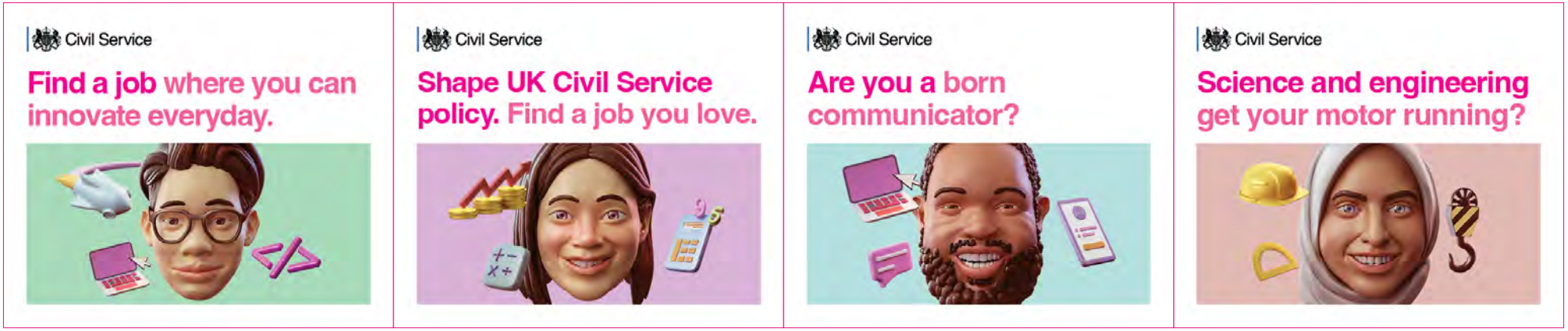
National Careers Week 2022





This is an interactive document and is best viewed using Adobe Acrobat Reader.
Click here to download.



Discover a universe of career possibilities in the UK Civil Service.

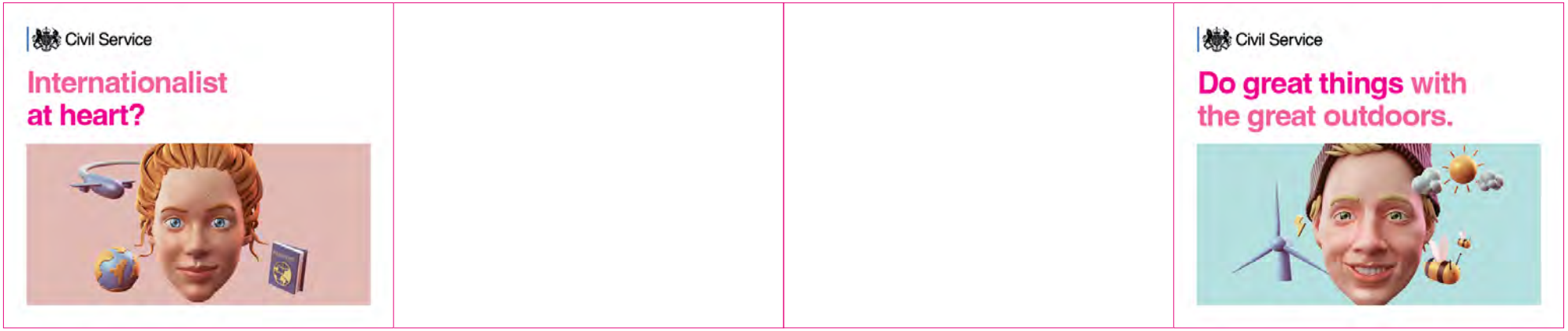
Most people aren't aware of everything the UK Civil Service does. We're politically impartial and independent of government.

There's no typical person who works here. We look for people from every possible background, to help make sure that the Civil Service reflects all the communities it serves

Your future is shaped by your goals and ambitions. Your career can go wherever your heart takes you. At the UK Civil Service, you'll find job opportunities in every sector - from cyber security, to veterinary care, culture to equality and human rights.

With the UK Civil Service, you can do something that matters. So find something you love.

Please use this document to learn more about the UK Civil Service, the many departments that support it, and the type of job opportunities available.





“ **Mohammed Khizar** - Knowing that my work will impact ordinary citizens makes me proud. I am inspired to ensure their best interests are at heart and I feel glad my work is benefiting people day to da . ”



“ **Lucia Henry** - I have only been part of the team for three weeks, but I already feel like I belong. Since my first day everyone made me feel so welcome and I couldn’t be more grateful for the continued kindness and friendliness I have received. ”

Click here to read more from Mohammed and Lucia, as well as many more blogs from across the Civil Service.

Animal & Plant Health Agency

Cabinet Office

Centre for Environment Fisheries & Aquaculture Science

Department for Business, Energy & Industrial Strategy

Department for Digital, Culture, Media & Sport

Department for Environment Food & Rural Affairs

Department for International Trade

Department for Transport

Department for Work & Pensions

Department of Health & Social Care

Driver & Vehicle Licensing Agency

Driver & Vehicle Standards Agency

Forestry Commission

HM Courts & Tribunals Service

HM Revenue & Customs

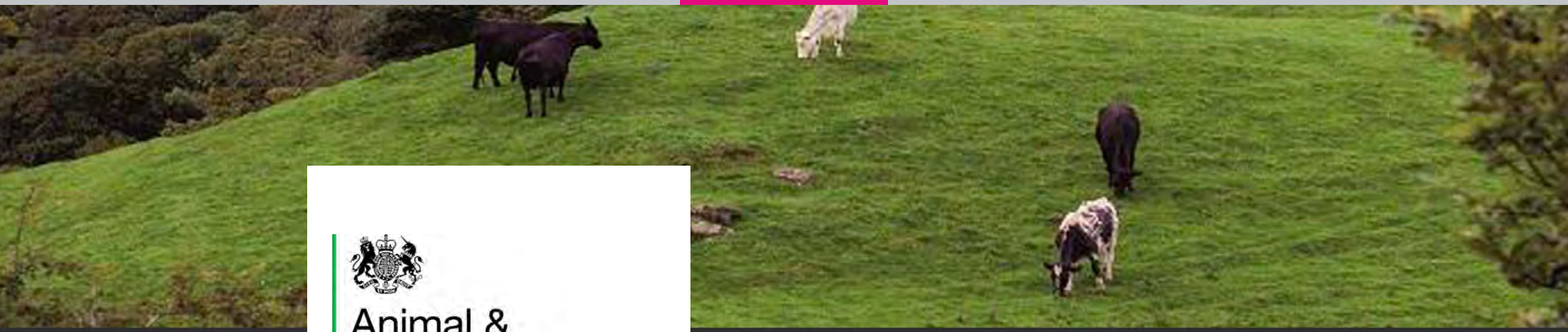
Ministry of Defence

Ministry of Justice

Home Office

NCA National Crime Agency

Scottish Government Riaghaltas na h-Alba gov.scot



Animal & Plant Health Agency

“ We work to safeguard animal and plant health for the benefit of people, the environment and the economy. ”

Click here for more the Department. Click here for current jobs.

Previous examples of Animal and Plant Health Agency vacancies:

Assistant Field Ecologist.

Seasonal Bee Inspector.

Post-Mortem Technician.

Plant Health and Seeds Inspector - EO East & South.

Egg Marketing Inspector.

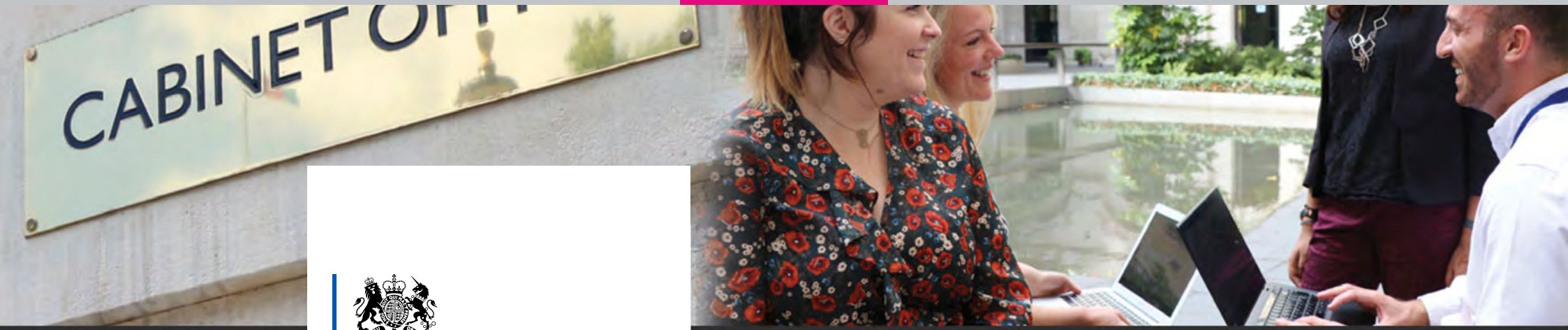
Customer Service Centre International Trade Team Leader.

Examples Person Specifications:

Warehouse and Dispatch.

Field Animal Health Officer.

Health and Wellbeing Advisor.



