climate Change is responsible for ensuring the UK has secure, affordable energy and for the UK's role in domestic and international efforts to avoid dangerous climate change.

The department supports the Secretary of State – Amber Rudd – and her Ministerial team to deliver the Government's energy and climate change policies. The Department currently has three priorities:

- Keeping bills down for hardworking families and businesses.
- Ensuring clean and secure energy supplies which create opportunities across Great Britain.
- Powering our growing economy whilst decarbonising cost effectively.

The central Department has around 1600 staff an annual budget of £3.6 billion (in 2013-14), which it uses to enable tens of thousands of jobs and billions of pounds of private sector investment. The department's responsibilities include:

- affordability – delivering secure, low-carbon energy at the least cost to consumers, taxpayers and the economy
- fairness – making sure the costs and benefits of our policies are distributed fairly so that we protect the most vulnerable and fuel poor households and address competitiveness problems faced by energy intensive industries
- energy security – making sure UK businesses and households have secure supplies of energy for light and power, heat and transport
- supporting growth – delivering our policies in a way that maximises the benefits to the economy in terms of jobs, growth and investment, including by making the most of our existing oil and gas reserves and seizing the opportunities presented by the rise of the global green economy
- action on climate change – leading government efforts to mitigate climate change, both through international action and cutting UK greenhouse gas emissions by at least 80% by 2050 (including by sourcing at least 15% of our energy from renewable sources by 2020)
- managing the UK's energy legacy safely, securely and cost effectively.

The department is supported by 9 public bodies including: the Committee on Climate Change, which advises on legal targets for reducing greenhouse gas emissions; Ofgem, which regulates gas and electricity markets to protect consumers; the Nuclear

Decommissioning Authority and the Coal Authority which both manage the legacies of previous energy use.

<https://www.gov.uk/government/organisations/department-of-energy-climate-change>

The following paragraphs are for information only and will not form part of your contract should you be appointed. Full Terms and Conditions will be sent with any offer of appointment. All appointments are subject to the satisfactory completion of pre-appointment enquiries.

## 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.

### How to Apply

To apply, please visit: [Civil Service Jobs](#). Please remember to quote the reference number that appears on the advert. All applications are made through an online application form on Civil Service Jobs. Applications from agencies will not be accepted.

If you are invited to interview, please bring photo identification with you

Please note that we do not reimburse interview expenses.

### 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 Energy and Climate Change:

- 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). Please note, unless stated otherwise in the job description, candidates will be expected to start as soon as possible once security clearance is completed and therefore only candidates currently with a valid visa will be eligible to apply.

Where a role is designated a reserved post only UK Nationals are eligible to apply. This will be clearly details in the Job Profile.

### Equal Opportunity and Diversity Information

DECC 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.

DECC 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. In order to help the Department to monitor the success of its commitment to equal opportunities, all applicants are requested to complete the Equal Opportunities Monitoring Form contained within the application package and submit it with their application. This form is used for monitoring purposes only and will not be made available to the selection panel.

DECC 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 brochure.

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 of selection within our recruitment process. The first stage identifies those applicants who appear from the information stated on their application

form to be best suited to the role's requirements. Only these applicants will go through to the second stage of our selection process and be invited to attend for interview. Interviews will normally last for approximately 40 minutes. For higher graded posts, candidates may also be required to give a presentation on a specific topic or undergo other assessments. Candidates who pass the required standard for the role may be placed on a reserve list should the successful candidate not take up appointment or further opportunities arise in the near future, normally this is a period of six months. Where this is the case candidates will receive confirmation in writing.

### 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 full or part time. Flexible working patterns will generally be accommodated unless stated otherwise. Staff on fixed term appointments are eligible to apply for advertised jobs. If they are successful for roles which are advertised on a permanent basis will have their appointments converted to permanent appointments when they take on the new role. Staff on fixed term appointments who are interested in applying for a role that is advertised on a loan or fixed term basis should consult their HR contact in the first instance. Those joining on loan should ensure they have the prior approval of their parent department.

