



Government
Security

Government Security Profession Cyber Security Apprenticeship

Level 4 - Executive Officer

London £27,500 | National £23,850

2 Year Programme

Reference: 111590

Closing date: 17th May 2021 (23:55pm)





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Thank you for your interest in Government Security

“The scale of government security is extraordinary. We are the largest security operation in the UK, with a mission to defend the British government from the full range of security threats and protect 67 million citizens.”

Apprentices are a strategic part of our future talent and over time will help to close the cyber skills gaps we have and become our future leaders. Our apprentices are helping to create a self-reliant government security profession where we develop our own cyber security skills.

Our apprentices play an integral part in making and protecting our systems. You bring new energy and passion into cyber business areas, you also have a good understanding of threats from new and emerging technology.

I am delighted to launch this year’s recruitment of Level 4 Cyber Apprentices and hope you will be the government security professionals of the future. All of us in the Government Security Function look forward to supporting you throughout your career as part of the Government Security Profession.

Dominic Fortescue
Government Chief Security Officer





Welcome to Government Security

Do you want to make a real difference to the security of the UK, access high quality training, and build an exciting, challenging and varied career?

Working in Government Security has a huge scope. The government holds huge quantities of sensitive data, money and personal information, enabling it to provide services relied on by millions of citizens and thousands of businesses across the UK. We face a range of challenges: organised crime, hacktivists, terrorists, foreign intelligence services and rogue individuals. These attacks attempt to cause economic damage, erode public trust in online services and do real harm to our citizens, their property and their privacy. Cyber attacks are now a daily reality and our teams work hard to protect our systems to repel them.

Currently there are around 11,000 security professionals working in over 40 different departments and agencies across government. No matter which department or agency you're based in, each plays an important role in protecting public services so a career in Government Security is diverse, unique, and rewarding.

In the Government Security Profession, we're dedicated to supporting the professional development of everyone who works with us. Employees are supported in determining their career direction and you can take advantage of a wealth of learning opportunities. From induction to ongoing professional development, we'll encourage you to grow your skills and capabilities, which can be deployed across government departments and industry.

You can find out about the breadth of roles in government security in the [Security Profession Career Framework](#).

We are also committed to ensuring that Government Security is a fantastic place to work. Our ambition is to create a diverse community of security professionals and to foster an inclusive culture where everyone's voice matters. There are opportunities for security professionals to be involved in various cross-government networks such as the Women in Security Network, Carers Network, Disability Network and Introverts Network, as well as departments own employee networks.



The Cyber Security Apprenticeship Scheme

The cyber security apprenticeship scheme is an exciting opportunity to work for some of the key Government Departments and Agencies managing information security risks, impacting on all aspects of life in the UK.

Currently, we have over 90 apprentices at various stages of training, working across 20 government departments such as: Home Office, National Crime Agency, Ministry of Justice, Her Majesties Revenue and Customs, Department for Transport and many more.

Excellent on-the-job experience and training will enable candidates to develop the advanced technical skills needed to prevent cybercrime, decrypt data, clarifying and resolving malware issues. The apprenticeship will also help you build a foundation level of knowledge in critical areas of Cyber Security, setting you up for an exciting and rewarding career.

Apprentices will be trained against the Level 4 Cyber Security Technologist apprenticeship standard, which is split into two specialisms, Technologist and Risk Analyst. More information on the apprenticeship standard can be found here.

<https://www.instituteforapprenticeships.org/apprenticeship-standards/cyber-security-technologist/>





What to expect

The Level 4 Apprenticeship is 2 year innovative programme, during which you can expect to;

- **Earn while you learn** - You will gain invaluable experience by learning and applying challenging theory and skills whilst earning a salary. The apprenticeship combines on the job training with 20% formal learning.
- **Develop your skills** - Formal learning will be delivered via virtual environments, webinars, face-to-face mentoring and formal classroom activity. Topics covered include modules on: networking principles, cryptography and encryption, malware analysis, incident management, phishing and threat intelligence and risk assessment.
- **Benefit from specialist support** - You will be supported by experienced mentors and managers who will guide you through your apprenticeship.
- **Broaden your cyber network** - Throughout the year, networking events and away days are organised periodically for apprentices and managers. This is useful for apprentices who wish to establish contacts to support their learning and create a community.
- **Gain a qualification** - Graduates are awarded a level 4 certificate in Cyber Security accredited by British Computer Society (BCS).
- **Create a exciting career prospects** - There is the expectation that successful apprentices will go on to work in further government cyber posts. You could work in technical areas like security design, testing, investigations and response. Or, you could work in risk analysis on cyber operations, risk, governance and compliance. Of the 2016 intake, 11 of 16 have remained in government cyber security.