Cabinet Office

“ The Cabinet Office is the cent e of government. We support the Prime Minister and ensure the effective running of government. We are also the corporate headquarters of the Civil Service, and take the lead in critical policy areas. ”

Click here for more information. Click here for current jobs.

Previous examples of Cabinet Office vacancies

UK Security Vetting Complaints Assistant.

Front of House Team.

Graphic Designer.

Counter Fraud Profession Learning & Development Coordinator.

News Planner and Press Officer.

Borders Engagement Officer.

Examples Person Specifications:

Private Office Manager/Parliamentary Support Officer.

Accelerated Development Schemes Support Officer.

Event Support Officer.



Cefas

“ Our work tackles the serious global problems of climate change, marine litter, over-fishing and pollution to secu e a sustainable blue future for all. ”

Click here for more information. Click here for current jobs.

Previous examples of Centre for Environment Fisheries and Aquaculture Science vacancies:

Laboratory Technician (Chemistry).

Radiochemistry Laboratory Analyst.

Programme Administrator.

Shellfish Scientist.

Resourcing Advisor.

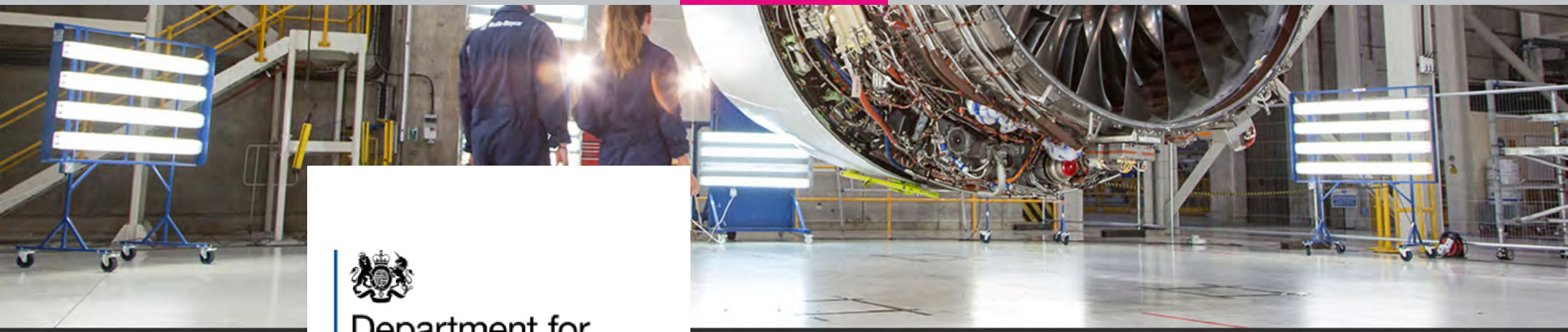
Offshore Fisheries Observer.

Examples Person Specifications:

Aquarist.

Support Scientist (Molecular Biology).

Finance Administrator.



Department for Business, Energy & Industrial Strategy

“ Our collective mission is Leading Britain’s Recovery and this underpins our objectives as we move forward to tackle the challenges that lie ahead. ”

Click here for more information. Click here for current jobs.

Previous examples of Department for Business, Energy and Industrial Strategy vacancies:

Student Placement.

HR Resourcing Adviser.

Midlands Engine Policy Adviser.

Personal Assistant and policy support – Energy Resilience and Emergency Response.

Press Officer.

Service Designer.

Examples Person Specifications:

Administrative Officer - Ministerial Private Office.

Social Media & Stakeholder Manager.

Parliamentary Officer.



Department for Digital, Culture, Media & Sport

“ Our work is about creating a world-leading digital economy, promoting the UK’s cultural, sporting and artistic heritage and building a bigger, stronger civil society. ”

Click here for more information. Click here for current jobs.

Previous examples of Department for Digital, Culture, Media and Sport vacancies:

Project Hub Support Officer.

Policy Adviser, Place, Levelling Up and Local Growth.

Government Art Collection: Curator - Modern and Contemporary.

Data Protection Advisor.

Communications Officer.

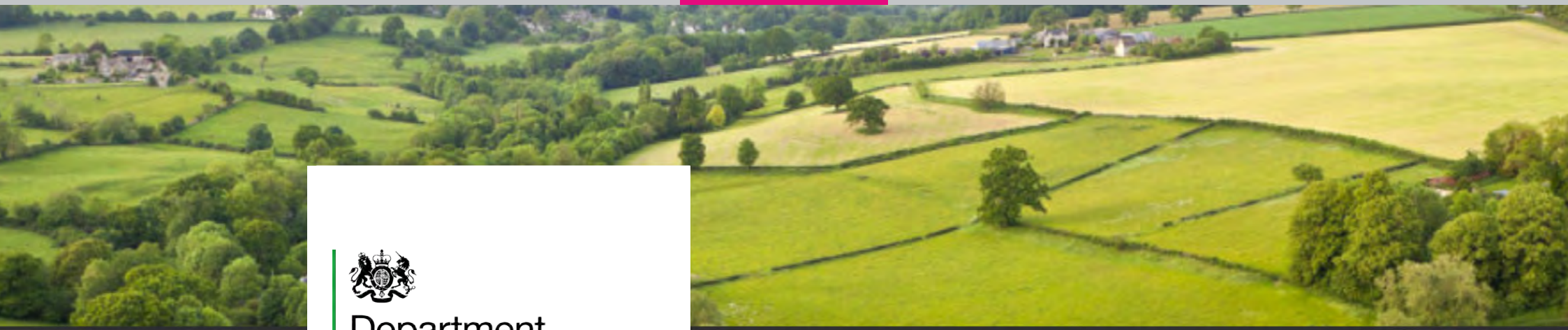
Cultural Property Adviser.

Examples Person Specifications:

Recruitment Coordinator.

Executive Assistant, Cyber Security.

Executive Assistant, Digital and Technology Policy.



Department for Environment Food & Rural Affairs

“ Everyone who works with us or in one of our agencies and public bodies has a part to play in achieving our vision of ‘creating a great place for people to live’. The work we do impacts the lives of everyone living in the UK - from the food they eat and the air they breathe, to the water they drink. ”

Click here for more information. Click here for current jobs.

Previous examples of Department for Environment Food and Rural Affairs vacancies:

Assistant Policy Officer - Strategic Projects Team.

Cloud Mobile Analyst.

Knowledge Management Administrator.

Water Quality Data Officer - Drinking Water Inspectorate.

Social Media Manager.

Telephony & Telecoms Support Analyst.

Examples Person Specifications:

HR Service Centre Team Member.

Transactional Support.

AO Diary Manager to the Head of the Environment Analysis Unit and Divisional **Administrative Officer.**



Department for International Trade

"Help shape the future of trade and investment. By promoting and financing international trade and investment and championing free trade, DIT secures and improves the economic wellbeing and stability of the UK and enhances global prosperity, whilst helping to create tens of thousands of jobs every year."

Click here for more information. Click here for current jobs.

Previous examples of Department for International Trade vacancies:

Assistant Marketing Campaign Manager.

HR Advisor - Various Roles.

Personnel Security Admin Support Officer.

Digital Media Officer.

Personnel Security Officer.

Videographer.

Examples Person Specifications:

Triage Support Officer.

Event and Logistics Administrator.

Press Officer.



Department for Transport

“ We work to support the transport network that helps UK businesses, our people and goods travelling around the country. We plan and invest in transport infrastructure to keep the UK moving. ”

Click here for more information. Click here for current jobs.

Previous examples of Department for Transport vacancies:

Personal Assistant to Deputy Directors.

Bus Service Operators Grant Administrative Officer.

Finance Reporting and Data Assistant Accountant Apprentice.

Facilities Officer.

Aviation Security Administrative Officer.

Technical Editor.

Examples Person Specifications:

Road Freight Survey Administrator.

Content & Social Media Executive.

Project Support Officer.



Department for Work & Pensions

“ We're responsible for welfare, pensions and child maintenance policy. We deliver the State Pension and a range of disability and ill health benefits to a ound 20 million people. ”

Click here for more information. Click here for current jobs.

Previous examples of Department for Work and Pensions vacancies:

Finance and Banking Services – AO – Generalist.

End User Computing Apprenticeship L3.

Universal Credit Full Service Case Manager.

Work Psychologist.

Digital Learning and Development Manager.

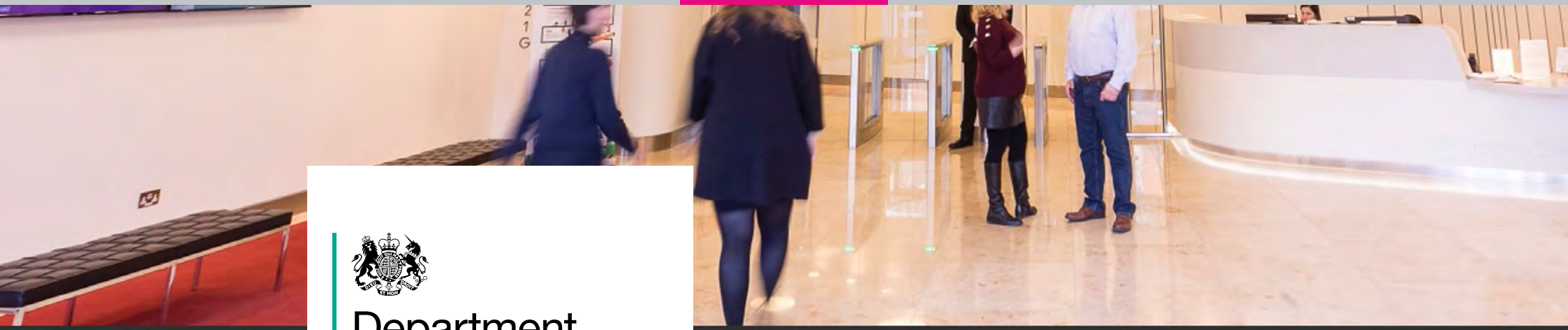
Cyber Vulnerability Analyst.

