



Civil Service HR  
Government  
Recruitment Service



Department for  
Business, Energy  
& Industrial Strategy

# Advisor EU Exit Energy and Climate Change Department for Business, Energy and Industrial Strategy

## Payband: HEO

Reference: 1588642

Closing date: Midnight Friday 13th July 2018

Candidate Information Pack



Move your mouse pointer over the buttons below and click for more information.

“There has never been  
a more **exciting**  
**time to work** in  
**government**”



Alex Chisholm  
Permanent Secretary

To view bio  
click here →

Following the EU Referendum, the Prime Minister established the Department for Business Energy and Industrial Strategy, creating a new government department that integrates policy agendas for energy and climate change with business and science whilst also developing and delivering a comprehensive industrial strategy. We are delighted to be able to offer the opportunity to join a dynamic and forward-focused department to the next cohort of people interested in a career in the Civil Service.

There has never been a more exciting time to work in BEIS' policy groups with a new, fast-paced context as the UK negotiates its exit from the European Union and adapts its relationships with European partners and the rest of the world. This will have an overarching impact on both domestic and international aspects of the department's policy areas.

“There has never been  
a more **exciting**  
**time to work** in  
**government**”



Alex Chisholm  
Permanent Secretary

To view bio  
click here →

To achieve this, it is more important than ever that the department seeks high calibre candidates that can demonstrate that they have the passion, values and ability to make a real difference. We are seeking a number of senior policy professionals to join us at Grade 7 level. Roles are available across numerous high priority policy areas in the department. In return, we can offer you the challenge and stretch you need to develop your career and reach your full potential.

If you have a passion for shaping the future direction of the United Kingdom and have the drive to solve real challenges in order to make the UK a more prosperous place, this could be the job for you.

We look forward to your application and welcoming you to BEIS.

“There has never been  
a more **exciting**  
**time to work** in  
**government**”



Alex Chisholm  
Permanent Secretary

## Biography

Alex Chisholm became Permanent Secretary for the Department for Business, Energy and Industrial Strategy (BEIS) in September 2016. Prior to that he was Joint Permanent Secretary for BEIS. He is also Trustee and Deputy Chair at the international charity Breadline Africa.

Over a 25-year career-to-date, Alex has held a variety of senior executive posts in a diverse range of public policy and business positions, in the UK and Ireland, including government and regulatory agencies, an international media business, internet start-ups and a software services supplier.

A highly analytical individual, Alex's main experience over the last decade has been in leading organisations through change, and this remains his prime focus and ambition.

# Energy and Climate Change – EU Exit

Dear Candidate,

- Do you want your work to make a difference to people's lives?
- Are you interested in working on a major issue of our time; our exit from and future relationship with the European Union, whilst ensuring our ambitious energy and climate change agenda remains on track?
- Would you like to be considered for a range of roles that best suit your skills?

The Energy & Climate Change EU Exit Programme within the Department for Business, Energy and Industrial Strategy (BEIS) are looking to recruit talented, highly motivated people to fill a wide range of great roles. We have one of the most interesting and dynamic portfolios in the department focused on three areas:

- Negotiations Readiness
- Stakeholder Management
- Governance and Portfolio Management

This pack gives some information on what it is like to work for us, as well as on working for BEIS. As Director, my approach is to work closely with our people, encourage them to come up with new ideas, and to not be afraid to challenge how things are done in a constructive way. If successful, wherever you work in the department, I'm sure you will find it interesting, rewarding and enjoyable. I wish you every success in your application.

Jonathan



**Jonathan Holyoak**

Director  
Energy and Climate  
Change EU Exit

# About the Department for Business, Energy and Industrial Strategy (BEIS)

BEIS is a new department at the heart of the Government's agenda that brings together responsibilities for business, industrial strategy, science, innovation, energy and climate change.

Our vision is an economy that works for everyone – so that there are great places in every part of the UK for people to work and for businesses to invest, innovate and grow.