Am I eligible to apply?

To be eligible to apply for this Level 4 apprentice you must;

- Hold a current United Kingdom (UK) Passport, and NI number
- Have lived in the UK and/or EU for 3 years prior to October 2021
- Not be in full-time education by October 2021
- Be 18 by October 2021

Candidates must also hold the below qualifications;

- GCSE Maths and English at Grade A*-C (4-9) or equivalent;

AND

- A-Levels containing Software/Computing;
- *or* a Level 3 apprenticeship in a similar subject;
- *or* an International Baccalaureate at Level 3 in ICT;
- *or* a BTEC Extended Diploma in IT (180 credits).

OR

- A minimum of 12 months full time experience working in an IT support role e.g. IT Help Desk, First line support.

You **will not** be eligible if you hold a Level 4 qualification (or higher) in IT or Cyber.

Applicants without formal qualifications but who can demonstrate equivalent practical experience will be considered. This will be tested during the application process. Examples of this are:

- Learned how to code in a language and built a few web or standalone applications
- Setup and configured Raspberry Pi or Arduino projects for different use cases
- Participation in unaided coding challenges where you have demonstrated competency in programming and solved practical problems
- Setting up Internet of Things (IOT) environments for various use cases
- Setup several pieces of hardware e.g. building PC systems or creating a physical routed network

We would welcome applications from candidates who have also applied for the Level 6 Cyber Degree Apprenticeship post.



What we are looking for

Across the Government Security Profession, we look for people who are inquisitive, people who consider every possibility, ask questions and always dig deeper.

We are looking for candidates who:

- Have a natural flair for logically and creatively solving problems;
- Are passionate about technology;
- Are able to work independently and in co-operation with others, take responsibility and use their initiative;
- Are pro-active and enjoy preventing disasters before they happen;
- Can articulate complex issues clearly to a wide range of people;
- Want to make a real difference in the work they do.

We are committed to understanding, respecting and representing as broad a range of views and backgrounds as we have in UK society. We are keen to attract applicants from all backgrounds as we know that diverse perspectives and experiences are critical to an effective, modern Civil Service.

If you have the right aptitude, motivation and attitude, we want to hear from you.





Diversity and Inclusion

The Civil Service is committed to becoming the most inclusive employer in the UK.

The Civil Service are committed to understanding, respecting and representing as broad a range of views and backgrounds as we have in UK society. We know that diverse perspectives and experiences are critical to an effective, modern Civil Service.

Our vision is to ensure the Civil Service represents modern Britain and is a truly inclusive employer - an example to other employers. We will create an organisation where diversity is not only respected and valued - but celebrated.

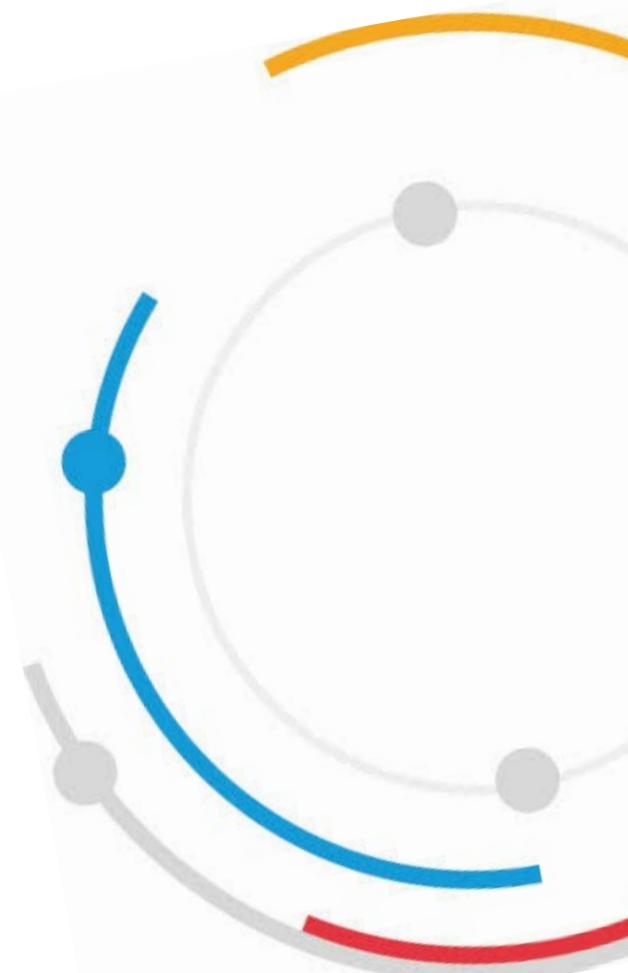
What's in it for me?