Examples Person Specifications:

DWP Work Coach.

Counter Fraud, Compliance and Debt (CFCD) - EO Fraud Officer.

Learning Delivery Officer.



Department of Health & Social Care

“ Good health matters and people feel passionately about the NHS. We lead the health and social care system to help people live more independent, healthier lives for longer. ”

Click here for more information. Click here for current jobs.

Previous examples of Department of Health and Social Care vacancies:

Accounts Assistant.

Administrative Officer (Ministerial Correspondence and Public Enquiries) - Optional Apprentice Role.

Graphic Designer and Videographer Executive.

HR and Payroll Operations Advisors.

Media Relations Officers.

Adult Social Care.

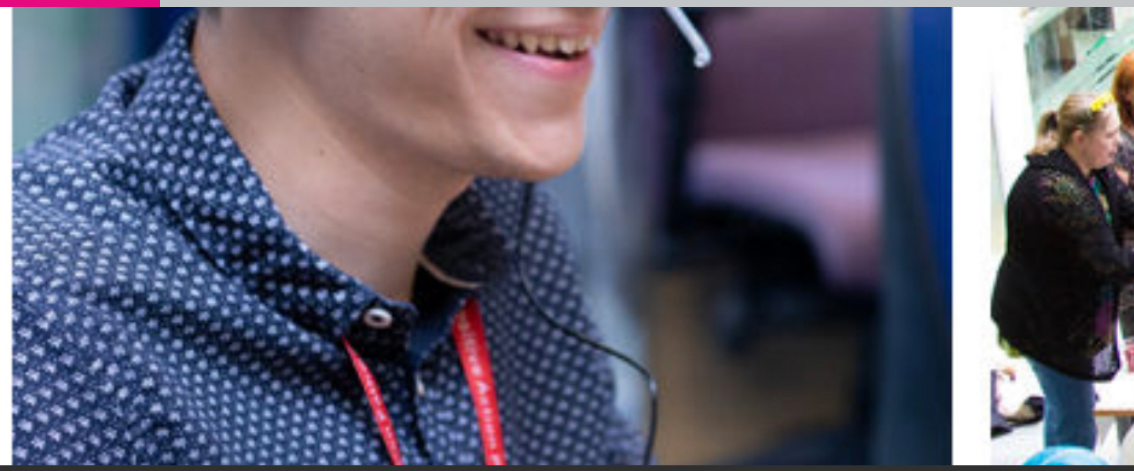
Examples Person Specifications:

Diary Manager to the Minister of State for Care and Mental Health (Level 3 Business Administration Apprenticeship).

Assistant Parliamentary Officer.

Emergency Preparedness Resilience and **Response Policy Support Officers.**





Driver & Vehicle Licensing Agency

“ We do much more than provide driving licences and number plates. We work to ensure the right drivers and vehicles are taxed and on the road. Our work impacts the lives of everybody across the United Kingdom, helping to make our roads some of the safest in the world. Join us and help make a difference. ”

Click here for more information. Click here for current jobs.

Previous examples of Driver and Vehicle Licensing Agency vacancies:

Policy Advisor.

Security Officer.

Training Budget and Coordination Support.

Travel & Accommodation Team Officer.

Finance & Administration Officer.

Personal Assistant.

Examples Person Specifications:

Creative Junior Designer.

Organisation Talent and Learning Support.

Digital Services Support Team Analyst.



Driver & Vehicle Standards Agency

“ Great Britain's roads are among the safest in the world. Our vision is for safer drivers, safer vehicles, and safer journeys for all. Join us and help make this a reality - our ambitious plans rely on skilled people like you. ”

Click here for more information. Click here for current jobs.

Previous examples of Driver and Vehicle Standards Agency vacancies:

Customer Service Centre Team Leader.

Public Liaison Administrator (Correspondence Handling).

Licensing Caseworker.

Office of the Traffic Commissioner Caseworker.

Incident Analyst.

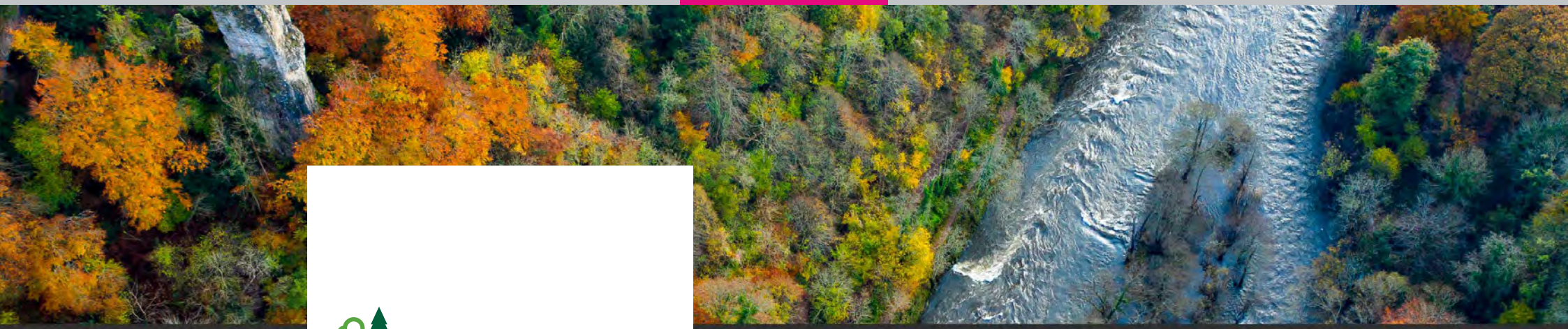
Prosecution and Legal Services Team Leader.

Examples Person Specifications.

Intelligence Unit Caseworker.

Public Liaison Administrator.

Traffic Examiner.



Forestry Commission

“ The Forestry Commission is the government department responsible for protecting, expanding and promoting the sustainable management of woodlands. We work with two agencies. ”

Click here for more information. Click here for current jobs.

Previous examples of Commission vacancies:

Mechanic.

Tractor Driver.

Ecologist.

Forest Craftsperson - Kielder West.

Historic Environment Adviser.

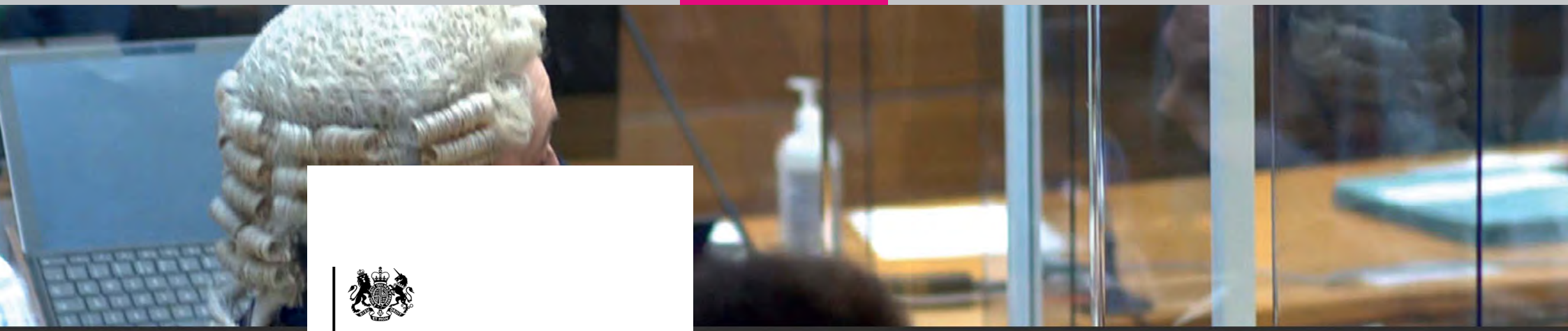
Woodland Creation Forester.

Examples Person Specifications:

Admin Hub Manager.

Active Forest Ranger.

Education and Arts Marketing Officer.



HM Courts & Tribunals Service

“ HM Courts & Tribunals Service is responsible for the administration of criminal, civil and family courts and tribunals in England and Wales. ”

Click here for more information. Click here for current jobs.

Previous examples of HM Courts and Tribunals Service vacancies:

Administration Officer - Leicester (Magistrates, County & Crown).

Strategy Officer.

Trainee Legal Adviser.

Jury Officer.

Tribunal Case Worker.

