



Recruitment Guidance Booklet

Contents

[Applying for a job at the SFO](#)

[Guidance on completing the application form](#)

[Your nationality and immigration](#)

[SFO employment benefits](#)

[Salary ranges](#)

[Start dates for staff transferring between Government Departments](#)

[Security](#)

[Managing diversity within the SFO](#)

[Making an application under the Guaranteed Interview Scheme \(GIS\)](#)

[Location](#)

[Data Protection Act 1998](#)

[What happens next?](#)

[Appeal Process](#)

[Contact Us](#)

We appreciate you taking the time to consider employment at the Serious Fraud Office. You will find more detailed information about the SFO on our [website](#)

Applying for a job at the SFO

We encourage all applicants to view the [SFO website](#) and review the job description and person specification before applying; particularly the essential criteria section of the person specification and the civil service competency framework as these are the main measures against which selection decisions will be made.

The job description sets out the main duties and day-to-day activities of the post which may vary from time to time without changing the general character of the post or the level of responsibility entailed.

The person specification consists of two sections – a summary of the knowledge, skills and abilities that are particular to the role, divided into ‘essential’ and ‘desirable’ criteria and the Civil Service Competencies relevant to the role.

The SFO uses the civil service competency framework which was introduced in April 2013. This reflects the core skills and behaviours that staff should demonstrate in order to be successful at the SFO. Our jobs have at least 4 core competencies each defined at four levels, numbered 1-4 which work in tandem with and complement the other requirements listed in the person specification. The levels are cumulative, for example, level 3 presupposes ability at levels 1 and 2. Appropriate competency levels will be defined for every job at the SFO and clearly stated on the job description. The competency framework document, with detailed descriptors under each heading, will be posted on the website along with the job description.

All sections of our online application form should be completed.

The form provides candidates with to opportunity to demonstrate that:

- (i) they have the technical capability to perform the role by outlining how they meet the essential (and, if possible, desirable) criteria. This can be a general response, listing relevant experience and skills gained;
- (ii) they meet each competency to the stipulated level by providing a relevant example, preferably drawn from their recent work experience, in each case.

[Back to contents](#)

In your chosen example for the competencies, you will need to include:

What had to be done

Assume the selection panel won't know anything about the events you are describing.

What part you played

Don't fall in to the trap of talking about what 'we' did. The panel wants to know how you went about achieving the result you were looking for.

What was the outcome

Explain whether you were successful in achieving what you were trying to do. Don't just state 'it was a great success'. Try to use feedback from others as an indication of whether you achieved the result you were looking for.

Reflection

Try to indicate what you learned from the experience and what you might do differently in future as a result. Each competency will be weighted equally in the sifting process. We ask that applicants limit their submission to 250 words-per-competency.

Guidance on completing the online application form

Key points to remember:

- ❖ all sections of the form must be completed
- ❖ for each competency, give one specific example of a time when you have demonstrated the stipulated behaviour
- ❖ to demonstrate your technical competence, please outline in the Technical Competency section how you match the 'essential' (and, if applicable, desirable) criteria
- ❖ CVs will not be accepted in lieu of a completed form, however for some roles you may attach your CV as additional evidence of your competence.

[Back to contents](#)

Your nationality and immigration

Our posts are open to British Commonwealth and Irish citizens, and nationals of states within the European Economic Area and certain members of their families. Commonwealth candidates must be free from any restrictions to reside and take up employment in the UK. Full details of the nationality requirements to take up a post in the Civil Service are available [here](#)

SFO employment benefits

There are a great many benefits of working for the SFO including:

- ❖ An option to join the Civil Service pension scheme. For further details, click [here](#)
- ❖ A generous annual leave provision of 25 days which increases to 30 days after five years' service plus an additional day in recognition of the Queen's Birthday and the option to buy or sell up to five days' leave per year. Different terms may apply if you are already a Civil Servant
- ❖ Discretionary performance-related bonus scheme
- ❖ Interest-free season travel ticket, bicycle loan and cycle to work scheme
- ❖ Access to the Rental Deposit Salary Advance Scheme which assists employees in meeting the costs of deposits for privately rented homes
- ❖ Opportunities for learning and development
- ❖ Flexible working arrangements and family-friendly policies
- ❖ Voucher for eyecare and discounted spectacles
- ❖ Access to a range of discounts through membership of the [Civil Service Sports and Social Club](#), CSSC Sports and Leisure
- ❖ Maternity and paternity leave provision over and above the statutory entitlements
- ❖ Access to My CPS Rewards Gateway. My CPS Rewards offers staff a range of rewards and savings including: Discounts with high street retailers, savings on grocery shopping at a range of supermarkets, special salary sacrifice and recognition schemes, re-loadable gift cards and e-cards, instant vouchers