We want to maximise the potential of everyone who chooses to work for us - regardless of background. If you're interested in developing your career with us –starting with this interesting and challenging role – or doing things differently and inspiring colleagues, then the Civil Service is the place for you.

Our passion for diversity and equality means creating a work environment for all employees that is welcoming, respectful, engaging, and enriched with opportunities for personal and professional development.

This campaign is being run on behalf of the Profession by the Government Recruitment Service. The Government Recruitment Service is a central government expert service specialising in attraction, search, selection and recruitment. The team is regularly commissioned by departments and other government organisations to deliver end-to-end recruitment for a variety of jobs in the Civil Service.

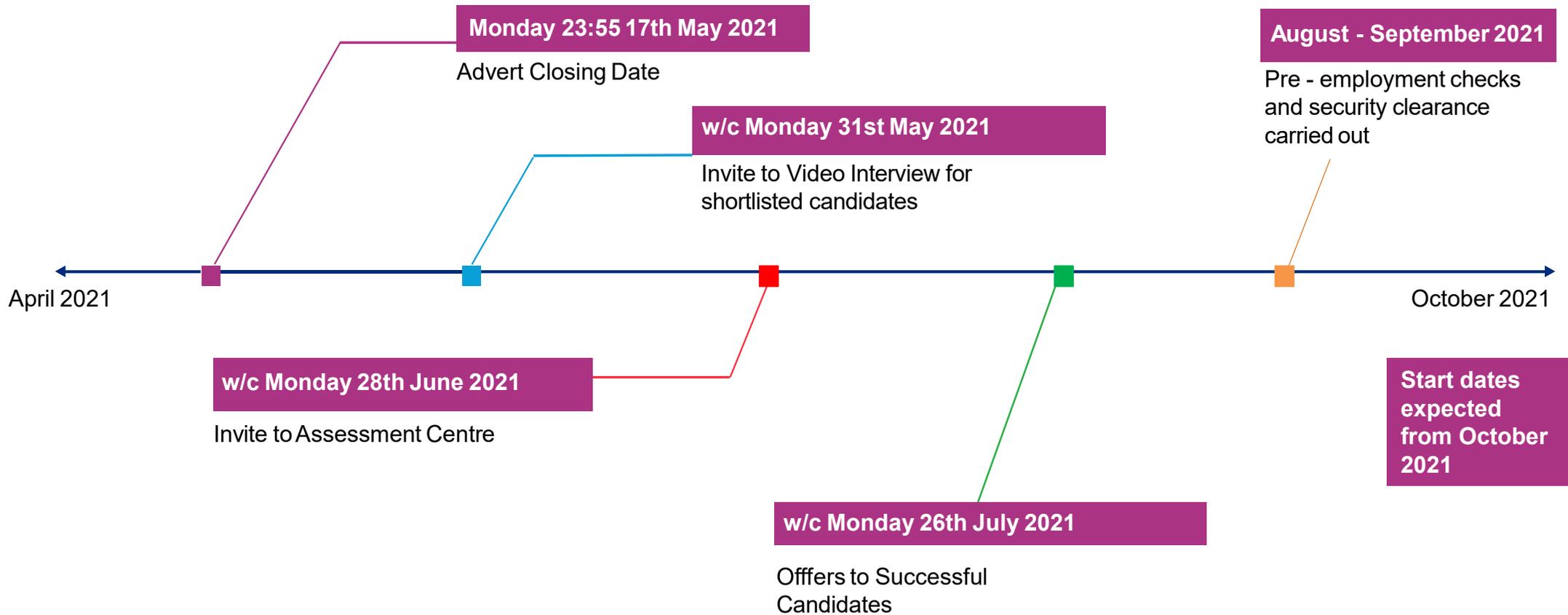
Our work is regulated by the Civil Service Commission where necessary and supported by the equality campaign group Stonewall. Cabinet Office is a Disability Confident employer.