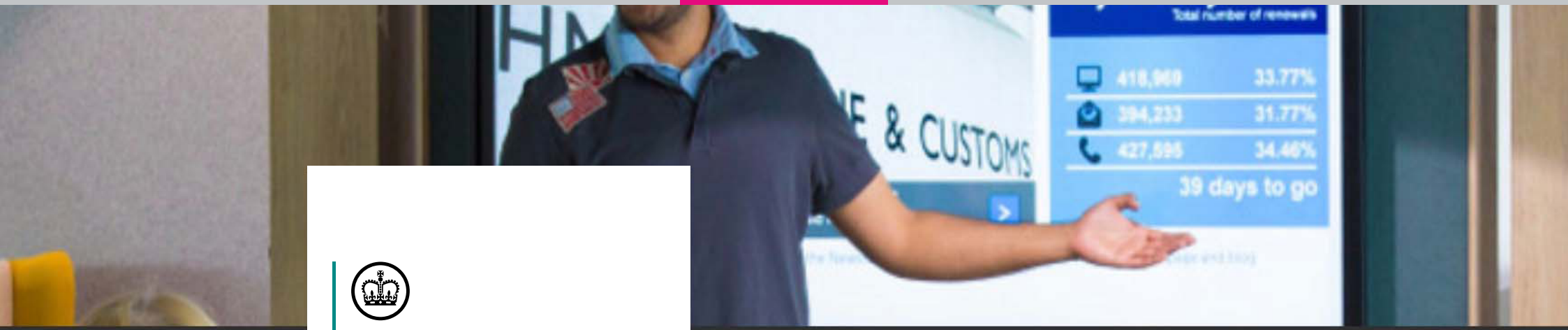
Automation Test Engineer

Examples Person Specifications:

Clerk to Her Majesty's Judges.

Usher at Yeovil Magistrates.

Bailiff.



HM Revenue & Customs

"Tax is a fact of life and it's what keeps the UK running. It pays for hospitals, schools and other public services. We calculate and collect the tax and duties that people and businesses pay."

Click here for more information. Click here for current jobs.

Previous examples of HM Revenue and Customs vacancies:

Corporate Treasury Officer.

Software Engineer Apprentice.

Junior IT Delivery Manager.

Project Support Officer.

Operational Administration Officer.

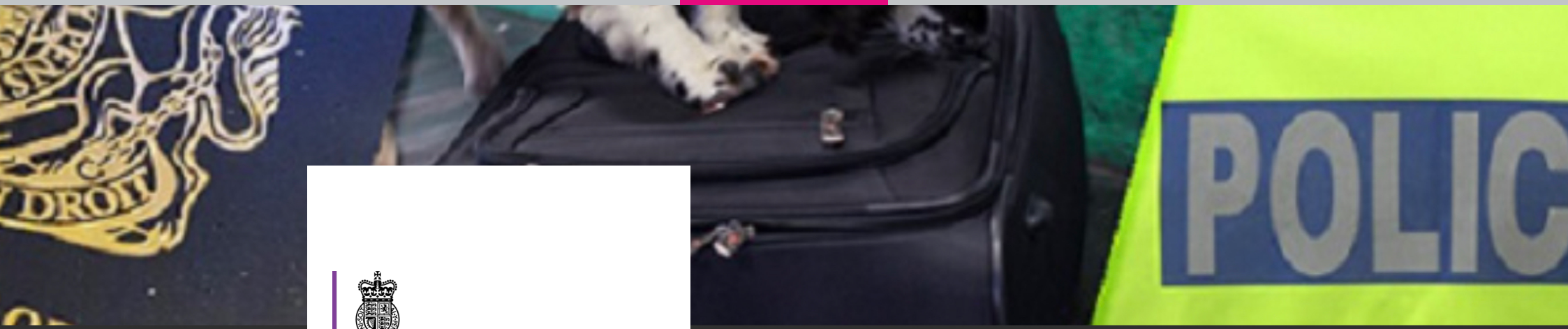
Criminal Investigator.

Examples Person Specifications:

Associate Data Engineer.

Customer Services Advisor - Newcastle/ Washington.

Assistant Intelligence Officer - Hotlines/ Intelligence Development.



Home Office

“Our work on counter-terrorism, policing and fi e, crime, drug policy, immigration, and passports helps keep the country safe, fair and prosperous.”

Click here for more information. Click here for current jobs.

Previous examples of Home Office vacancies

Immigration Enforcement, Detention Engagement Team- Engagement Officer (Derwentside).

Border Force - Change - Project Support Officer.

Asylum Decision Maker - Asylum Operations - Asylum and Protection.

Border Force Apprentice.

HM Passport Office Document Controller.

Home Kennelling Dog Handler.

Examples Person Specifications:

EO Project Support Officer (Drugs Supply and County Lines Unit).

Her Majesty's Passport Office (HMPO), General Register Office (GRO) - Administrative Assistant.

Border Force - National Operations Headquarters - National Dog Team Kennel Assistant.



Ministry of Defence

“ GEvery day, our people support operations around the globe, protecting Britain’s shores, developing world-class weaponry, and partnering with our international allies. ”

Click here for more information. Click here for current jobs.

Previous examples of Ministry of Defence vacancies:

Travel Assistant.

Fleet Operational Sea Training (Submarines) **Travel Cell Officer.**

Fleet Operational Sea Training (Submarines).

Travel Cell Officer.

Human Sciences Analyst.

Administrative Assistant/Receptionist.

Examples Person Specifications:

Air Operations Assistant.

Training Plans Business Support.

DNO - Warhead Technical Support.



Ministry of Justice

"We're at the heart of the justice system, working together to bring the principles of justice to life for everyone in society. These principles, such as the rule of law and the independence of our judiciary, are the foundation of a safe, fair and prosperous society."

Click here for more information. Click here for current jobs.

Previous examples of Ministry of Justice vacancies:

Warehouse Operative.

Youth Justice Worker.

Recruitment Service Coordinator.

Data Support Officers.

Report Writer and Incident Manager.

HR Project Support.

Examples Person Specifications:

Commercial Administration Officer - Core Goods and Services.

Operational Support Grade - HMP Liverpool (Prison Support Role).

Prison Officer.



National Crime Agency

“ NCA officers work at the fo efront of law enforcement. We build the best possible intelligence picture of serious and organised crime threats, relentlessly pursuing the most serious and dangerous offenders. We equip our officers with the right skills, workplace and technology to lead the UK's response to serious and organised crime. ”

Click here for more information. Click here for current jobs.

Previous examples of National Crime Agency vacancies:

Surveillance Motorcyclist.

Intelligence Analyst.

Intelligence Officer.

Cognitive Behavioural Therapist.

Learning Facilitator.

Major Crime Investigation Support.

Examples Person Specifications:

Paralegal.

Business Support Assistant.

Trainee Investigator.



Scottish Government
Riaghaltas na h-Alba
gov.scot

"The Scottish Government is the devolved government for Scotland and has a range of responsibilities that include: the economy, education, health, justice, rural affairs, housing, environment, equal opportunities, consumer advocacy and advice, transport and taxation."

Click here for more information. Click here for current jobs.

Previous examples of Scottish Government vacancies:

Administrative Assistant.

Lead Investigator.

Business Intelligence Developer.

Communications Officer.

Regulatory Casework Officer.

Bacteriologist.

Examples Person Specifications:

Front of House Assistant.

Fisheries Observer/Data Collector.

Patient Tracking and Tracing Team Leader.

Animal and Plant Health Agency

Job Title

Warehouse and Dispatch.

Grade

AO.

Essential Criteria

- No previous experience is necessary. The work in this post can be physically demanding and due to access requirements to warehouse areas individuals must be physically able.
- Specialist equipment and machinery is used within the warehouse, individuals must be aged over 17 to undertake qualifications in handling this equipment
- Individuals will need to be able to read and understand formal documentation around health and safety requirements.

Licences:

- A valid full driving licence is necessary, additional training in driving and operating specialist machinery will be part of the role.

Qualifications

- Individuals will require 2 GCSE's in Maths and English (Grades A to C) or equivalent .

Job Title

Field Animal Health Office .

Grade

EO.

Essential Criteria

- Have an agricultural background, an agriculture qualification or have demonstrable knowledge of th agricultural industry e.g. through a period of work experience.
- Have high standards of written and spoken English and can communicate effectively about animal health topics with all stakeholders including customers, service users and colleagues.
- Have knowledge of basic Health and Safety and an understanding of safe working on farms and with livestock and poultry.
- Are able to work alone or as part of team, to take responsibility and remain positive and focused in the face of setbacks.
- Can work within an auditable system of procedures and processes, maintaining quality with excellent record keeping.

Job Title

Health and Wellbeing Advisor.

Grade

HEO.

Essential Criteria

- Be a good communicator and in particular a good listener.
- Have empathy and understanding, particularly in relation to mental health and other wellbeing issues.
- Have a good working knowledge of Microsoft Offic Suite especially the use of Excel and PowerPoint.
- Have the ability to run group sessions / workshops on wellbeing and mental health issues.
- Have experience of report drafting and writing.
- Have good organisation and planning skills.
- Be able to multi-task and work under pressure.
- Be a mental health first aider or willingness to be trained
- An understanding of health and wellbeing issues and in particular the APHA priority health and wellbeing issues.
- Be a people person who is able to engage at all levels across all parts of the Agency and Defra more widely.
- Should you be successful at interview you will be required to undertake this security check along with Baseline Personnel Security Standard (BPSS) check. This includes: identity, employment status, nationality and immigration status, criminal records and any other essential pre-employment checks.

