



Additional Pay Information

External applicants:

New entrants to the Civil Service will be expected to join at the salary minimum of the grade for which they applied. If an applicant at the offer stage wishes to negotiate higher starting pay, they will be required to submit a case with supporting evidence; UKHO will consider the case against several factors, including our total reward and benefits offering, the difficulty of recruiting the role, and scarcity of skills. Higher starting pay will only be considered if the salary range (i.e. the minimum and maximum) for the role, and/or a specific recruitment allowance, has been advertised.

Internal UKHO Applicants: are subject to UKHO's internal pay policies.

Those who are successful for a level-graded role will retain their current salary.

Those who are successful for a higher graded role will have their promotion salary calculated as:

- a move to a higher grade in a different job value band group (e.g. A to B, B to C*) attracts a 10% increase to basic salary, or the minimum of the new grade, whichever is higher.
- A move to a higher grade within the same group (e.g. B2 to B1 etc.) attracts a 7.5% increase to basic salary or the minimum of the new grade, whichever is higher.

*A = AA/AO, B = EO/HEO/SEO, C = Grade 7/6

Any applicable allowances, specialist pay, unsociable hours payments and so on, for which an individual is eligible in their current role, are not automatically retained upon changing roles, nor are they consolidated into salary. Decisions on allowances payable will be made on a case by case basis.

Existing civil servants from other government departments (OGDs): are subject to UKHO's internal pay policies.

Those who are successful for a level transfer (same grade) will retain their current salary. Where the OGD salary is below the minimum of UKHO's grade range, the transferee will be offered the grade minimum. Where the OGD salary is above the maximum of UKHO's grade range, the transferee will be offered the grade maximum.

Successful applicants for a higher-graded role will have starting salary, on promotion, calculated using UKHO policy (see Internal UKHO Applicants, above), which will be based upon their substantive salary rate before transfer and will be limited to the UKHO maximum for the grade.

Any applicable allowances, specialist pay, unsociable hours payments and so on, for which an individual is eligible in their OGD, are not automatically retained on transfer or loan, nor are they consolidated into salary. Decisions on allowances payable following the transfer will be made on a case by case basis.