THE ORGANISATION

The Department for Work and Pensions (DWP)

DWP was created in June 2001 and, as the biggest government department employing over 100,000 people around the country, offers excellent opportunities for a career at the leading edge of public sector management. The Department is responsible for the Government’s welfare reform agenda. Its aim is to promote opportunity and independence for all. It is responsible for delivering support and advice through a modern network of services to people of working age, employers, pensioners, families and children and disabled people.

The HR Function

We are a professional HR function renowned for its expert and well-valued contribution to DWP’s business success. We operate with pace, take pride in all we do and be passionate about our professionalism and the delivery of the department’s objectives.

THE ROLE

Role Description

We are offering the opportunity to train 20 HR Professionals in a range of challenging HR roles across Department for Work and Pensions (DWP).

Successful candidates will be assigned to two 18 month job postings, which will present them with meaningful, challenging and stretching HR work. These postings will help HR Professionals to gain a good foundation of HR experience, knowledge and skills, in a variety of HR/business environments.

HR Professionals will have the opportunity to undertake 20 days HR learning and development and will be funded to undertake Chartered Institute for Personnel and Development (CIPD) qualifications.

Although there are a variety of roles, the key tasks for all will involve:

- Getting to know the business
- Developing your HR Expertise
- Building Personal Credibility
- Acting as a change agent

In joining this programme, you will be making a significant commitment. Trainees in the HR Professional programme will be expected to perform to a high level in their work placements, while, at the same time studying for demanding professional qualifications. This is challenging, but the rewards are excellent. You will have a highly respected professional qualification, a wide range of experience and achievements that provide a firm foundation for your future career, and a strong set of management and interpersonal skills

Business areas

Corporate and Shared Services, Jobcentre Plus, Child Support Agency and Pensions, Disability and Carers Service.
Grade

Successful candidates will be posted at Higher Executive Officer (HEO) level but it is expected they will quickly develop the relevant skills, knowledge and experience to enable them to compete for Grade 7 (middle management) posts within 3-5 years.

Person Requirements

Results Orientated
- able to plan, review and prioritise in order to meet deadlines.
- proactive and able to take the lead

Flexible Thinking
- able to think imaginatively and creative
- think about the big picture while focusing on the small details
- challenge accepted ideas and ways of doing thinks while still being open to new ideas

Decisiveness
- Leadership potential

Relationship Building
- Support, advise and guide those around you
- The ability to work alone but also the unselfish sharing attitude of a team player

Making an Impact
- Able to turn complex and often technical information into plain English
- Unfazed by presenting to large groups
- Persuasive, articulate and confident
- Able to defend your opinions to a wide range of people

Personal and Professional Development
- You should acknowledge your own development needs and set about creating opportunities for learning

Eligibility Criteria

To be eligible to apply for these posts, candidates must

- have, or expect to achieve in 2008, at least a 2:2 degree and have the right to live and work in the UK,

OR

- currently be working for the Department for Work and Pensions or another Government Department.

Salary Details

Salary Scale is £24,410 - £33,190 (depending on Location). Flexible starting pay may be considered.
Location

Posts available in Leeds, London, Manchester, Newcastle and Sheffield, with the possibility of working in other DWP sites nationally. In your application form, you will be asked to indicate which location you would prefer to work in and we will endeavour to take this into account wherever possible. However, a high degree of flexibility will be required in terms of location and if you are successful at the assessment centre and we are unable to meet your location preference you will be offered a post elsewhere. There will be travel to other DWP sites and there may be a requirement to change location on posting to a second job, after 18 months. These posts may lead to opportunities within wider government.

APPLICATION PROCESS

Application Process

To apply for these vacancies, please visit www.thebighanswers.co.uk.

You will be able to save your details at any time and return to your application to complete it on separate occasions. Once your application has been completed and submitted, you will automatically receive an electronic acknowledgement that your application has been received. By logging back into the website, you will be able to view your completed application form for reference purposes. The diversity questionnaire section of the application form will be detached automatically before applications are assessed.

Your completed application form must be submitted by midnight on 27th May 2008. Your application will not be considered if it is received after the closing date. Early receipt of your application would be appreciated.

If you have any questions about the recruitment process or have any special requirements to enable you to complete any stage of the application process (e.g. extra time in tests for dyslexic candidates or induction loop in interviews for candidates with hearing difficulties), please contact Megan Dearden – megan.dearden@capita.co.uk or 01256 383663.