Cabinet Office

Job Title

Private Office Manager/ Parliamentary Support O fice .

Grade

AO.

Essential Criteria

- Each role requires a skilled, enthusiastic and highly motivated individual to provide high calibre support to either the Leader or the Opposition Whips.
- As a result of the nature of work supporting a minister, these roles require you to work in the office. ou will need to be willing to work long hours when necessary, for which overtime is payable.

Job Title

Accelerated Development Schemes Support Office .

Grade

AO.

Essential Criteria

- Organised;
- Strong written and oral communication skills;
- Strong IT skills including experience of working with Zoom, Microsoft Teams, Microsoft Excel and Google suite products such as Gmail;
- Ability to work at a fast pace and adapt to meet the needs of the whole team; and
- Ability to problem solve and work on your own initiative with the support of the team.

Job Title

Event Support Office .

Grade

EO.

Essential Criteria

- Excellent organisational skills including ability to prioritise effectively.
- Exceptional communication skills, with evidence of managing strategic partners at all levels.
- Ability to deliver on time to the highest quality even in ambiguous circumstances.
- Experience of providing high-quality ad hoc help to high performing teams,
- Strong IT skills including proficient use of excel

Centre for Environment, Fisheries and Aquaculture Science

Job Title

Aquarist.

Grade

AO.

Essential Criteria

- Demonstrate having a strong interest in the care and welfare of aquatic animals within a research establishment;
- An understanding of the care and maintenance needs of freshwater and marine aquatic species;
- Demonstrable experience and knowledge of fis health, feeding, general care, welfare and water quality monitoring;
- Experience of working with live aquatic animals in a research or commercial environment;
- Aware of ethical issues surrounding the use of protected aquatic animals in research and in doing so show willingness to care for them;
- Demonstrate having a responsible attitude with good attention detail;
- Being a strong communicator; and
- Ability to work as part of a team as a team player.

Job Title

Support Scientist (Molecular Biology).

Grade

AO.

Essential Criteria

- Ability to work well as part of a team;
- Ability to communicate well both verbally and in writing;
- Ability to follow written and verbal procedures accurately and precisely;
- Exceptional attention to detail;
- Excellent organisational skills;
- Good computer skills (MS Word and Excel);
- Capacity to undertake repetitive work accurately to meet deadlines;
- Willingness to ask questions; and
- Ability to respond to changing demands to meet deadlines.

Academic qualifications equired for direct entry into this Cefas Pay Band 3 role are two A-levels (including a biological science). An equivalent qualification will be considered, as will equivalent relevant work experience.

Job Title

Finance Administrator.

Grade

AO.

Essential Criteria

- Ideally you will have two A-levels, or the equivalent, in English and Mathematics, a BTEC or NVQ level 3, however, previous experience working in a financ environment will also be considered.
- TRAINING AND DEVELOPMENT
- We can support an Apprentice finance qualificatio including wider personal development while in post, and can go on to support accountancy qualifications

Department for Business, Energy & Industrial Strategy

Job Title

Administrative Officer - Ministerial Private O fice

Grade

AO.

Essential Criteria

- The successful applicant should be highly organised with a strong eye for detail strong written communication skills.
- Working collaboratively within a small team to achieve group targets will require you to ‘deliver at pace’ in an exciting environment.
- You will need to work flexibl , including on occasion offering support to Correspondence Facilitators in other Private Offices
- You will have strong communication skills, on occasion you will be required to give feedback on correspondence to a variety of diverse colleagues in an appropriate manner.
- You will also need to be organised and comfortable using Microsoft Office and Outlook

Job Title

Social Media & Stakeholder Manager.

Grade

EO.

Essential Criteria

- Strong practical knowledge of social media is essential as the postholder will be responsible for creating and analysing infographics and their impact.
- Strong written and oral communication skills.
- Strong organisational skills.
- Good Microsoft Office skills
- Good project management skills.

Job Title

Parliamentary Office .

Grade

EO.

Essential Criteria

- An understanding of Ministers, Parliament, and politics more widely;
- Excellent organisational skills and experience of working at pace;
- Have a good eye for detail;
- Excellent persuasion skills and experience of getting others to support you in the delivery of your objectives;
- Good oral and written communication skills;
- Experience of delivering training, drafting written guidance and using digital communications tools.

Department for Digital, Culture, Media and Sport

Job Title

Recruitment Coordinator.

Grade

EO.

Essential Criteria

- The ability and desire to work in a fast paced team environment with the ability to meet tight deadlines and juggle multiple tasks effectively. (delivering at pace).
- Excellent verbal and written communication skills. (communicating and influencing)
- Strong communication skills with the ability to deal effectively at all levels up to and including executives to develop and maintain positive working relationships. (working together).
- To have a proactive approach and a focus on continuous improvement of self and service, with an appetite to work with others to simplify processes and increase efficienc . (changing and improving).

Job Title

Executive Assistant, Cyber Security.

Grade

EO.

Essential Criteria

- Excellent communication skills.
- The ability to prioritise and manage tasks.
- Experience or ability to manage a shared inbox and diary.
- Ability to work to tight deadlines.

Job Title

Executive Assistant, Digital and Technology Policy.

Grade

EO.

Essential Criteria

- Proactively plan meetings and manage the diary of the Deputy Directors and in line with business priorities;
- Ensure efficient and e fective use of the Deputy Director's time, responding to last minute changes and accommodating unexpected, urgent requests;
- Acting as the first point of contact for the Deput Directors, using initiative and/or directing queries to the relevant parties;
- Working with policy leads to ensure the Deputy Directors have the right papers and briefing ahead o meetings and other engagements;
- Liaising directly with internal and external stakeholders to deal with enquiries and to coordinate appointments and engagements;
- Participate in meetings where appropriate;
- Carry out any other tasks as requested by the Line Manager on an ad hoc basis commensurate with the grade.

Department for Environment, Food and Rural Affairs

Job Title

HR Service Centre Team Member.

Grade

AO.

Essential Criteria

- Take pride in delivering a quality service and maintaining high standards of accuracy in your work whilst delivering to challenging timescales.
- Enjoy and respond positively to changing priorities and can react quickly and reprioritise your work accordingly.
- Possess excellent administrative and IT skills and are able to quickly learn how to use new applications.
- Communicate effectively by telephone and in writing.
- Enjoy working as part of a team and use teamwork to resolve business problems.
- Embrace diversity, demonstrating this in how you work with our Customers and Stakeholders.
- Take responsibility for developing your skills by proactively seeking opportunities to learn and develop.

Job Title

Transactional Support.

Grade

AO.

Essential Criteria

- Working with and within a team (a team player).
- Ability to work with focus and pace to get the job done on time and to a high standard.
- Self-motivated, organised, attention to detail and able to work on own initiative.
- Good communication skills (orally and in writing).
- Ability to follow instruction, work under pressure and work within set processes and procedures.
- Ability to understand own work area and how this fit within a team structure.
- Competent IT skills.
- Understanding of MS Excel, Outlook, Teams and Word.

Job Title

AO Diary Manager to the Head of the Environment Analysis Unit and Divisional Administrative Office .

Grade

AO.

Essential Criteria

- Strong written and verbal communication skills with attention to detail and accuracy.
- Knowledge and experience of Outlook and other Microsoft packages, particularly Word, Excel and PowerPoint.
- Excellent administration and organisational skills with the ability to prioritise and manage workloads.
- Ability to resolve issues and be adaptable to secure the most effective outcome.
- Able to work flexibly and as part of a team, workin with and maintaining professional relationships with all colleagues and customers.

Department for International Trade

Job Title

Triage Support Office .

Grade

EO.

Essential Criteria

Essential:

- Comfortable at working in a fast-paced changing environment.
- Organised and a self-starter, able to work on competing priorities often to tight deadlines.
- Proven experience in a customer facing role, where providing excellent customer service was prioritised.
- Ability to see how the work fits into wider organisatio objectives and Government's support to businesses.
- Ability to make effective decisions on the best way to support customers.
- Effective communication skills, both written and verbal with excellent attention to detail.
- Proven ability in providing good customer service while keeping colleagues and stakeholders fully informed of progress.
- Strong interpersonal skills including the ability to work collaboratively as part of a team.

Behaviours:

- We'll assess you against these behaviours during the selection process:
- Communicating and Influencing
- Managing a Quality Service.
- Delivering at Pace.
- Working Together.

Job Title

Event and Logistics Administrator.

Grade

EO.

Essential Criteria

Essential Criteria:

- Experience working on the planning and delivery of events;
- Computer literate; excellent Word, Excel and PowerPoint skills.

Desirable Criteria:

- Experience of working in a fast-paced environment and managing conflicting priorities
- Experience of managing costs or recording financia information.

Personal Attributes & Skills:

- This role would suit individuals who are interested in developing their experience in an internationally focused and fast-paced environment.