Applications are also invited from existing Civil Servants.

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 or other bodies should check their status with their own HR Department prior to making an application. Crown or public servants (ie 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 is detailed on the Job Profile. For existing Civil Servants, if successful, their salary on appointment would normally be determined by applying the usual Cabinet Office salary progression rules. If the appointment is on level transfer your salary will remain unchanged, unless the successful candidate's current salary is below the relevant DECC grade minimum. If the appointment is on temporary or substantive promotion the successful candidate's salary will be increased by 10% or to the minimum of the relevant DECC grade minimum, whichever is the greater. Specialist pay enhancements or allowances paid by other departments are not transferable to DECC. The exception will be London Weighting allowances where the exporting department does not have a separate London Pay Scale. Benefits paid by other departments are also not transferable to DECC. For example, if eligible, you would need to join the DECC childcare voucher scheme and not transfer via your current scheme.

New entrants are normally appointed at the pay scale minimum for the Grade.

### Location

The location of the post will be stated on the job Profile. Our locations are 3 Whitehall Place, London, SW1A 2AW, 55 Whitehall, London, SW1A 2EY, Atholl House, 86-88 Guild Street, Aberdeen AB11 6AR. Where travel between these locations and elsewhere is required this will be detailed on the Job Profile.

### Pre-appointment Enquiries

If you are successful at interview, DECC is required to carry out pre-appointment enquiries to ensure that you are qualified for appointment. These include identification, nationality, character and security checks. The post requires you to undergo Baseline Personnel Security Standard checks and the required level of security clearance. This will either be Counter Terrorist Checks (CTC), Security Clearance (SC) or Developed Vetting (DV). The level required for the role will be detailed in the Job Profile.

The Baseline Personnel Security Standard is a basic recruitment check to verify your identity and nationality. It seeks to prevent identity fraud, illegal working and deception generally. It requires the presentation of personal documentation, completion of a character enquiry questionnaire and the receipt of employment or educational references covering the past 3 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 conditional until the successful applicant is cleared.

### Probation Period

In addition to any pre-appointment enquiries, you will normally be required to serve a six month probationary period. If you are an existing civil servant and have successfully completed a probationary period only pre-appointment enquiries will apply.

### Legislative and Statutory Commission Requirements and Complaints

DECC'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 Commission's Recruitment Principles issued by the Civil Service Commission, which can be found at: [www.civilservicecommission.org.uk](http://www.civilservicecommission.org.uk) DECC must ensure that its recruitment system delivers recruits who are appropriate to the organisation's needs, are able to do 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 you wish to make a complaint, you should in the first instance contact: Fiona McNeil, Recruitment Manager, Department of Energy and Climate Change, Email: [deccjobs@decc.gsi.gov.uk](mailto:deccjobs@decc.gsi.gov.uk). If you are not satisfied with the response you receive from DECC, 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 the Recruitment Principles, have not been met.  
[www.civilservicecommission.org.uk/Recruitment/Complaints](http://www.civilservicecommission.org.uk/Recruitment/Complaints) [Recruitment Principles](#)

## What you can expect from the Department of Energy and Climate Change

The Department of Energy and Climate Change 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 affect 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 application

### Pay and Grading Structure

Below the Senior Civil Service pay structure we have seven pay bands. The pay band for the role that you are applying for is 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 year's 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 is pro-rated for part-time staff.

Civil Servants who are not on modernised terms 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 normally work a 42 hour week regardless of location, including lunch breaks.

Civil Servants who are not on modernised terms will normally work 41 (London) or 42 (Aberdeen) hours per week over five days, including lunch breaks.

The Department of Energy and Climate Change 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. Subject to business requirements, a variety of working patterns are available, including full time, part time (including



compressed hours) and job share opportunities. If this is not a feasible option within a particular role, this will be stated in the Job Details section of the Job Profile. We also operate a system of recorded flexible working hours.