To realise our vision, we will:

- Deliver an ambitious Industrial Strategy
- Maximise investment opportunities and bolster UK interests
- Promote competitive markets and responsible business practices
- Ensure the UK has a reliable, low cost and clean energy system

We will support each of our objectives by:

- Investing in cutting-edge science and building a robust, high quality evidence base.
- Taking action to tackle carbon emissions, working in partnership with the business community.

- Tailoring our interventions to the local needs and circumstances of UK consumers and businesses. We are offering you the chance to work on policies that will define the UK's relationship with business, Europe and the world.

We feel the department has an exciting remit, and we hope you agree.



Click the image to find out more about what BEIS does and why it is a great place to work

# Industrial Strategy

Industrial Strategy White Paper launched on 27 November 2017.

The White Paper sets out a long term plan to boost the productivity and earning power of people throughout the UK. It sets out how we are building a Britain fit for the future – how we will help businesses create better, higher-paying jobs in every part of the United Kingdom with investment in the skills, industries and infrastructure of the future.

Delivering affordable energy and clean growth are one of the pillars of the strategy. That's why our work is important to ensure full delivery of the Strategy!

## The 10 Pillars



Investing in science,  
research & innovation



Developing skills



Upgrading  
infrastructure



Supporting businesses  
to start & grow



Improving procurement



Encouraging trade  
& inward investment



Delivering affordable  
energy & clean growth



Cultivating  
world-leading sectors



Driving growth across  
the whole country



Creating the right  
local institutions

# Case Study: Business, Energy and Industrial Strategy

“It is a really **fun, friendly and supportive** team”

Sophie Barnes



## What do you do?

I am responsible for the team's work with the Devolved Administrations, which includes working across departments to ensure negotiation options are developed that reflect the whole of the UK. I also work across the team on a wide range of projects including stakeholder and parliamentary engagement, the governance of the EU Exit Energy and Climate Change board, and drafting secondary legislation for after Exit day.

## What do you enjoy the most?

The opportunity to work on negotiations that are going to have a big impact on the UK, being trusted with challenging projects from day one and the opportunity to work on a wide variety of areas across the whole team, department, Whitehall and beyond.

## What does it feel like to work here?

It is a really fun, friendly and supportive team that is willing to trust each member with challenging pieces of work and shows a real interest in everyone's learning and development.

# Case Study: Business, Energy and Industrial Strategy

“Working here is **challenging** and always **interesting**”

Tom Lafford



## What do you do?

I am responsible for the team's work on the energy and climate change content of the EU exit negotiations. This includes working across Whitehall to develop coherent negotiating positions, building a strong evidence base for decision making and inputting into key government products.

My role involves working with colleagues from across the Department's climate change and energy teams.

## What do you enjoy the most?

The opportunity to work with colleagues who have genuine expertise on important questions about our future relationship with the European Union.

## What does it feel like to work here?

The work is fast paced and changes regularly so working here is challenging and always interesting.

## Job Title

Advisor EU Exit Energy and Climate Change

## Vacancy reference

1588642

## Salary

The post is at HEO level. The salary range is £31,000 - £35,628 (London).

### Open evening

If you would like to find out more about the Department and the roles on offer, please come along to our Policy Open Evening on **Monday 9th July 2018, 1600-1800, at the BEIS Conference Centre, 1 Victoria Street, London, SW1H 0ET**. Attendance is by RSVP only, please confirm via the Eventbrite portal: <https://www.eventbrite.co.uk/e/energy-and-climate-change-recruitment-open-evening-tickets-47265762167>

# Vacancy Description

## About the role

Policy Advisor roles (HEO)

We have a number of roles required to support the vital preparation for and input into energy and climate change negotiation positions. These will be critical coordination roles working with analysts, lawyers, technical and commercial experts, and many other interested parties. These roles will work on detailed policy design and implementation. These roles could include parliamentary work, stakeholder engagement, governance and negotiation planning, depending on the skills and preferences of successful applicants.