The candidate would require an ability to:

- communicate effectively, both verbally and in written form, with staff at all levels within an organisation;
- work effectively as part of a team to deliver successful outcomes;
- demonstrate strong attention to detail and organisational skills;
- work well in a flexible work envi onment balancing changing priorities.

Job Title

Press Office .

Grade

EO.

Essential Criteria

Essential Criteria:

- Proven news sense, excellent judgement and outstanding communication skills.
- Excellent written English and ability to deliver high-class media products across print, broadcast and social media.
- Experience of working in a fast-paced media team, with highly effective proactive and reactive media handling skills.

Department for Transport

Job Title

Road Freight Survey Administrator.

Grade

AO.

Essential Criteria

About you:

- To become successful in the role, you will need to have excellent interpersonal skills. Enabling you to tailor your communication style to suit your audience, ensuring your message is clear and understood.
- You are someone who is passionate about delivering excellent customer service, raising service standards ad be willing to make decisions to improve your skills.
- You enjoy working alongside others, focusing on achieving your own objectives but also love supporting others to do the same.

Job Title

Content & Social Media Executive.

Grade

EO.

Essential Criteria

About You:

- You are a creative individual with excellent writing skills, who has a working knowledge of website content management systems, such as WordPress, Drupal, etc. You write engaging and creative content and have the graphic design skills to further enhance our adverts to ensure they stand out from the crowd. As a confident person, you' e not afraid to share your ideas with our customers to ensure we offer the best solution for their needs.
- As a self-starter, you are super organised, and able to manage your own workload whilst working to tight deadlines. You are someone who wants to use this opportunity to further develop their existing skills, whilst making a genuine impact on the services we provide.

Job Title

Project Support Office .

Grade

EO.

Essential Criteria

About you:

- You will have excellent time management and organisational skills and some previous experience of service delivery. You will be proactive with a high attention to detail, and the capability to co-ordinate and deliver through others.
- You will be a great teammate and display confidenc engaging with a range of internal and external partners at all levels of seniority.
- You will display a willingness to develop skills and complete a project management qualification

Department for Work and Pensions

Job Title

Counter Fraud, Compliance and Debt - EO Fraud Office .

Grade

EO.

Essential Criteria

As a Fraud Officer you will

- Demonstrate effective leadership and communication skills.
- Have excellent organisational and planning capabilities.
- Demonstrate strong judgement and decision-making skills.
- Present information to internal and external audiences in a professional and credible manner.
- Be able to work effectively as an individual and as part of a team.
- Deal appropriately with challenging and vulnerable individuals.
- Inspire others through positivity, drive and energy in order to achieve outcomes and deliver change.
- Have a flexible and adaptable leadership style with an ability to each a diverse audience and be prepared to engage effectively with our partners.
- Have a desire to showcase public service at its best.
- Be willing to travel between sites if required depending on business needs.

Behaviours:

- We'll assess you against these behaviours during the selection process:
- Making Effective Decisions.
- Communicating and Influencing
- Working Together.

Job Title

Learning Delivery Office .

Grade

EO.

Essential Criteria

- Ability to deliver learning interventions in a range of circumstances (including differing audience sizes) using a variety of media and taking account of diverse learner requirements. You will have excellent facilitation and presentational skills.
- Evidence of working flexibly as part of a eam to successfully deliver outcomes, focusing on the wider goals and encouraging and supporting colleagues to do the same.
- Strong coaching skills and evidence of using these to support others in building capability and achieving outcomes.
- Evidence of using your own knowledge and experience to identify issues and take proactive action to address these, including providing constructive feedback and suggestions for improvements.
- Ability to take a leading role and role model a proactive performance improvement and learning approach.

Job Title

DWP Work Coach.

Grade

EO.

Essential Criteria

To be successful you will need to demonstrate effective communication skills across a wide range of diverse customers, along with the ability to understand complex information and give explanations to the customer. You must be able to navigate a range of computer systems to action tasks as well as coach others to use digital work searching. You'll also be required to handle telephony queries and have the ability to manage difficult situations

Department of Health and Social Care

Job Title

Diary Manager to the Minister of State for Care and Mental Health (Level 3 Business Administration Apprenticeship).

Grade

EO.

Essential Criteria

The key skills you will need are:

- Good time-management, organisational and prioritisation skills.
- Proficient in using Mic osoft Offic applications including Outlook.
- Strong communication and teamwork skills.
- Resilience and the capability to work effectively under pressure.
- Motivation to learn and take on opportunities to develop new skills.

To be eligible to apply for the apprenticeship you need to meet the following criteria:

- Must have lived in the UK and/or EU for 3 years prior to apprenticeship start date.
- Not be undertaking another apprenticeship at the same time.
- Part of this apprenticeship is to complete a level 2 English and Maths functional skills qualification. If yo have already achieved GCSEs in English and Maths at Level 4 (grade C) or above you will not need to complete functional skills.
- The successful candidate(s) will be enrolled onto a Level 3 apprenticeship in Business Administration. At the enrolment stage, the individual's eligibility will be checked by the training provider. Candidates need to make sure they do not have pre-existing qualifications at the same o higher level in a similar subject as the apprenticeship.

Behaviours:

- We'll assess you against these behaviours during the selection process:
- Working Together.
- Delivering at Pace.
- Managing a Quality Service.

Job Title

Emergency Preparedness Resilience and Response Policy Support Officers

Grade

EO.

Essential Criteria

Essential:

- Able to communicate clearly, both orally and in writing.
- Ability to build strong relationships with a wide range of stakeholders that gives stakeholders confidence in th postholder and Operational Response Centre.
- Operate in a flexible, agile way in lin with the Department’s overall ambition of delivering high quality policy and sponsorship.
- Strong organisation and planning skills.

Desirable:

- Calm under pressure and able to work at pace.
- Ability to learn new topics quickly and develop a strong knowledge base.

Job Title

Assistant Parliamentary Office .

Grade

AO.

Essential Criteria

Key requirements for the role:

- Excellent written and verbal communication skills;
- Strong organisational skills;
- Understanding of pressures on others but confident to challenge sensitivel , with a proactive approach to solving problems (essential);
- An interest in the work of Parliament (desirable).

Driver and Vehicle Licensing Agency

Job Title

Creative Junior Designer.

Grade

AO.

Essential Criteria

About You:

- We're looking for someone who's creative and enthusiastic and has relevant experience in graphic design. You'll be an experienced and proficien user of Adobe Creative Suite, in particular Adobe Indesign.
- You'll follow instructions and adhere to workflow an quality control processes whilst ensuring that content is clear and meets the communications needs of our customers.
- You'll be conscientious, have a strong eye for detail and the ability to manage your time effectively, organising your work and prioritising workloads to maximise your productivity. The work you produce will be to a high standard, on-brand, and you follow agreed design standards and principles.
- You will have excellent communication and interpersonal skills, naturally building positive working relationships with a range of colleagues and customers.

Job Title

Organisation Talent and Learning Support.

Grade

AO.

Essential Criteria

About You:

- To thrive in this role you will be highly organised, enthusiastic, pro-active and confident. ou will value the importance of working as part of a team, be willing to stretch yourself and support your team members to continually deliver to set.
- You can use your own initiative, with the ability to think on your feet, knowing when to escalate work if required. You can manage and prioritise your time effectively which will allow you to multitask and be flexible in your ole, whilst delivering in a fast paced environment.
- There will be frequent interaction between you and both internal and external stakeholders so we would like you to have positive stakeholder management skills to allow you to establish and maintain relationships, continuously managing a quality service.
- Excellent Microsoft Excel, Word and PowerPoint skills are a requirement for this role, so we would like you to have an intermediate level of capability.

Job Title

Digital Services Support Team Analyst.

Grade

AO.

Essential Criteria

About You:

- We will look for you to promote collaborative ways of working amongst your team and stakeholders driving a continuous improvement culture. You will have experience seeking and analysing information to inform decisions providing guidance and robust recommendations to external stakeholders, where your exceptional stakeholder engagement and relationship building skills will enable you to influenc and challenge at all levels.
- We are on the lookout for a resilient individual who is adaptable and a confident communicator who love to collaborate with others and can spot errors quickly and make decisions effectively to provide customers with an exceptional service.

Driver and Vehicle Standards Agency

Job Title

Intelligence Unit Caseworker.

Grade

AO.

Essential Criteria

About you:

- You will have experience working in a similar role or busy office envi onment, working effectively unsupervised and as part of a team. You will have excellent analytical and problem-solving skills, and the ability to quickly spot mistakes and discrepancies.
- We want you to be confident in helping achieve th right results with the readiness to contribute to the work of the whole team.
- You'll also have demonstrable IT skills and be used to using Microsoft Office softwa e, including Word, and Excel.

Job Title

Public Liaison Administrator.

Grade

AO.

Essential Criteria

About you:

- To be successful in this role you will need strong communication skills both verbal and written to be able to liaise regularly with the public. You will have good decision-making skills to decide how to proceed with complaints.
- You will have basic knowledge of IT systems such as Word and Outlook to be able to draft quality responses. Also, you will be a team player who enjoys collaborating with others in the team and sharing knowledge and lessons learnt. We are looking for someone with effective planning, organising and time management skills to work autonomously in this role and work off their own initiative.