Indicative Timeline

The anticipated timetable is below. Whilst we'll endeavour not to change these dates, they are indicative only and could be subject to change. If you are unable to meet these timeframes, please let us know by contacting securityprofession.grs@cabinetoffice.gov.uk Please ensure you quote the job title and reference number in your email.





Application Process



To apply for these posts, you will need to complete the online application form no later than **17th May 2021 at 23:55**. The application process will include:

1. After submitting your basic details, you will be invited to complete two tests, The Civil Service Numerical Test and The Civil Service Verbal Reasoning Test. **Please ensure you complete the online tests as early as possible so that you give yourself time to prepare and submit the statements before the closing date/time.**
2. If you pass the required tests you will be asked to complete the full application. This will consist of entering your full qualification details, answering two statements, of no more than 250 words per statement, (500 words total) explaining your motivation for applying for these roles.
3. If you do not hold higher qualifications (you **must** hold GCSE qualifications as a minimum) you will be asked to demonstrate your equivalent practical experience. You will be asked to provide a 250 word statement evidencing your Technical IT Skills, as detailed in the eligibility requirements of this pack (page 7).
4. A panel will then sift your application. Please note an initial sift will be conducted on qualifications or equivalent practical experience. If you do not pass this initial sift you will be unsuccessful based on eligibility. Your application will be assessed using the Civil Service Success Profiles recruitment framework. For more information on Success Profiles click [here](#).
5. Successful candidates will be invited to attend an online interview. You will be asked to record your answers to a series of questions. This will be subsequently evaluated by an assessor.
6. If you pass the above stages, you will then be invited to complete the final online assessments including an interview. The assessments reflect some of the key elements of the apprenticeship role and full details will be made available to you in advance if you are shortlisted. Please email securityprofession.grs@cabinetoffice.gov.uk to advise of any reasonable adjustments.

Successful candidates will be offered a place on the apprenticeship. We also operate a Reserve List for 12 months, where we may offer suitable applicants future vacancies within the profession that require similar skills.



Salary and Benefits

Starting Salary

London £27,500

National £23,850

Locations

Andover, Birmingham, Bristol, Corsham, Coventry, Hastings, Leeds, London, Manchester, Milton Keynes, Newcastle, Reading, Sheffield, Shipley (Moving to Leeds), Telford, Whyton

Available Working Pattern(s)

The role is available for full-time or flexible working arrangements.

Whatever your role, we take your career and development seriously, and want to enable you to build a really successful career with the department and wider Civil Service. It is crucial that our employees have the right skills to develop their careers and meet the challenges ahead, and you will be supported by your manager through regular supervision, reviewing your performance and ensuring your development is ongoing. As a Civil Service employee, you'll be entitled to a large range of benefits. This includes:

- 25 days annual leave on entry, increasing on a sliding scale to 30 days after 5 years' service. This is in addition to 8 public holidays;
- one further day paid privilege entitlement to mark the Queen's Birthday;
- a competitive contributory pension scheme that you can enter as soon as you join where we will make a significant contribution to the cost of your pension; where your contributions come out of your salary before any tax is taken; and where 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;
- flexible working patterns including and access to Flexible Working Schemes allowing you to vary your working day as long as you work your total hours;
- generous paid maternity and paternity leave which is notably more than the statutory minimum offered by many other employers;
- interest-free loans allowing you to spread the cost of an annual travel season ticket or a new bicycle;
- the opportunity to use onsite facilities including fitness centres and staff canteens (where applicable);
- occupational sick pay.



FAQs

Application Process

1. Can I apply if I am not currently a civil servant

Yes. This role is open to suitably qualified people in the external market and to existing civil servants and those in accredited Non Departmental Bodies.

2. What nationality do I need to hold in order to apply?

To be eligible for employment to this role you must be a UK National. For further information on whether you are eligible to apply, please visit Gov.UK.

3. Can I claim back any expenses incurred during the recruitment process?

No, we will not be able to reimburse you, except in exceptional circumstances and only when agreed in advance.

4. What reasonable adjustments can be made if I have a disability?

We are committed to making reasonable adjustments in order to support disabled and neurodiverse job applicants and ensure that you are not disadvantaged in the recruitment and assessment process. Reasonable adjustments could include; allowing extra time during selection tests; ensuring that information is provided in an accessible format or; by providing training.

