



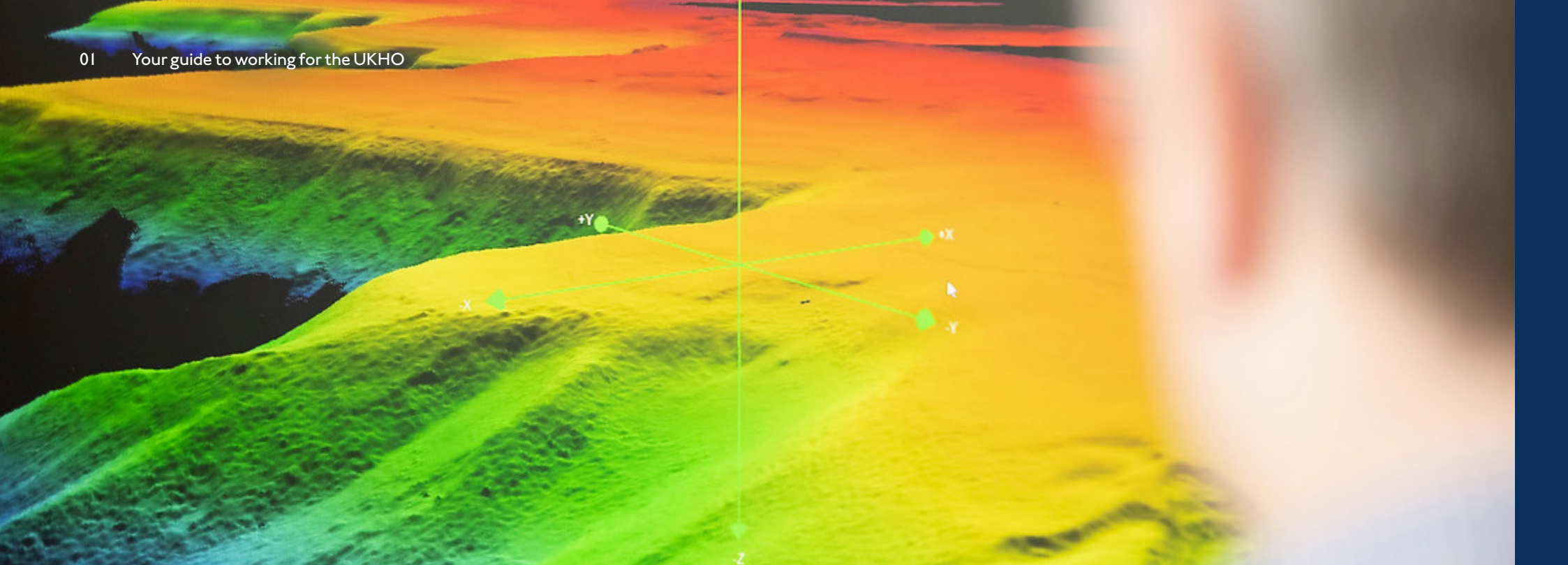
Navigate your career with UKHO

Start your journey here



UK Hydrographic
Office

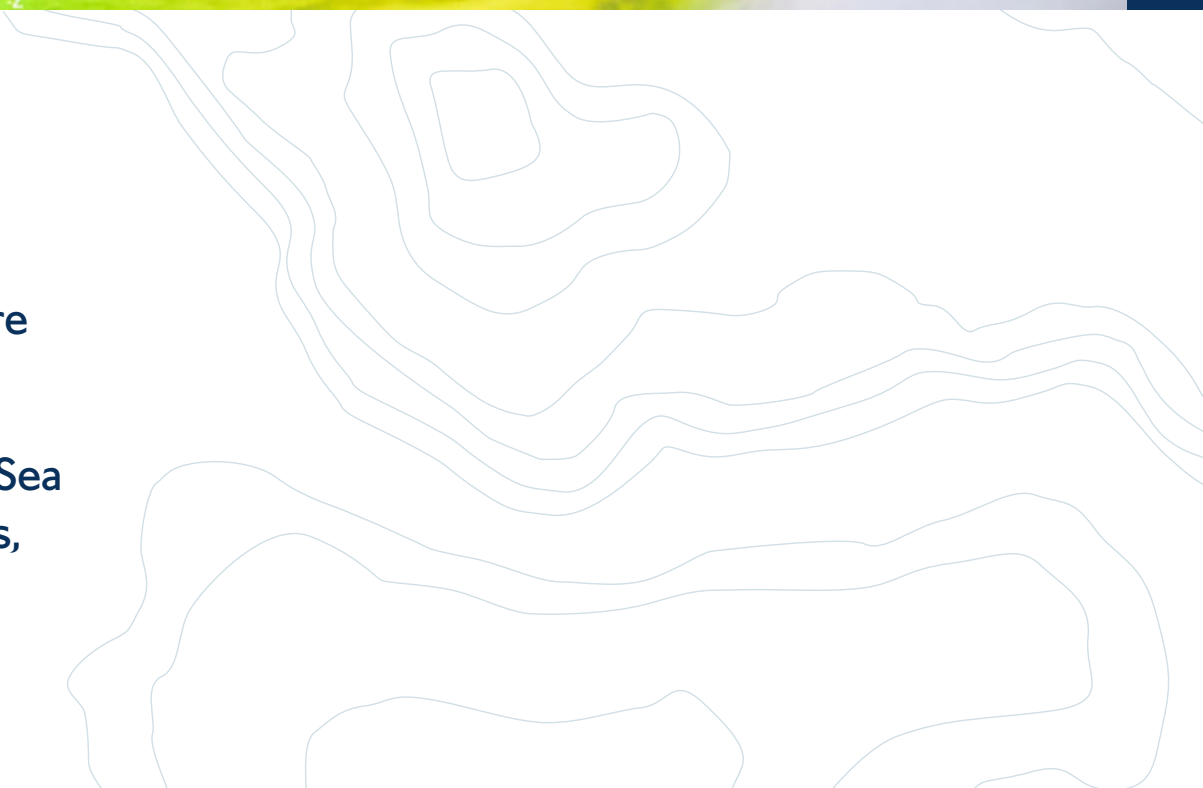
ADMIRALTY



What we do

We are a world-leading centre for hydrography. Our maritime data solutions support safe, secure and thriving oceans.

We fulfil the UK government's Safety of Life at Sea obligations and are relied upon by defence users, government and global shipping.



Our opportunities

We have a range of challenging and interesting roles. From hydrography and oceanography, to software engineering and data science, our experts provide data and expertise to users across the globe.

Whilst we're looking for skills and knowledge to bring into our valued teams, your passion and curiosity are as important to us. So whether you have professional qualifications or have chosen an alternative route, we want to hear from you.

A place for you...

Read on to find out about our culture and what we offer.

- Career development and smarter working
- Diversity, equality and inclusion
- Rewards and benefits

A place to grow your career

We provide a nurturing, flexible working environment with a culture that will ensure you can truly get the most out of your career with us.

We embrace smarter working...

- Flexible working is our default
- We measure performance on outcomes, not presence
- We trust each other to deliver and strive to be inclusive in everything that we do



Watch: Careers at the UKHO



After starting as a junior developer six years ago my progression and learning has been encouraged and supported all the way up into a lead role.

Joseph Phillips – Lead Software Engineer



A place for everyone

We embrace Diversity and Inclusion (D&I). People from all walks of life work with us, because diverse perspectives mean more innovative solutions.