Job Title

Traffic Examine .

Grade

EO.

Essential Criteria

Essential skills:

- Excellent oral and written communication skills, including handling challenging conversations.
- Administrative and IT experience that involves following processes, interpreting data and writing detailed reports.
- Being a valuable team member, as well as the ability to work alone.
- Flexibility in terms of working hours and adapting to changes in requirements.
- Ability to probe for information and gather further detail.
- Ability to pay attention to detail.

Forestry Commission

Job Title

Admin Hub Manager.

Grade

EO.

Essential Criteria

Person Specification

Essential Criteria:

- Experience of working within an administrative team to deliver high quality customer service.
- Experience of process management whilst promoting flexibility and continuous imp ovement.
- 5 GCSEs including Maths and English at grade C or above (or equivalent) or relevant work experience.
- Competent IT user with significant experience of M office

Desirable Criteria:

- Working knowledge of FS administration systems including GLOS and Rural Payments.
- Line management experience within an administrative environment.

Behaviours:

We'll assess you against these behaviours during the selection process:

- Delivering at Pace.
- Developing Self and Others.
- Working Together.
- Changing and Improving.

Job Title

Education and Arts Marketing Office .

Grade

EO.

Essential Criteria

Person Specification

Essential Criteria:

- Digital marketing – social media management.
- Writing social media posts/ blogs and website content.
- Editing and proofreading.
- Experience of marketing to teachers/ the education sector and/ or compiling resources for schools and/ outdoor education settings.
- Experience of managing a wide range of social media channels to promote an organisations activities/ brand including measuring reach and impact.
- Experience in communicating clearly and concisely in writing, across different mediums, to reach diverse audiences.
- Competent user of PC and MS desktop software including Word, Excel and Outlook.

Job Title

Active Forest Ranger.

Grade

AO.

Essential Criteria

Person Specification

Essential Criteria:

- Previous experience of developing relationships and working effectively with internal and external partners.
- A track record of delivering successful customer focused activities in a recreational environment.
- A wide interest and knowledge of outdoor activities and experience of using activity as a tool to engage with customers.
- A working knowledge of Microsoft windows based IT systems.

HM Courts and Tribunals Service

Job Title

Clerk to Her Majesty's Judges.

Grade

EO.

Essential Criteria

- Accurate typing speed of a minimum of 35 wpm, this is tested before proceeding to interview.
- Previous experience of using IT Microsoft Offic applications.
- A high standard of spoken English. You need to be able to understand and assimilate information from various sources.
- and accurately summarise it in a clear and concise written format, tested before proceeding to interview.
- A full driving licence is desirable.

Job Title

Usher at Yeovil Magistrates.

Grade

AA.

Essential Criteria

Behaviours:

- Communicating and Influencing
- Making Effective Decisions.
- Managing a Quality Service.

Skills & Qualifications

- 2 GCSE's at Grade C or above, or equivalent qualifications OR have experience of working with th public in a busy public service environment.
- Ability to use a computer at the level required for the work.

Job Title

Bailiff.

Grade

AO.

Essential Criteria

Skills & Qualifications

- 5 GCSE passes (or equivalent) grades A*-C, or NVQ Business Administration level II or experience in a similar role would be preferable. There is some computer use (inputting, e-mails, for example) so computer skills to undertake work at the level required is also required.

Other duties:

- The post holder is required to work in a flexible wa and undertake any other duties reasonably requested by line management which are commensurate with the grade and level of responsibility of this post.

Licences:

- Full UK Driving licence.

HM Revenue and Customs

Job Title

Associate Data Engineer.

Grade

EO.

Essential Criteria

Essential Skills:

Demonstrable experience in one or more of the following is essential:

- A general interest and aptitude for IT or Tech – full training and mentor program will be undertaken.
- Working with stakeholders across a variety of business areas to maintain open and effective communication channels.
- Grasping complex problems, with the ability to problem solve and produce options for resolution.

Job Title

Customer Services Advisor - Newcastle/Washington.

Grade

AO.

Essential Criteria

You'll need to demonstrate:

- Great communication skills – both verbal and written.
- Dedication to providing a brilliant service for our customers.
- That you are comfortable handling different types of conversations at pace.
- Ability to provide information quickly and clearly.
- Can-do attitude and a real passion for supporting people.
- Your ability in maths and that you can do basic calculations.

We're striving to be the best customer service organisation in the UK and we need enthusiastic people to help us achieve this.

Job Title

Assistant Intelligence Officer - Hotlines/Intelligence Development.

Grade

AO.

Essential Criteria

Person Specification

- This is a customer facing telephony role, so the post holder should have excellent communication skills alongside the ability to gather information accurately, whilst effectively communicating with the caller.
- The post holder should have the ability to analyse and effectively handle complex information from a wide range of sources.
- The post holder should be able to manage a challenging workload with changing priorities, be a team player but also work independently to a high standard.

Desirable Criteria:

- Recent knowledge and evidence of working within either the Criminal Justice or Tax compliance environment would be advantageous, however training is available.

Essential Criteria:

- The ability to obtain SC Clearance as the role cannot be undertaken without this.

Home Office

Job Title

EO Project Support Officer (Drugs Supply and County Lines Unit).

Grade

EO.

Essential Criteria

You will need:

- Experience of working in a fast-paced environment often managing competing priorities.
- Ability to build strong working relationships with internal and external partners.
- Strong written and verbal communication skills.
- Excellent organisational skills and experience in a business support role.

Behaviours:

- We'll assess you against these behaviours during the selection process:
- Delivering at Pace.
- Communicating and Influencing
- Making Effective Decisions.
- Managing a Quality Service.

Job Title

Her Majesty's Passport Office (HMPO), General Register Office (GRO) - Administrative Assistant

Grade

AA.

Essential Criteria

- Have proven ability to meet customer service targets and deadlines.
- Have excellent written and oral communication skills, with a wide range of diverse customers.
- Display excellent interpersonal skills and are flexible adaptable and creative in solving problems and dealing with change.
- Have a strong sense of personal ethics and honesty.
- Demonstrate flexibility and be able to successfull perform a range of multi-skilled duties.
- Show resilience and can work in a challenging and fast paced environment.

Job Title

Border Force - National Operations Headquarters - National Dog Team Kennel Assistant.

Grade

AA.

Essential Criteria

- Organisational skills; able work effectively and professionally.
- Excellent communication skills.
- Ability to take responsibility for your work in order to achieve goals.
- Ability to multi-task to work within tight deadlines.
- Ability to work under pressure with limited supervision.
- It is essential that all applicants are comfortable and confident a ound dogs and must not have been disqualified f om; keeping or owning a dog under the terms of the Dangerous Dogs Act 1989; having custody of a dog under the terms of both the Animal Welfare Act 2006 & the Dangerous Dogs Act 1991.

Ministry of Defence

Job Title

Air Operations Assistant.

Grade

AO.

Essential Criteria

Essential General:

- Proficient writing and numerical skill for collating and up-dating various control logs.
- Proficient computer skills and in th use of Microsoft Office Applications
- Good communication skills both directly and on telephone/radio.
- Ability to foster constructive discussions to help facilitate agreement and find solutions
- Ability to adapt to variations in work environment and maintain effectiveness and versatility during change.
- Ability to work in a high pressure, safety critical environment.
- Willing to work shifts.
- Flexibility in taking breaks according to the flying p ogramme requirements.
- Able/willing to lone work.

Licences:

A full clean driving licence is required to drive on and off the airfield together with public roads. Willing to take LGV Cat C Licence.

Training:

Must be willing to undertake training to become proficient in the use and conversant with all safety regulations concerning the use of a Verey Pistol on an airfield

Medical:

Successful candidates must meet the Colour Perception for driving on the airfiel CP2 (Normal) or CP3 (defective safe).

Job Title

Training Plans Business Support.

Grade

AO.

Essential Criteria

We are looking for an individual able to proactively engage with colleagues and customers on every level to ensure that we, as a team, successfully achieve our overall department and planning objectives.

There will be times where workloads are high with challenging deadlines, a methodical and analytical approach is essential. This role requires good communication skills and high levels of accuracy. Also adept administrative skills, and be capable of sharing knowledge, able to fully engage in team goals.

Job Title

DNO - Warhead Technical Support.

Grade

EO.

Essential Criteria

The postholder should have good administrative skills with experience of working with MS Office; e fective written and oral communication skills, able to interact with colleagues at all levels; excellent organisational skills, able to multi-task, prioritise and deal with busy and quieter periods of work and be a team player who can work effectively with colleagues across a number of locations.

- Working Together.
- Making Effective Decisions.
- Managing a Quality Service.

Ministry of Justice

Job Title

Commercial Administration Officer - Co e Goods and Services.

Grade

EO.

Essential Criteria

Essential:

- An ability to plan, organise and manage your own time effectively.
- Excellent verbal and written skills, with an ability to communicate with clarity and confidence to a wid range of stakeholders.
- Competent with Microsoft Office p ogrammes such as Outlook, Word, Teams and Excel.
- An ability to prioritise and deliver at pace.
- Ownership of tasks from initial stages through to completion.
- Commercial awareness.