## About the team

The Energy and Climate Change EU Exit is a new directorate at the heart of ensuring that the UK's aims and objectives in energy and climate change are met, in the process of exiting the EU. We are a small but growing team that works with teams across the department and across Whitehall to take forward a significant and important programme.

You can find out more about what it is like to work for us by attending the Open Evening.

## What are my responsibilities?

Depending on the skills and experience of successful candidates, there will be opportunities to lead different aspects of the wider programme and considerable scope for taking initiative and creative approaches to the challenges being faced.

- Detailed policy design and implementation. Building relationships and working with others, including analysts, lawyers, technical and commercial experts, teams elsewhere in BEIS and in other Government Departments, delivery partners and external stakeholders

## Job Title

Advisor EU Exit Energy and Climate Change

## Vacancy reference

1588642

## Salary

The post is at HEO level. The salary range is £31,000 - £35,628 (London).

### Open evening

If you would like to find out more about the Department and the roles on offer, please come along to our Policy Open Evening on **Monday 9th July 2018, 1600-1800, at the BEIS Conference Centre, 1 Victoria Street, London, SW1H 0ET**. Attendance is by RSVP only, please confirm via the Eventbrite portal: <https://www.eventbrite.co.uk/e/energy-and-climate-change-recruitment-open-evening-tickets-47265762167>

# Vacancy Description

- Manage a range of reporting requests to tight timelines across a number of stakeholder groups. Imperative to be able to build great working relationships across teams to facilitate this work being completed quickly and to a high standard
- Ensuring delivery against agreed programmes timelines and key performance indicators
- Preparing briefing and other supporting documents for Ministers and colleagues
- Designing and delivering consultations, including, but not limited to running stakeholder engagement events

## Why Join Us?

- Number of exciting opportunities to work on a number of high profile energy and climate change issues
- Great development and learning opportunities
- Work with highly diverse and supportive teams across the Department
- Benefits include flexible working, child care vouchers, season ticket loan, cycle to work scheme, discounted gym membership available on-site, various employee discounts
- Generous pension

## Job Title

Advisor EU Exit Energy and Climate Change

## Vacancy reference

1588642

## Salary

The post is at HEO level. The salary range is £31,000 - £35,628 (London).

### Open evening

If you would like to find out more about the Department and the roles on offer, please come along to our Policy Open Evening on **Monday 9th July 2018, 1600-1800, at the BEIS Conference Centre, 1 Victoria Street, London, SW1H 0ET**. Attendance is by RSVP only, please confirm via the Eventbrite portal: <https://www.eventbrite.co.uk/e/energy-and-climate-change-recruitment-open-evening-tickets-47265762167>

# Person Specification

## What we are looking for

We have number of roles available including policy, stakeholder management, project management and delivery. Our roles are based in London with some potential travel, if required.

We welcome applications from all backgrounds but we are particularly interested in candidates coming from energy and climate change backgrounds. We are looking for the following transferable skills:

- Leadership and management skills;
- Project management and governance;
- Stakeholder management;
- Policy development and implementation;
- Change management; and,
- Understanding of energy and climate change and/or the EU institutions is desirable

As Civil Servants we also put great value on the [Civil Service Code](#), [Leadership Statement](#), and [Civil Service Competency Framework](#).

## Job Title

Advisor EU Exit Energy and Climate Change

## Vacancy reference

1588642

## Salary

The post is at HEO level. The salary range is £31,000 - £35,628 (London).

### Open evening

If you would like to find out more about the Department and the roles on offer, please come along to our Policy Open Evening on **Monday 9th July 2018, 1600-1800, at the BEIS Conference Centre, 1 Victoria Street, London, SW1H 0ET**. Attendance is by RSVP only, please confirm via the Eventbrite portal: <https://www.eventbrite.co.uk/e/energy-and-climate-change-recruitment-open-evening-tickets-47265762167>

# Person Specification

## Remuneration

The post is at HEO level. The salary range is £31,000 - £35,628 (London).

