



# Candidate Notes

## Administrative Assistants Liverpool 2008

Applications are invited to fill permanent Administrative Assistant vacancies with the UK Border Agency based in our Liverpool offices.

This closing date is Friday, 30th May 2008.

Your application form should be sent to:

AA Recruitment - LIV08  
Brookland House  
3-5 Vere Street  
Salford  
M50 2GQ

### **Qualification and Experience**

For Administrative Assistants these are 2 GCSEs at Grade C or above (or equivalent) one being English Language or, NVQ Business Administration level 1, or suitable administrative experience.

## Nationality

You must be a British Citizen, Commonwealth Citizen or a national of a state within the European Economic Area. You must have no restrictions on employment and there must be no time limit on your permitted stay in the UK. In addition you should normally have lived here continuously for the last 3 years.

## Immigration Control

Entry to the UK is controlled under the Immigration Acts 1971, 1988, 1993 and 1999. Everyone who does not have the right of abode is subject to immigration control. For these posts, you must have no restrictions on your stay in the UK.

## Security

The posts covered by this scheme of recruitment require security clearance. If you are selected for interview you will be asked to complete a security questionnaire which will explain the Government's vetting policy. Candidates are normally required to have a minimum period of three continuous years residence in the UK before they can be considered for security clearance.

## Confidentiality

You will be subject to the provisions of the Official Secrets Act and required to exercise care in the use of official information acquired in the course of official duties, and not to disclose information which is held in confidence.

## Health Standard

For a permanent appointment you must be able to give regular and effective service. You will therefore, be asked to complete a health declaration and, if necessary, to attend a medical examination.

## No Smoking Policy

The Home Office operates a no smoking policy in all premises and smoking facilities are not provided.

## Hours and Leave

We have various working patterns available. Most of our vacancies are full time, working a 37 hour week excluding lunch breaks, Monday to Friday. While flexible working hours apply to most posts, some posts have fixed hours: 8.15 – 16:09 with a 30 minute lunch break. We also have some part time Evening Working Hours vacancies available: 17:00 – 21:00 with 50% premium payment from 19:00 – 21:00. Please select your preference of working hours on the application form.

The annual leave allowance is 25 days. In addition, all staff receive 10½ days public and privilege holidays to be taken at fixed times of the year.

Applications are welcomed from those wishing to work part time or job share.

## Benefits

- Annual performance related pay reviews
- 10.5 public holidays per year
- Paid paternity leave (subject to eligibility)
- 26 weeks paid maternity leave (subject to eligibility)
- Trade Union representation (optional)

## Probation

You will be on probation for a period of 6 months but in exceptional circumstances this may be extended. If you are already an established civil servant you will not be required to serve probation provided this has already been completed satisfactorily.

## Pension

The Civil Service offers a choice of two pension schemes.

**Nuvos defined benefit pension scheme:** This is a contracted out pension scheme so you pay lower National Insurance contributions. You will not have any State Second pension for your period of service.

**Partnership Pension Account:** This pension account provides a way of saving for your retirement. Your employer will make contributions on your behalf to a stakeholder pension, which is a form of personal pension. The employer contribution will vary according to your age at the beginning of the tax year. You may decide how much you want to contribute, but you do not have to contribute anything. If you do contribute, your employer contributions will match your contributions up to a maximum of 3% pensionable earnings.

## Age

The retirement age for the Home Office is 65 with immediate payment of benefits under their relevant pension choice. Staff can request to stay beyond 65 subject to the same performance management, attendance and disciplinary requirements that are applicable to all staff irrespective of age and subject to the business needs. Staff will not be allowed to remain in employment beyond the age of 70. The maximum recruitment age for generalist post is 64.5 years at the time of taking up post.

## Relocation Expenses

All those appointed, including serving Civil Servants, will have to pay their own relocation expenses.

## Outside Activities

As a Civil Servant you may not take part in any activity which would in any way impair your usefulness to the Service, or engage in any occupation which may conflict with the interests of your department or be inconsistent with your official position. Subject to these conditions, work of a minor or short-term nature (for example, vacation work or work after hours) is normally allowed, provided you seek prior permission.

You will also be subject to certain restrictions, depending on your grade and the nature of your work, on national and local political activities. These include standing as a candidate in parliamentary or local authority elections, or canvassing on behalf of candidates; and expressing views on matters of political controversy in public speeches or publications.

#### **Guaranteed Interview Scheme for Disabled Persons**

The Home Office operates a guaranteed interview scheme for disabled people (as defined by the Disability Discrimination Act 1995) who meet the minimum criteria for this appointment as published in these Notes. If you wish to apply for consideration under this scheme, please complete the relevant section of the application form including any special arrangements you may require at our selection centre. This will enable us to make the appropriate arrangements, if necessary.

#### **Retention of Personal Data**

The personal data which you have provided, and which we may request in connection with your application, will not be retained beyond 12 months should your application be unsuccessful. If you are appointed to the posts applied for, your personal data will only be used for the purposes of Personnel Management.

#### **Selection and Application**

The candidates who fulfil the minimum criteria will be invited to attend a competency based interview.

#### **Civil Service Recruitment Code**

The UK Border Agency's recruitment processes are underpinned by the principle of selection for appointment on merit on the basis of fair and open competition as outlined in the Civil Service Commissioners' Code which can be found at : [www.civilservicecommissioners.org](http://www.civilservicecommissioners.org)

If you feel your application has not been treated in accordance with the Code and you wish to make a complaint, you should contact Susannah Townsend at the address provided above in the first instance. If you are not satisfied with the response you receive from the UK Border Agency, you can contact the Office of the Civil Service Commissioners.

#### **Pre-Appointment Enquiries**

If you are recommended for appointment, enquiries will be carried out into your nationality, health and other matters, to ensure that you are qualified for appointment. To enable these enquiries to be completed, we will need to see your original birth certificate and/or passport. When the enquiries are completed satisfactorily, it will be for the Immigration and Nationality Directorate to make you a formal offer of appointment.

#### **Equal Opportunities**

The Home Office is dedicated to promoting equality, fairness and respect. We will create a working environment where diversity is recognised, valued and celebrated.

In delivering our business to our diverse society, we will take care to assess the impact of our policies on race, religion and belief, gender, gender identity, disability, sexual orientation and age equality.

Specifically we will aim to:

- Employ a workforce that reflects, at all levels, the diversity of society as a whole;
- Treat all our staff and contacts with dignity and respect;
- Develop all our staff to realise their full potential;
- Ensure that our recruitment, selection, appraisal, training and career progression processes are fair, objective and free from bias or stereotyping; and
- Take positive action to secure equality of opportunity.

If you need to contact us about the application or selection process please telephone the Recruitment Team on 0161 880 5736.