Foreign & Commonwealth Office

GRADUATE INTERNSHIP SCHEME 2017/18

Candidate Pack

March 2017
About the Foreign & Commonwealth Office

The Foreign & Commonwealth Office (FCO) is the government department responsible for promoting British interests overseas and supporting British citizens and business around the globe.

The FCO works to promote Britain’s enlightened national interest in a changing world. The FCO employs approximately 14,000 staff around the world. Approximately one third are UK-based British Civil Servants whose career typically includes work in the UK and postings overseas; and around two thirds are Locally Engaged (LE) staff, employed by a British Diplomatic Post overseas.

We celebrate diversity and recruit our staff from a broad range of backgrounds so that we benefit from fresh experiences and perspectives.

The FCO’s purpose is to protect our country, our people and our interests; to project our influence and values; and to promote our prosperity. To achieve this we will maintain a global network with the people, partnerships, skills and knowledge to deliver. Our Strategic Objectives are:

Protect our People
Safeguard our national security by countering terrorism, extremism, weapons proliferation, and other state and non-state threats in co-operation with allies and partners. Support British nationals around the world through effective consular and swift crisis response.

Project our Global Influence
Protect and promote our values and influence, strengthening our partnerships and the rules-based international order. Support good governance, democracy, rule of law and human rights; prevent and resolve conflict; and build stability overseas.

Promote our Prosperity
Promote the UK’s prosperity by opening markets, driving economic reform, championing British business, and supporting free trade and sustainable global growth.

Further information about the FCO may be found on our website: www.gov.uk/fco
Graduate Internship Scheme 2017/18

Placement Description

**Role:** Graduate Intern (up to 9 months), Full time  
**Pay Grade:** A1 equivalent  
**Location:** London

The UK’s relationship with the rest of the world has rarely been so complex - or so interesting. Across the globe, the UK faces both challenges and opportunities. The FCO has teams working on everything from crisis in Syria, to helping British nationals in distress overseas, to creating new opportunities for British business, particularly in the fast growing economies, as well as managing a global network of posts overseas.

This is a unique opportunity to be right at the heart of the FCO's work and to understand what it takes to run an effective global organisation. You will participate fully in the work of the FCO Department into which you are placed and have an opportunity to influence how policy is made and delivered.

All the placements offer an in-depth insight into the work of the host FCO Department and plenty of opportunity to learn more about, and experience, the wider FCO. No two placements are the same, and could be in any of the following departments:

- **Geographical** – Polar Regions, Western Balkans, Asia Pacific, Middle East and North Africa, East and West Africa
- **Policy Themed** – Economics, Defence Strategy, Cyber Engagement, EU Strategy, Climate Change and Environment, Human Rights, Counter Terrorism
- **Customer Services** – Consular, Parliamentary, Protocol, Crisis and Disaster Management
- **Corporate** – Internal and External Communications, Security, Human Resources, Press, Procurement

Please see the 2 x ‘Day in the life of a Graduate Intern’ for examples of the type of work you can expect to be involved in.

If successful with your application, we will place you with a team that needs additional support from a graduate and, where possible, uses your academic background. The type of placements we offer are suitable for those looking for general FCO work experience and **NOT specific career related experience or experience relevant to ongoing academic studies.**

You will be part of a friendly and supportive team, where everyone is committed to diversity and encouraged to seek out development opportunities. Depending on circumstances, there may be the opportunity to cover in ministerial offices, carry out temporary secondments to crisis teams and job shadow other colleagues. You may also have the opportunity to complete parts of the Diplomatic Academy Syllabus.

These roles will allow successful applicants to develop their skills in engaging people, delivering results and setting direction, giving you an excellent grounding in the core Civil Service competency framework. You will be provided with a wide range of support to ensure this happens along with plenty of opportunities to learn about FCO work outside of your specific role through participating in Learning and Development events and using FCO and Civil Service L&D tools.
You will also have the opportunity to apply for the Fast Pass. This offers you the chance to be fast-tracked through to the assessment stage of the Civil Service Fast Stream application process if you receive a positive evaluation of the first six weeks of your placement. This is only open to interns who have successfully completed their first six weeks by mid October.

Please note:

- These internships offer an insight into working in the FCO and valuable experience for future job applications.
- All internships end in June 2018.
Person Specification

Essential criteria

- A Graduate with at least a 2:2 degree (first degree). For those graduating in 2017, we will need evidence of your predicted grade. If your degree was awarded by a non British university you must provide satisfactory evidence that it equates to a British degree, i.e. via NARIC. It is also essential that you provide evidence of your qualifications if called to interview.
- An interest in the work of the FCO and the UK Government, in particular in international relations.
- The ability to communicate effectively in writing and orally.
- Some experience in basic IT skills, including MS Office (Outlook email and Word as a minimum; Excel and PowerPoint would be useful).
- Not have already undertaken a graduate internship at the FCO.
- Strong evidence of the competences listed below.