The **salary range** for each post is detailed on the job description. For the majority of our roles the expectation is that you will start on the salary scale minimum. Higher starting salaries are only offered in very exceptional

circumstances. Therefore if you are currently earning more than the minimum of the salary range, please consider carefully before applying, as we are unable to match salaries, even for exceptional candidates.

Staff joining the SFO from within the civil service on level transfer will retain their current basic salaries (minus allowances) providing this falls within our pay range for the grade. (Location allowance/London Weighting is an element consolidated within SFO pay, so where departments pay this as a separate allowance we do take it into account when calculating salaries). Transferring civil servants on promotion will move to the pay band minima or receive a 10% increase to their current salary, whichever means the largest increase for them. Salaries for staff where their current salary is above the SFO band maximum are agreed by the Head of HR on a case by case basis.

Start dates for staff transferring between Government Departments

The Civil Service has implemented changes to the way departments manage transfers of existing civil servants between different Government departments.

Previously, when civil servants have taken up new roles in other departments, the exporting department would pay until the officer had transferred onto the receiving department's payroll and invoice the SFO for reimbursement of any over-payment. With effect from December 2017, departments will only pay officers transferring out up until the last date before they transfer – (if this is the end of the week, the last day they pay up until will be a Sunday). This means that new transfers into the SFO who join us after payroll cut off (i.e. after the first week of the month) will need to wait until the end of the following month before they receive their first SFO salary (and back payments). For this reason we encourage new staff joining us to agree start dates for the first week of the month to ensure new starters can be added to our payroll before the cut-off.

[Back to contents](#)

Security

All SFO employees and contractors must fulfil the requirements of the Baseline Personnel Security Standard (or Basic Check, 'BC') prior to joining the SFO and many of our roles will require a higher level of security clearance, Security Check ('SC'). Offers of employment are made based on the satisfactory outcome of these checks. The level of clearance for the role will be explicit on the advert.

You should note that due to the nature of our work, the Serious Fraud Office has an exception to the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) which means that as part of the Basic Check you must disclose any spent or unspent convictions, providing as much detail as possible. Failure to declare a

conviction may disqualify you from appointment. If you have any spent or unspent convictions for fraud, theft or dishonesty it is unlikely that you would be appointed.

In exceptional circumstances, Developed Vetting ('DV') may be required. This would typically only happen once a new member of staff had joined the Office, and they would be consulted prior to a higher level of clearance being sought.

For further details of HMG Security Vetting Standard, click [here](#):

Government Internal Fraud Initiative –Fair Processing Notice

From 1 April 2016 the Serious Fraud Office has provided the Cabinet Office (CO) with information about employees who have been dismissed for fraud or dishonesty offences. This information is the individual's name, date of birth, national insurance number and a general description of the relevant misconduct. This also applies to employees who resign or otherwise leave but who would have been dismissed for fraud or dishonesty had they continued in employment.

The Cabinet Office input this information on to the Internal Fraud database (IFD) which holds information on civil servants dismissed for fraud or dishonesty. The Cabinet Office shares with the Serious Fraud Office the name, date of birth and national insurance numbers of individuals included on the IFD. As part of our pre-employment screening we will check your details against the information received from the Cabinet Office. If your details are included in the IFD you will be refused employment unless you can demonstrate exceptional circumstances.

Information will be retained by the Cabinet Office on the IFD for a period of five years from the date of dismissal (or the date employment ended). The Serious Fraud Office will share with the Cabinet Office the outcome of its checks for monitoring and analysis purposes. The CO will use this information for research on the prevention and detection of fraud. This will not be shared outside CO and Serious Fraud Office except on an anonymised basis.