Non civil servants will be expected to start at the salary minimum if successful.

Civil servants appointed on level transfer will retain their existing salary. Civil servants applying on promotion will usually be appointed to the salary minimum or within 10% of existing salary.

## Benefits

- New Civil Servants will receive 25 days annual leave in the first year of service, rising incrementally by one day a year to a maximum of 30 days after 5 years' service.
- A strong focus on Learning & Development for all employees;
- A variety of flexible working arrangements that recognise the importance of a good work/life balance.
- Joining the Civil Service also opens you up to a whole world of career and development opportunities across government with a range of support to help you meet your full potential.

## Job Title

Advisor EU Exit Energy and Climate Change

## Vacancy reference

1588642

## Salary

The post is at HEO level. The salary range is £31,000 - £35,628 (London).

### Open evening

If you would like to find out more about the Department and the roles on offer, please come along to our Policy Open Evening on **Monday 9th July 2018, 1600-1800, at the BEIS Conference Centre, 1 Victoria Street, London, SW1H 0ET**. Attendance is by RSVP only, please confirm via the Eventbrite portal: <https://www.eventbrite.co.uk/e/energy-and-climate-change-recruitment-open-evening-tickets-47265762167>

# Assessment Criteria

Please follow the process as outlined on the [CS Jobs](#) website. You will be asked to register for this vacancy by **Midnight Friday 13th July 2018**, and then sit the Civil Service Judgement Test (CSJT) by **Midnight Sunday 15th July 2018**. Those who meet the minimum required standard on the online test will then be asked to provide a CV and a 750-word Personal Statement, by **Midnight Tuesday 17th July 2018**:

Candidates will be sifted against their CV and Statement of suitability.

Candidates who pass the sift will be invited to attend a blended competency and strength based interview, based on the [CS Competency Framework](#).

The interview questions will be based upon the four competencies below that can be found in the CSCF, and are listed in the Job Advert.

- Leading and communicating
- Collaborating and partnering
- Seeing the big picture
- Delivering at pace
- Making effective decisions

# Recruitment Process

## How to apply

To apply for this post please follow the instructions on the CS Jobs website by no later than **Midnight Friday 13th July 2018**.

You will be asked to complete some basic personal information, job history then, after submission, the Civil Service Judgement Test (CSJT).

The test is taken online, we will send you an invitation and will provide full instructions on how to complete the test, for further guidance please refer to the test guidance attached to the advert. Please complete the online test as soon as possible, the deadline to complete the CSJT is **Midnight Sunday 15th July 2018**.

Candidates that pass the CSJT will then be invited to complete their CV and statement of suitability.

**PLEASE NOTE:** This section will allow you to input up to 1200 words but you must only provide **750 words maximum**. All information provided beyond 750 words will not be assessed.

Your CV should highlight your relevant skills and experience.

Your Statement of suitability should be **750 words maximum** and outline why you are interested in the roles, what skills and experience you will bring to the organisation and how do you fit to the following five criteria:

- Be alert to emerging issues and trends which might impact or benefit own and team's work.
- Recognise patterns and trends in a wide range of evidence/ data and draw key conclusions, outlining costs, benefits, risks and potential responses.
- Communicate using appropriate styles, methods and timing, including digital channels, to maximise understanding and impact.
- Readily share resources to support higher priority work, showing pragmatism and support for the shared goals of the organisation.
- Plan ahead but reassess workloads and priorities if situations change or people are facing conflicting demands.

The deadline to provide this response is **Midnight Tuesday 17th July 2018**.

Candidates that meet the required standard in the sift will progress to a blended competency and strength based interview.