We are seeking to appoint candidates who also fulfil the following criteria:

- A strong commitment to public service.
- A can-do, positive and energetic attitude and a keen willingness to learn.
- A drive to deliver results under challenging circumstances.
- A good team player approach, with the ability to get on with different people in different situations.

Interviews

Interviews will be a mix of competence and strengths-based questions. The Civil Service Competences you will be assessed on at the application stage, and if you progress to interview, are as follows:

- Setting Direction - Making Effective Decisions
- Engaging People - Collaborating and Partnering
- Delivering results - Managing a Quality Service and Delivering at Pace

Experience and skills will be discussed further with those candidates invited to interview.

Civil Service and Diplomatic Service Values

All successful applicants would be expected to adhere to the core values in the Civil Service code: integrity, honesty, objectivity and impartiality. In addition, and as part of Diplomatic Excellence, we have agreed three aspirational values which reflect our ambition to deliver excellence:

- Taking Responsibility
- Encouraging Innovation
- Working Together
Nationality & Residency requirements

Satisfactory Security Check vetting is a condition of taking up the appointment, i.e. successful applicants cannot start an internship until Security Clearance has been granted.

You must be a British Citizen. You must have been resident in the UK for two out of the last ten years immediately prior to your application. Please note, at least one year must have been a consecutive twelve-month period, unless you have served overseas with HM Forces or in some other official capacity as a representative of Her Majesty's Government, or have lived overseas as a result of your parents' or partner's Government employment.

Please note that the FCO carries out name-blind (anonymised) recruitment to help build a more diverse and inclusive workforce. The personal information on your Application form and/or CV will be concealed during the sifting phase and only the names of those who are being invited for Interviews will be made known to the Panel.
Recruitment Process

We want to encourage applications from the most talented people from all backgrounds. All appointments to the FCO are made through open and fair competition, in strict accordance with the key recruitment principles of the Civil Service Commission. The FCO has appointed CAPITA Resourcing, a recruitment agency, to manage the recruitment process.

In line with all our volume recruitment campaigns, we are unable to provide feedback to applicants at any stage of the application process.

Please see the timetable below for indicative dates:

<table>
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<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>Closing date for completed applications</td>
<td>Midnight on 18 April 2017</td>
</tr>
<tr>
<td>Interviews in Milton Keynes</td>
<td>Week(s) commencing 15 May 2017</td>
</tr>
<tr>
<td>Indicative Start Date subject to Security Clearance being granted</td>
<td>11 September 2017</td>
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</tbody>
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If you are successful at the application stage, you will be invited to attend a panel interview (in person) in Milton Keynes.

Please note that the FCO will not reimburse any travel costs or expenses incurred as part of the selection process.

Current FCO staff members are advised that this is an external campaign and, as such, you will be required to go through the same process as all other candidates.

Security Clearance and Other Checks

This internship requires Security Check (SC) security clearance as a condition of employment. If you are successful at interview, you will be asked to complete a number of security questionnaires. Employment references will also be obtained. There will be checks on your nationality and other matters, before a formal offer of appointment can be made.

Security clearance will take a minimum of 5 weeks from submission of the online security questionnaire and may take longer for some candidates depending on individual personal circumstances. We therefore strongly encourage successful applicants to submit the information requested by the Vetting Team in a timely fashion to avoid delays in your placement starting, as this could affect your eligibility for the Fast Pass.

How to Apply

To apply for this position, please complete the application form which can be found at this link [www.capitaras.co.uk/fco](http://www.capitaras.co.uk/fco)

It is imperative that your application form provides evidence and examples against each of the minimum criteria in the person specification which can be found on page 5.

If you have any questions, or wish to discuss the role or the process please contact Capita Resourcing - candidateenquiries@capitaras.co.uk

The closing date for completed applications is midnight on 18 April 2017.
Terms & Conditions

More detailed Terms and Conditions will be available to successful candidates.

Training Allowance

The training allowance for this role is £18,779 per annum. This sum will be paid be pro rata for the period of the placement (up to 9 months).

This sum will be consolidated and pensionable. Further information about pension options will be provided to successful candidates.

In addition, the successful candidate will qualify for a non-pensionable non consolidated London Location Allowance of £4,520 per annum, pro rota.

Terms of Appointment

This is a fixed term graduate internship lasting up to 9 months and expected to start from 11 September 2017. All graduate internships will end by 15 June 2018. The start dates for each successful applicant will depend on when Security Clearance is granted. Information on Vetting can be found here.

The successful candidate will be on a trial period for the first 2 months. If they complete this trial period successfully, their appointment will be confirmed for the remainder of the placement. If they do not meet the standard required for confirmation of their appointment, the appointment may be terminated.

Hours

You will normally work a 5-day week of 42 hours including a daily lunch break of one hour.