Job Title

Operational Support Grade - HMP Liverpool (Prison Support Role).

Grade

AA.

Essential Criteria

You don't need any qualifications to do this job. Helping to keep a prison running smoothly and safely requires good judgement, common sense, responsibility and, above all, teamwork.

Job Title

Prison Office .

Grade

AO.

Essential Criteria

Essential skills:

You don't need qualifications to become a prison o fice . Personal qualities are more important. You need to show:

- Good communication and influencing skills
- Commitment to quality.
- Effective decision-making.
- Care and understanding.

Eligibility:

To become a prison office , you will need to:

- be at least 18 years old,
- have the right to work in the UK,
- be reasonably fit and able to pass our fitness tes
- have good eyesight in both eyes (both with and without corrective lenses).
- A suitable standard of hearing (without the use of hearing aids) is required for safety reasons for all potential candidates for prison officer training

National Crime Agency

Job Title

Paralegal.

Grade

EO.

Essential Criteria

You will need to demonstrate the below behaviours:

- Communicating and Influencing
- Delivering at Pace.

You will also need to demonstrate the below technical / experience criteria:

- Experience in researching and delivering high quality legal analysis, including the ability to interpret statute, case law, and other relevant sources of law.
- Practical experience of working in a legal environment.
- Ability to prioritise tasks across a number of work streams.
- Experience of office administration includin preparing bundles and dealing with invoices.

You will also have the following essential qualifications

- To be successful in this role you must have a Law degree or have completed the Graduate Diploma in Law.

Job Title

Business Support Assistant.

Grade

AO.

Essential Criteria

You will need to demonstrate the below behaviours (Only assessed at interview):

- Working Together.
- Changing and Improving.

You will also need to demonstrate the below technical criteria:

- Excellent customer service skills.
- Excellent organisational skills with the ability to multi task.
- You will also need to demonstrate the below experience criteria:
- Proven administrative experience to include the use of Microsoft Office and new digital technologies

Essential Criteria:

- Applicants wishing to apply via the apprenticeship route will need either grades A – C or grades 4 – 9, in Maths and English. If you do not have this you will be required to sit a functional skills test.

Job Title

Trainee Investigator.

Grade

AO.

Essential Criteria

You will need to demonstrate the below behaviours:

- Working Together.
- Delivering at Pace.

You will also need to demonstrate the below technical/ experience criteria:

- Experience in decision making with accountability for decisions made.
- Proficient in the use of Mic osoft Office, an applications and other web-based platforms such as search engines and social networks.
- Experience and/or interest in the use of digital technology.

Essential Qualifications / experience

- Full DVLA License (Includes Full EU Licenses) or the ability to obtain a Full Driving License within one year in post.

Scottish Government

Job Title

Front of House Assistant.

Grade

AO.

Essential Criteria

1. Experience of effective team work in a demanding, customer facing, high quality service.
2. The ability to work and engage positively with a wide range of internal and external users.
3. Excellent communication and engagement skills, being able to communicate clearly and concisely.
4. A good understanding of and experience in delivering face-to-face services to a diverse user group.

For jobs in Band A, you must hold a minimum of 5 Standard Grades (grades 1–3) or Ordinary Grades (A-C) including English and a numerical subject.

Job Title

Fisheries Observer/Data Collector.

Grade

AO.

Essential Criteria

Good organisational skills, ability to plan and prioritise work and use your own initiative.

To be a confident communicator with good verbal and written communication skills.

Experience of collecting, accurately recording, and entering data in to basic computer packages (e.g. Excel).

Experience of working with fish and/or shellfis species important to Scottish fisheries on sea going commercial or research vessels.

Job Title

Patient Tracking and Tracing Team Leader.

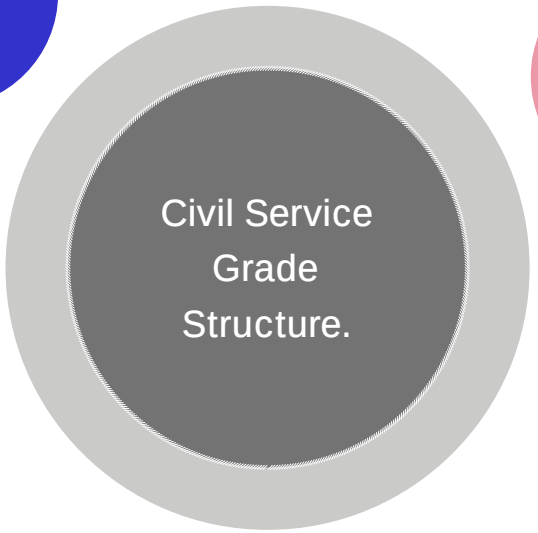
Grade

AO.

Essential Criteria

1. Excellent organisational skills with ability to prioritise workload to meet tight deadlines while maintaining a high level of accuracy.
2. Strong written and oral communication skills and confidence in engaging with a range of people at al levels.
3. Strong attention to detail with the ability to make both objective and subjective decisions based on information gained from all available search tools.
4. The ability to work effectively as part of a team, demonstrating flexibility and p oactively contributing to achieve agreed targets and objectives, with the minimum of supervision.

Civil Service Grade Structure.



AA

- Typically AAs work in a supporting administrator role. Entry level positive with no management responsibilities. Could be an apprentice.

AO

- Typically AOs work within a supportive team structure and will have no line management responsibility. Could be an apprentice.
- Equivalent job titles outside of the Civil Service include Administrator, Office Administrato , Sales administrator, Executive Assistant.

EO

- Typically EOs work within a supportive team structure. First level of line mangement for some organisations.
- Equivalent job titles outside of the Civil Service may be Supervisor, Senior Administrator, Office Manage ..

HEO

- HEOs may have exposure to supervising a team or a specialist area to lead.
- Equivalent job titles outside of the Civil Service may be Supervisor, Team Leader, Senior Advisor, Office Manage .

SEO

- SEOs will be managing a small team and may be beginning to specialise in an area.
- Equivalent job titles outside of the Civil Service may be Senior Team Leader, Junior Manager, Senior Supervisor.

G6

- G6s may be specialist in a particular area and will also have significant line management responsibilities for large teams headed by serveral grade 7's.
- Equivalent job titles outside of the Civil Service may be Operations Manager, Senior Manager Head of..

G7

- G7s may be specialist in a particular area and will also have significant line management responsibilities for large teams headed by several SEO and/or HEO and/or EO's.
- Equivalent job titles outside of the Civil Service may be Manager, Deputy Operations Manager, Deputy Head of.

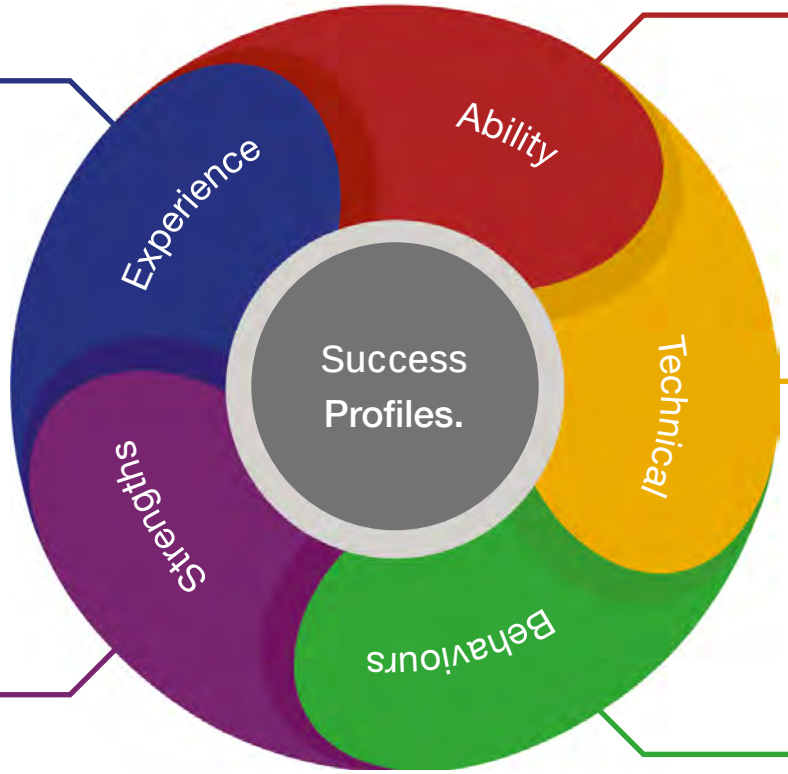
What are the elements of the Success Profiles?

Experience

the knowledge of mastery of an activity or subject gained through involvement in or expose to it.

Strengths

the things we do regularly, do well and that motivated us.



Ability

the aptitude or potential to perform to the required standard.

Technical

the demonstration of specific professional skills, knowledge or qualifications

Behaviours

the actions and activities that people do with result in effective performance in a job,.

Contact us

Should you like to contact us for more details or help, please email **civilservicecareers@cabinetoffice.gov.uk.**

For more information around careers in the civil service, visit https://www.civil-service-careers.gov.uk/national-careers-week-hub/