# Recruitment Process

## Civil Service Commission's Recruitment Principles

- Selection for appointment to the Civil Service is on merit, on the basis of fair and open competition, as outlined in the Civil Service Commission's Recruitment Principles.
- In accordance with the Civil Service Commissioners' Recruitment Principles, our recruitment and selection processes are underpinned by the requirement of appointment on the basis of merit by fair and open competition. If you feel your application has not been treated in accordance with the Recruitment Principles and you wish to make a complaint, you should contact [recruitment@bis.gsi.gov.uk](mailto:recruitment@bis.gsi.gov.uk) in the first instance.

If you are not satisfied with the response you receive you can contact the Civil Service Commission at:

[civilservicecommission.independent.gov.uk](http://civilservicecommission.independent.gov.uk)

[info@csc.gsi.gov.uk](mailto:info@csc.gsi.gov.uk)

- Civil Service Commission, Room G/8, 1 Horse Guards Road  
SW1A 2HQ

## Alternative Formats

If you wish to receive a hard copy of the information, or in an alternative format e.g. Audio, Braille or large font then please contact: [priorityrecruitment.grs@cabinetoffice.gov.uk](mailto:priorityrecruitment.grs@cabinetoffice.gov.uk).

## Further Information

If you have any questions about applying for this role please contact: [priorityrecruitment.grs@cabinetoffice.gov.uk](mailto:priorityrecruitment.grs@cabinetoffice.gov.uk)

# Indicative Timeline

Please note that these dates are only indicative at this stage and could be subject to change. If you are unable to meet these timeframes, please let us know by contacting [priorityrecruitment.grs@cabinetoffice.gov.uk](mailto:priorityrecruitment.grs@cabinetoffice.gov.uk).

The anticipated timetable is shown below.

Interviews will take place in 1 Victoria St, Westminster, London SW1H 0ET.

Candidates are asked to note the timetable above, exercising flexibility through the recruitment and selection process.

<b>Deadline to complete full application:</b>	<b>Midnight Tuesday 17th July 2018</b>
<b>Sift period:</b>	<b>W/C 23rd July 2018</b>
<b>Interviews:</b>	<b>From W/C 30th July 2018</b>
<b>Offers made to candidates:</b>	<b>End of W/C 6th, to start of W/C 13th Aug</b>

# Terms, Conditions and Benefits

## Appointment Term

---

Permanent

## Location

---

Westminster, London. Some travel may be required.

Relocation costs will not be reimbursed.

## Working Arrangements

---

Some roles may be available for full-time, part-time or flexible working arrangements (including job share arrangements). You will be asked to give further details at offer stage.

## Salary Range

---

The post is at HEO level. The salary range is £31,000- £35,628 (London).

Non civil servants will be expected to start at the salary minimum if successful.

Civil servants appointed on level transfer will retain their existing salary. Civil servants applying on promotion will usually be appointed to the salary minimum or within 10% of existing salary.

## Pension

---

Your pension is a valuable part of your total reward package where:

- the employer makes a significant contribution to the cost of your pension;
- your contributions come out of your salary before any tax is taken. This means, if you pay tax, your take-home pay will not be reduced by the full amount of your contribution; and
- your pension will continue to provide valuable benefits for you and your family if you are too ill to continue to work or die before you retire.

For more information, visit

[www.civilservicepensionscheme.org.uk/](http://www.civilservicepensionscheme.org.uk/).

## Leave Allowance

---

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' service.

In addition to this you are entitled to 8 public/bank holidays plus an additional day for the Queen's Birthday.

# Terms, Conditions and Benefits

The allowance is pro-rated for part-time staff.

With competitive maternity, paternity and parental leave we also recognise the importance of a good work-life balance and offer flexible working and a family friendly approach to work.

## **Training and Development**

---

The Department offers engaging jobs in work that really matters; jobs which have a direct impact on the quality of public services. Roles can offer great job satisfaction and there are many opportunities to develop and progress both within the Department and across the wider Civil Service.