Pension

If you are transferring from another employer who offers the Civil Service pension arrangements, you will continue to be covered by those arrangements for the duration of this appointment.

Appointees may choose to join the alpha or Partnership schemes offered by the Civil Service Pension Scheme:

If you join alpha, an occupational pension scheme which provides a defined benefit worked out on a Career Average basis, details of the contributions you will pay are shown below. Employer pension contributions cover the rest of the cost of the scheme.

**alpha contribution rates from 1 April 2017**

<table>
<thead>
<tr>
<th>Pay range</th>
<th>Contribution rate 2017-18</th>
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<tbody>
<tr>
<td>Up to £21,210pa</td>
<td>4.6%</td>
</tr>
<tr>
<td>£21,211 – £48,471</td>
<td>5.45%</td>
</tr>
<tr>
<td>£48,472 – £150,000</td>
<td>7.35%</td>
</tr>
<tr>
<td>Over £150,001</td>
<td>8.05%</td>
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</tbody>
</table>
Partnership is a stakeholder pension. Members do not have to make contributions. We pay a contribution, as employers, related to a member's age. If a member does make a contribution, we make an additional contribution to match it (up to a ceiling of 3% of annual earnings).

Further details of pension options will be provided on appointment. Appointees who are already members of the Civil Service Pension Scheme may have the option to remain within their existing scheme. For further information please see Civil Service Pensions.

Leave

The paid leave allowance for this post will be pro-rata against an annual allowance of 25 days (5 weeks). You will also be eligible for FCO public and privilege holidays, up to 9 days maximum, which fall during the placement.

Learning and Development

As a minimum, you should expect at least 10% of your time to be spent on your personal development, following the 70:20:10 Learning and Development model. You will be encouraged to access FCO and Civil Service Learning and Development tools and other office based opportunities throughout your placement to prepare you for future employment.

Nationality and Residency

You will be eligible for appointment only if:

1. You are a British citizen; and

2. You have been resident in the UK for at least two of the previous ten years, at least one year of which must have been a consecutive twelve-month period, unless you have served overseas with HM Forces or in some other official capacity as a representative of Her Majesty's Government, or have lived overseas as a result of your parent's or partner's Government employment. Furthermore, to enable the appropriate security checks to be carried out, you must have resided for at least three consecutive years in one country.

You should be aware that a lack of sufficient background information may preclude you from being granted security clearance.
Conflict of Interest

If you or your spouse/partner has any business interest or conflict of interest with the activities of the Foreign & Commonwealth Office, you will be expected to declare this at a later stage. You will also be asked to inform us of any indirect conflict in interest you may have through any other family member or partnerships.

Confidentiality

You will be subject to the provisions of the Official Secrets Act.

Equal Opportunity

The Foreign & Commonwealth Office (FCO) is committed to equal opportunities. Our officers are recruited on merit through fair and open competition. We seek our strength through diversity and appoint suitably qualified individuals regardless of ethnicity, religion, sexual orientation, gender, social backgrounds, age or disability.

To help us ensure that our recruitment activity reflects the diversity of British society, we should be grateful if you could complete the equal opportunities section of the application form. However, you are under no obligation to provide these details.

The Recruitment Section of the FCO, those administering testing processes and the interview panel will not have access to the information you provide at any point during the recruitment process, nor will it be used as a selection tool.

Disability Confident Scheme for Disabled Persons

The FCO is an accredited ‘Disability Confident Employer’ under the government's Disability Confident Scheme, which denotes organisations which have a positive commitment towards disabled people. We guarantee to interview anyone with a disability whose application meets the minimum criteria for the role as outlined in the Person Specification in this pack. By ‘minimum criteria’ we mean you must provide us with evidence in your application form which demonstrates that you generally meet the level of competency required for each competence, as well as meeting any of the qualifications, skills, or experience defined as essential.

If you wish to claim a guaranteed interview under the Disability Confident commitment, you should attach a statement to this effect to your application. It is not necessary to state the nature of your disability.

Data Protection

The FCO takes its obligations under the Data Protection Act seriously. Any data about you will be held in secure conditions with access restricted to those who need it in connection with dealing with your application and the selection process. Data may also be used for the purposes of monitoring the effectiveness of the recruitment process, but in these circumstances, all data will be kept anonymous. The ethnic monitoring form is used for monitoring the selection process only. If you do not wish to have these details recorded please return the form uncompleted. If you are unsuccessful, your personal data relating to your application will be destroyed after 12 months. If you are successful, data will be passed to the FCO personnel team.

Civil Service Commission Recruitment Principles

The FCO’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 Commission.
Recruitment Principles.

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 HR Recruitment, Corporate Services Centre, Foreign and Commonwealth Office, PO Box 6108, Milton Keynes, MK10 1PX. If you are not satisfied with the response you receive from the FCO you can contact the Office of the Civil Service Commissioners.

The Civil Service Code

Information about Civil Service values can be found in the Civil Service Code.