We believe everyone should have access to the same opportunities irrespective of our individual differences.

We have a D&I Forum and a community of networks which sit within it.

Some of our networks include:

- Women's Network
- Science, technology, engineering, mathematics
- Mental Health Awareness Group
- LGBTQ+
- Christian Fellowship
- Disabilities Group



Amazing culture, they really take the time to ensure our wellbeing as well as our professional development.

Alison Kennedy – Recruitment Specialist



A place which values you

We pride ourselves on offering a great working environment, with forward thinking policies and reward structures that benefit all our employees.



Generous holidays

We know you need a break so offer 26.5 days annual leave, rising to 31.5 days after five years – plus nine paid bank holiday days each year (pro-rata for part-time employees).



Family first thinking

Our onsite nursery and enhanced maternity leave pay, adoption and shared parental pay, shows how much we value our staff and their family life.



Flexible working

We offer a range of flexible working options, from hybrid/remote working to condensed hours, job shares and career breaks for greater work/life balance.



Outstanding pension

Saving for the future is vital and our pension contribution rates are currently up to 27.9%.



Discounts and rewards

We have reward, recognition and discount schemes to ensure we help all employees where we can.



Award winning office

Our state of the art office in Taunton, Somerset, has exceptional facilities, including an onsite gym.

The next steps...

Read on for additional information about UKHO and the application process.

- Recruitment and selection process
- Pre-employment checks at the UKHO
- Additional information
- Current initiatives
- Contact details

Recruitment and selection process

Here are nine things you need to know about the recruitment and selection process:

1. Your application must be submitted via Civil Service jobs by the closing date, we will not accept late applications or applications via another method. Your application will include: some basic personal information, a CV setting out your career history with key responsibilities and achievements as well as any statements of suitability requested against the selection criteria listed.
2. To be shortlisted, your application will be scored against each selection criteria, so please refer to the job advertisement when completing your application to maximise your chances.
3. Our recruitment partner will inform you of the shortlisting outcomes via the Civil Service Jobs system. You will be sent a confirmation email of your interview with details.
4. If you are shortlisted for interview, you will be requested to attend a virtual interview via Microsoft Teams and given a choice of timeslots to choose from. You will be sent a confirmation email of your interview with details.
5. During interview you will be assessed against the interview criteria given in the advert so please prepare examples you can quote, we recommend using **The STAR Method** – <https://nationalcareers.service.gov.uk/careers-advice/interview-advice/the-star-method>.
6. The advert may state that you will be assessed on behaviours, experience, ability, strengths or technical skills. Please refer to the Success Profiles Framework to help prepare – <https://www.gov.uk/government/publications/success-profiles>.
7. We will notify candidates as soon as possible about the interview outcome via email.
8. We have adopted anonymised recruitment. This means that your name, date of birth and other personal details will not be seen by the sift panel. We may hold a merit (reserve) list for up to 12 months. During this time, if a similar role is identified and you have been placed on the merit list you may be considered for the post without further interview.
9. If you feel your application has not been treated in accordance with the Recruitment principles and you wish to make a complaint, you should in the first instance contact **recruitment.queries@ukho.gov.uk**. If you are not satisfied with the response you receive, you can further contact the Civil Service Commission at: **info@csc.gov.uk**.

Pre-employment checks at the UKHO

How we manage our responsibility on nationality rules related to Civil Service recruitment.

- If you are successful at interview, you will be checked against the HMRC PAYE Employment History Database to verify employment records. Please note that IF there are gaps in your employment history, we will request references from you to cover the employment gaps.
- Your personal details – Name, NI Number and date of birth will be checked against the Civil Service Fraud database (IFD). Anyone included on the IFD will be refused employment (unless they can show exceptional circumstances).
- We shall send you a Fair Processing Notice to notify you prior to this check (for GDPR purposes). If you are refused employment because of the IFD check, our HR Department will be in touch to inform you.
- It is likely we will be able to start your employment with BPSS clearance alone (a clean DBS certificate and satisfactory employment or personal references) before your SC/DV clearance is successful – this is called a conditional offer. This is subject to the specific requirements of the role and cannot be guaranteed; please contact our recruitment team if you would like further information: **recruitment.queries@ukho.gov.uk**
- If successful you will be presented with an “Unconditional Offer” once we have obtained the necessary level of clearance for the role.
- If you fail to gain the required SC/DV clearance for your role, your employment with UKHO will be terminated immediately.
- Candidates will be subject to UK immigration requirements (Right to Work Checks) as well as Civil Service nationality rules.
- If you're applying for a role requiring Security Check (SC) clearance, please be aware that foreign or dual nationality is not an automatic bar. However certain posts may have restrictions which could affect those who do not have sole British nationality or who have personal connections with certain countries outside the UK.
- For posts requiring Security Check (SC) clearance, successful applicants will need to have resided in the UK for a minimum of 12 consecutive months within the last five years.
- For posts requiring Developed Vetting (DV), successful applicants will need to have resided in the UK for a minimum of 24 consecutive months within the last 10 years.

Additional information

For UK Nationals currently living outside of the UK (but who still meet the minimum residency requirement).

- If you have not been resident in the UK for the last five years (for SC clearance) or for the last 10 years (for DV clearance) then you may be requested to supply the information below:
 - Evidence of your actual overseas residence (bills or rental agreements confirming addresses etc.).
 - Police Certificate providing confirmation that no criminal record is held in the overseas country of residence.
 - Reference/Confirmation of employment from an employer in the overseas country of residence.
- Reference/Confirmation of residence or travel from friends, companions or fellow travellers that have knowledge of or have been in the company of you, when resident outside of the UK.
- Reference from a UK based organisation maintaining contract with a sponsorship of you, while residing overseas.

Current initiatives

Applying with confidence and veteran opportunities.

Disability Confident Scheme

– guaranteed interview

- UKHO embraces diversity and promotes inclusion and equality of opportunity. We are a **Disability Confident** employer, which includes offering a guaranteed interview to candidates with disabilities, providing they meet the minimum selection criteria. If you are a disabled candidate and wish to be considered under the Disability Confident guaranteed interview scheme, please ensure you select the correct response while applying.
- By ‘minimum selection criteria’ we mean that the evidence you provide in your application must demonstrate that you meet the minimum pass mark, set by the short-list panel, for each criteria listed in the ‘short-list’ section, above. The short-list panel will not be made aware of any disability you may choose to declare; this information will be processed solely by HR, in accordance with Data Protection legislation.

Great Place to work for Veterans Scheme –

guaranteed interview

- When you apply for a role through Civil Service Jobs, you will be prompted to enter whether you are eligible for the Great Place to Work for Veterans Initiative and whether you would like to apply for the role through this route.
- In order to use the Great Place to Work for Veterans Initiative, you must also meet the minimum standard for the role you would like to apply for.
- The minimum standard is the combination of experience, behaviours, strengths, abilities and technical/professional skills that a candidate will need to perform effectively in the role. For more information – see here: **Great Place to Work for Veterans**



Contact details

If you have any questions or would like to know more, please contact:

ukho@mayfleet.co.uk



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