To create a more skilled and unified organisation to transform services, the Civil Service is developing 10 specialist areas of expertise.

[www.gov.uk/government/publications/functional-model-for-more-efficient-and-effective-government](http://www.gov.uk/government/publications/functional-model-for-more-efficient-and-effective-government)

These cross-government functions provide professional services and support to departments and supplement the 25 recognised professions within the Civil Service and who are there to support your own professional development.

[www.gov.uk/government/organisations/civil-service/about/recruitment](http://www.gov.uk/government/organisations/civil-service/about/recruitment)

We are committed to investing in our staff and offer a range of work based training and qualifications, coaching and mentoring opportunities and a guaranteed five days of learning a year.

## **Other Benefits**

---

- Childcare - the Department recognises that many staff balance working lives with the demands of a family life and offers support with childcare and holiday play schemes costs by providing childcare vouchers for staff who meet the eligibility criteria.
- Interest free season ticket and bicycle loans.
- Some sites also offer onsite facilities including fitness centres and staff canteens.

## **Modernised Terms and Conditions**

---

Civil Servants taking up appointment on promotion will adopt the modernised Civil Service terms and conditions which came in to effect from 1 July 2013. Existing Civil Servants appointed on level transfer will retain their existing terms and conditions.

# Terms, Conditions and Benefits

## Eligibility

---

The post is advertised to suitably qualified people in the external market, and to existing Civil Servants and those in accredited Non Departmental Public Bodies. Existing civil servants in their probationary period should check with their HR Department whether they are eligible to apply for this role.

## Nationality

---

To be eligible for employment you must be a national from the following countries:

The United Kingdom

The Republic of Ireland

The Commonwealth\*

A European Economic Area (EEA) Member State

Switzerland

Turkey

Certain family members of EEA, Switzerland and Turkish nationals are also eligible to apply regardless of their nationality.

(\*Commonwealth citizens not yet in the UK, who have no right of abode in the UK and who do not have leave to enter the UK are

ineligible to apply.)

For further information on whether you are eligible to apply, please visit [www.gov.uk](http://www.gov.uk).

## Security Clearance

---

Before the appointment of the successful candidate can be confirmed, the Department will undertake background security checks. As part of this, we will need to confirm your identity, employment history over the past three years (or course details if you were in education), nationality and immigration status, and criminal record (unspent convictions only).

Successful candidates will be required to pass Baseline Personnel Security Standard checks. Some posts may require additional clearance and candidates should be willing to obtain security clearance to Security Check (SC) or Developed Vetting (DV) if required.

## Reserved for UK Nationals

---

Certain posts, notably those concerned with security and intelligence, might be reserved for British citizens, but this will not normally prevent access to a wide range of developmental opportunities within the Civil Service.

This is not a reserved post.

# Terms, Conditions and Benefits

## 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, shareholdings, 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.

## Equality and Diversity

---

The Department is committed to being an equal opportunities employer. We value and welcome diversity. We aim to develop all our staff to enable them to make a full contribution to meeting the Department's objectives, and to fulfil their own potential on merit. We will not tolerate harassment or other unfair discrimination on grounds of sex, marital status, race, colour, nationality, ethnic origin, disability, age, religion or sexual orientation. We will promote and support the use of a range of flexible working patterns to enable staff to balance home and work responsibilities; and we will treat people fairly irrespective of their working arrangements.

Under the terms of the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection

process. We are therefore committed to meeting, wherever possible, any needs you specify in your application. We will also consider any reasonable adjustments under the terms of the Act to enable any applicant with a disability (as defined under the Act) to meet the requirements of the post.

## Civil Service Code

---

All civil servants are subject to the provisions of the Civil Service Code that details the Civil Service values, standards of behaviour and rights and responsibilities. For further information, visit [Gov.UK](https://www.gov.uk).