## Retirement

There is no formal retirement age for Civil Servants.

## Civil Service Pension Scheme

Membership of 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 provides an income for you in retirement and benefits for your dependants after your death. It also provides 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 [Civil Service Pensions](#).

## 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 reasonableness. The issue of what is reasonable 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. Reasonable expenses within defined limits will be paid for any relocation or travel costs incurred as a result of the transfer. Mobility is not a requirement for administrative grades.

## Learning and Development

We recognise that our ground breaking work requires individuals to rapidly develop a broad range of skills. This is why we continue to invest in developing staff in all the areas relevant to our agenda – including higher level qualification programmes. In the 2011 pan-Civil Service organisations employee survey, DECC came in the top 10 organisations on learning and development, and we continue to build on this success.

## Employee Wellbeing and Facilities

The Department of Energy and Climate Change 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 personnel are available to offer advice and assistance in this area. We support reasonable adjustments required to enable our staff to perform their jobs effectively. We will reimburse you for the cost of eye tests if you are a user of Display Screen Equipment and can also contribute to the cost of your glasses if they are specifically required for use with Display Screen Equipment.

Access is provided to an independent occupational health service provider and all employees are eligible to access our employee assistance programme which offers free practical assistance and/or specialist counselling support, on a wide range of personal, legal or financial issues via the telephone, internet and personal face to face sessions. The restaurant is located on the lower ground floor of 3 Whitehall Place. There is also a gym and cycle stores in 3 Whitehall Place together with locker and shower rooms.

### Additional Benefits

- Childcare – We offer support with childcare costs by providing a salary sacrifice childcare voucher scheme to staff who meet the eligibility criteria.
- Season ticket loan – Eligible staff may apply for a season ticket loan to assist with the purchase of season rail and car park tickets or a bicycle for home to office travel.
- Union Representation – The Trade Unions in DECC (PCS, Prospect and FDA) have a major role to play in helping to shape the future of the Department.
- Civil Service Motoring Association Membership – As the largest private home, motoring and leisure organisation in the UK, the Civil Service Motoring Association is able to offer its members huge savings on everyday purchases. [www.csma.uk.com](http://www.csma.uk.com)
- The Charity for Civil Servants – provides financial assistance, care placement, advice, offers, information and advisory service for its members. [www.foryoubyyou.org.uk](http://www.foryoubyyou.org.uk)
- For a monthly fee employees can access the Civil Service Sports and Leisure Club. [www.cssc.co.uk](http://www.cssc.co.uk)
- Benenden Healthcare – provides healthcare and wellbeing services [www.benenden.org.uk](http://www.benenden.org.uk)

### What DECC 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 the 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 and 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 note the requirement to 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 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 while 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 is available 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)

### DECC Values

Our mission is global change on an historic scale:

- Cutting greenhouse gas emissions in the UK and worldwide
- Keeping our energy safe and secure
- Contributing to a thriving economy
- Protecting the most vulnerable.

Central to our mission is:

- Our ability to reach out to others, developing an increasing range of strong partnerships, seeking expertise and influencing behaviour
- Our success depends on our ability to pull together, to unite around our common purpose, and support each other in doing our work
- Our goals are so immense that we have to be courageous in continuously aiming high elevating our ambitions while keeping our sights on delivery.

So these are the six words we have adopted to sum up our Values:

### **Aim High**

The challenge of our task is enormous, urgent and global. It calls for great people performing at their best. We are determined to be world class in everything we do – focused, bold, creative and resolute in delivering results.

### **Reach Out**

We want to build a consensus for change, harnessing the power outside of DECC. So we seek out good ideas, listen and take them seriously, and reach out to engage the public whose support and action we need to deliver change. We take pride in our partnerships, at home and abroad.

### **Pull Together**

This is a department where people matter. We pull together for one clear purpose. We offer and accept help, and are committed to each other's successes. Our purpose and our people make this a great place to work.