If you feel that you may need a reasonable adjustment to be made, or you would like to discuss your requirements in more detail, please contact us in the first instance. 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: securityprofession.grs@cabinetoffice.gov.uk



FAQs

The Role

1. Is this role permanent?

This role is a two year fixed term appointment.

2. Is this role suitable for part-time working?

This role is available for full-time, or flexible working arrangements but you should discuss your needs with the hiring manager if you are invited to interview.

3. Will the role involve travel?

Some travel may be required for this role. Also on occasion, apprentices may be required to travel to other office locations for training or meetings. Reasonable adjustments are made for apprentices who are wheelchair dependent or have a mobility disability.

4. Where will the role be based?

If successful you will be based in either Andover, Bristol, Birmingham, Coventry, Hastings, Leeds, London, Manchester, Milton Keynes, Newcastle upon Tyne, Reading, Sheffield or Swansea. Unfortunately relocation costs will not be reimbursed.

5. Is security clearance required?

Yes. If successful you must hold, or be willing to obtain, security clearance to SC level. Some departments may require candidates to obtain DV clearance. More information about the vetting process can be found [here](#).

6. Can I choose my department?

Successful candidates will be matched to a role based on merit. Location, skillset and experience will be taken into consideration.



FAQs

Other

1. What is the role of the Civil Service Commission in relation to recruitment into the Civil Service?

The Civil Service has two primary functions:

- to provide assurance that 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. For the most senior posts in the Civil Service, the Commission discharges its responsibilities directly by overseeing the recruitment process and by a Commissioner chairing the selection panel,
- to hear and determine appeals made by civil servants under the Civil Service Code which sets out the Civil Service values – Honesty, Integrity Impartiality and Objectivity – and forms part of the relationship between civil servants and their employer.

2. Will this role be overseen by the Civil Service Commission?

No. However, the recruitment process will still be governed by the Civil Service Commission's Recruitment Principles.

3. What do I do if I want to make a complaint?

If you feel that your application has not been treated in accordance with the recruitment principles and wish to make a complaint then you should contact securityprofession.grs@cabinetoffice.gov.uk in the first instance.

4. What should I do if I think that I have a conflict of interest?

Candidates must note the requirement to declare any interests that might cause questions to be raised about their approach to the business of the Department. If you believe that you may have a conflict of interest please contact securityprofession.grs@cabinetoffice.gov.uk before submitting your application.



Case Study



**Charlotte Roe -
Cyber Security Advisor,
NHS Digital**

I work for NHS Digital, within the Cyber Security Operations Centre, CSOC. NHS Digital is the national information and technology partner to the health and social care system. They use digital technology to transform the NHS and social care with a mission to harness the power of information and technology to improve health and care. The CSOC looks at threat intelligence and monitoring, as well as helping to monitor traffic for data threats coming into our hospitals.

My role is Cyber Security Advisor in the Incident Response Team, which means when we identify something, it's my team that coordinates the response. It's an interesting and varied role. I have been involved in malware security, phishing campaigns, and helping with the development of the Covid 19 app which was interesting.

My apprenticeship gave me lots of training. 13 Weeks penetration testing classes and open source intelligence, how to tackle malware and just really interesting training. I've done my SSCP, which is a globally recognised certification which I'm quite chuffed about especially as the average age of people in my team is 30 and I have achieved it at 21 which is great. I'm grateful to NHS Digital for providing me with the training so I can go and do that, which is really fundamental. My manager always gives me the support and time to develop and work with people in the roles. My future aspirations are to get my CIS qualification and Sam's qualifications. I would love to work with GCHQ, playing an active part in something so vital, and to be around people with incredible minds and experience.

I would highly recommend the apprentice route, however to succeed you have to be committed and work hard. I would be in my third year of uni now, but with the apprenticeship route I have been able to gain invaluable experience whilst studying. I am so glad I chose the apprenticeship role, and there are more females joining the programme too which is great to see. If you really want to do it you can. Even if it's 2 hours a week. If you want it, you'll make it happen. You'll spend 40 years in an office so you may as well do something you like, and when you finish your day at work you feel like you deserve a glass of wine or a cup of tea for a job well done!



Government Security

Contact us at:

For assistance with the recruitment/ application process please contact:
securityprofession.grs@cabinetoffice.gov.uk

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