# Using This PDF



This interactive PDF file is best viewed using the free Adobe Acrobat Reader software

Click on the icon above and follow the onscreen instructions to download

This icon indicates an interactive area for you to click on to view more information

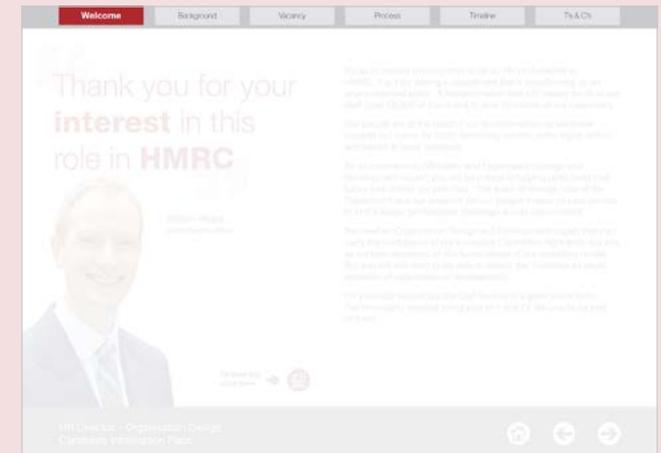
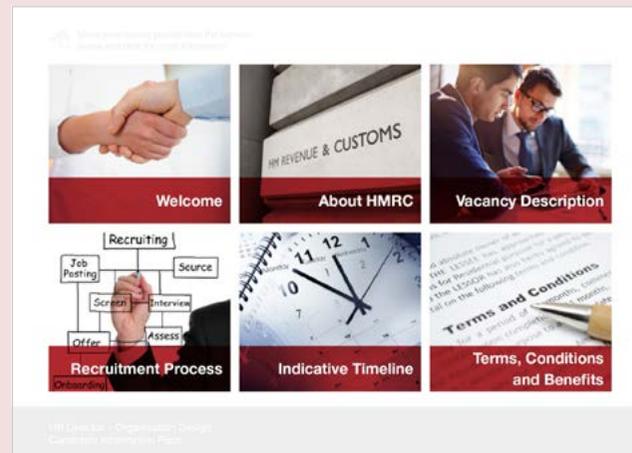
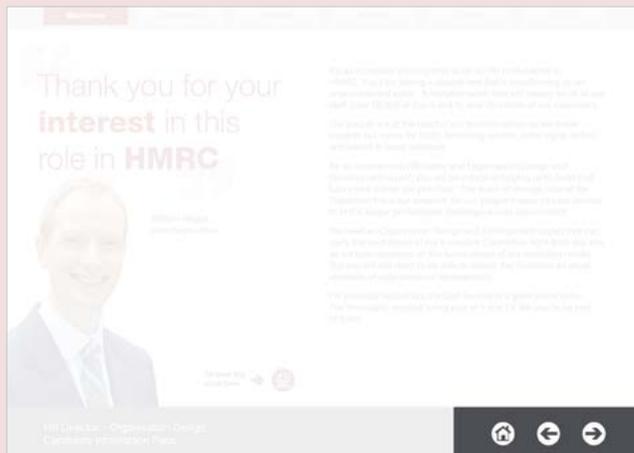
Interactive sections:  
Welcome, Process, Ts & Cs

A print ready version is available. Press ESC to exit full screen mode (desktop). Open the 'attachments' panel displayed with the  (paperclip) icon, whether you are using a desktop, tablet or mobile device



To navigate through the document, you can use the following buttons:

- at the bottom of the screen - forwards, backwards, home
- the interactive contents page, or
- the menu bar at the top of the screen that also acts as a crumb trail so that you know what section you are in





Civil Service HR  
Government  
Recruitment Service

# Contact details

If you have any questions about applying for this role please contact:

[priorityrecruitment.grs@cabinetoffice.gov.uk](mailto:priorityrecruitment.grs@cabinetoffice.gov.uk)

Please include the **vacancy reference number** and **job title** in the subject line.