[Back to contents](#)

The types of fraud/dishonesty covered by this process are defined by the CO as follows:

- Dishonest or fraudulent conduct, in the course of employment in the Civil Service, with a view to gain for the employee or another person;
- For employees of DWP only, this includes dishonest or fraudulent conduct relating to benefits, even if not connected with employment; and
- For employees of HMRC only this includes dishonest or fraudulent conduct relating to tax duties, contributions or payments administered by HMRC even if not connected with employment.

If you are notified that you are included on the IFD and believe that there has been an error in the inclusion of your data and you wish to make an appeal please contact the CO email box InternalFraud@cabinetoffice.gov.uk.

[Back to contents](#)

Managing diversity within the SFO

The SFO is committed to equality of opportunity and diversity in all its employment practices, policies and procedures. This means that no employee or potential employee will receive less favourable treatment due to their race, sexual orientation, gender identity, nationality, ethnic origin, disability, religion and belief, gender or marital status.

Making an application under the Guaranteed Interview Scheme (GIS)

The Serious Fraud Office is committed to the employment and career development of people with disabilities. To demonstrate our commitment we display the following symbol on all our adverts.



As a Disability Confident Employer, we:

- ❖ have undertaken and successfully completed the Disability Confident self-assessment
- ❖ are taking all of the core actions to be a Disability Confident employer
- ❖ are offering at least one activity to get the right people for our business and at least one activity to keep and develop our people. For a more detailed explanation of our commitments you can visit the Department for Work & Pensions (DWP) [Disability Confident](#) internet pages.

[Back to contents](#)

We **guarantee an interview** to anyone with a disability whose application meets the minimum selection criteria/competencies for the post. By 'minimum criteria' we mean that you must provide us with evidence in your application form that you meet the level of competence required for each competency as well as meeting any of the qualifications, skills or experience defined as essential.

For further details of the Guaranteed Interview Scheme, click [here](#):

To apply under the Scheme, simply complete the relevant part on the application form.

If you require any assistance or any adjustments to be made at the interview, please inform a member of the recruitment team in advance at hr@sfo.gsi.gov.uk.

[Back to contents](#)

Location

All of our posts are London-based, and you will work out of our London office which is located just off Trafalgar Square, 2-4 Cockspur Street, London, SW1Y 5BS.

All posts are mobile, and a degree of national and international travel may be required in the course of undertaking your duties.

Data Protection Act 1998

The Data Protection Act 1998 requires the Serious Fraud Office to tell you that we will not immediately destroy documentation for this recruitment campaign upon its completion.

For both successful and unsuccessful candidates other documents from our campaigns will be retained for a period of two years from completion, after which they will be destroyed.

What happens next?

We hope to inform candidates of the outcome of the shortlisting process within two weeks of the closing date for applications. However, if you have not heard from us within this time frame, that will be due to unforeseen delays in the process and not because your application has been unsuccessful. We guarantee that all applicants will receive an email informing them of the outcome of their application.

Should you be invited to the interview stage of the selection process, you will also need to fully demonstrate the competencies required for the position. These are clearly set out in the job description. If there are to be selection tests or exercises involved in the process this will be outlined in the job advert.

Candidates invited to interview will be advised in advance of the nature of the selection methods to be used.

[Back to contents](#)

Appeal Process

There is no appeal against the selection decision. However, individuals have a right to appeal if they feel that the principles of appointment on merit through fair and open competition and the Civil Service Commissioners' recruitment principles have not been met. You should initially raise your grievance with the SFO's Head of HR Operations. You should receive a response back within 14 days.

Head of HR Operations
Serious Fraud Office
2-4 Cockspur Street
London SW1Y 5BS

If, after an **internal appeal**, you still believe that the Civil Service Commissioners' Principles have not been met, then you can contact the Commission directly:

Complaints should be sent in writing to:

Civil Service Commission
Room G08
1 Horse Guards Road
London
SW1A 2HQ
Email: info@csc.gsi.gov.uk

We would like to take the opportunity to wish you the best of luck in your application.

Contacting the Serious Fraud Office

Serious Fraud Office
2-4 Cockspur Street
London
SW1Y 5BS

Telephone: +44 (0)20 7239 7272
Email (Resourcing enquiries): hr@sfo.gsi.gov.uk

www.sfo.gov.uk

V8 April 2018
Designed and printed by the SFO

[Back to contents](#)