Please quote reference DWP0011 in all correspondence.

Selection Process

Following completion of the application form, applicants will be invited to complete a series of online tests - these will be issued on 9 June and will need to be completed by 16 June. You will be sent your invitation by email, so please check your account and contact us if you are concerned that you have not received your invite.

Those candidates who are successful at the online tests will be invited to attend an Assessment Centre. These will be held during w/c 21 & 28 July 2008 in London.

Successful applicants will be expected to start work in September 2008. A waiting list will be held for 6 months.
**Timetable**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Details</th>
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<tbody>
<tr>
<td>Online application form available for completion</td>
<td>28/04/2008 – 27/05/2008</td>
</tr>
<tr>
<td>Eligible candidates invited to complete Siftability and SHL Verbal and Numerical Reasoning Tests</td>
<td>Invites sent to candidates 9th June 2008. Closes 4pm Monday 16th June 2008.</td>
</tr>
<tr>
<td>Candidates notified if they are successful at Siftability</td>
<td>w/c 30th June 2008</td>
</tr>
<tr>
<td>Successful candidates invited to attend assessment centre</td>
<td>Week Commencing 30th June 2008</td>
</tr>
<tr>
<td>Assessment Centres held</td>
<td>w/c 21st and 28th July 2008</td>
</tr>
<tr>
<td>Results issued</td>
<td>August 2008</td>
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</tbody>
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**FURTHER DETAILS**

**Nationality**

As DWP is a government department, people have to meet certain legal nationality requirements to become an employee. Your application will be considered if you are one of the following: British National, National of the European Economic Area (EEA), National of the European Union (EU), Citizen of the Republic of Ireland (Eire), Commonwealth Citizen and have permission to work in the country, British Protected Person. If your nationality is not included in this list, please contact the name and number in the advert for further information before completing this application. Please note: If you are appointed, documentary evidence will be sought to confirm your answers.

**Disability**

DWP has a positive policy to endeavour to provide access, equipment or other practical support to ensure that people with disabilities compete on equal terms. We are using the disability symbol because we recognise that people with disabilities have been disadvantaged and under-represented within the employment market. As a disability symbol user, we guarantee a place in the Final Assessment Stage to anyone with the disability whose application form and selection tests meet the minimum criteria for the job they are applying for. Note: The Disability Discrimination Act 1995 defines a disability as a physical or mental impairment, which has a substantial and long term (i.e. more than 12 months) adverse effect on a person's ability to do normal daily activities. You may still be considered to have a disability if you are not currently adversely affected but the impairment is likely to recur. (If unsure, the Disability Employment Advisor (DEA) at your local Jobcentre Plus
Office will be able to advise you.) IMPORTANT: If you have difficulty in completing this application because of your disability, please contact the name and number in the information pack where help can be provided.

Equal Opportunities

DWP is committed to providing services which embrace diversity and which promote equality of opportunity. As an employer we are committed to equality and valuing diversity within our workforce. Our goal is to ensure that these commitments, reinforced by our Values, are embedded in our day to day working practice with all our customers, colleagues and partners. We need to find out if our policy is working in practice, particularly when we are taking on new people. To do this we need to look at: how we advertise our jobs; how we select people for each stage of the selection process; who is offered the job; and what we do after a person is successful. Monitoring the recruitment and selection procedures is one way of helping to ensure that there is no unfair discrimination in the way we recruit people. To do this we need to know about the age, disability, gender, race and ethnic origin of people who apply to join DWP. The information you give us will be treated as confidential and will not form part of the application process. If your job application is successful, and you start work for DWP, the information will be transferred to a confidential computer programme which holds details of the people working for the Department. These arrangements have been agreed with the trade unions in DWP.

Particular Arrangements

Please could you let us know if you require any particular arrangements (for example due to a disability, health problem, your religion or belief) to be made in order for you to attend the assessment testing and or interview. These could be specific needs i.e. Induction Loop, sign language interpreter, someone with you at interview, car parking, assistance in and out of a vehicle, wheelchair access. If you would like to discuss your needs in more detail, please contact the person in the advertisement.

Criminal Records

Please Note: When applying for a sensitive post within DWP, you may be subject to criminal records check. If you are appointed to a sensitive post, we will seek your authorisation to undertake the check to prior to your appointment. Data Protection Act (1998) DWP collects information to purposes related to your application and potential employment. We may check information provided by you, or information about you provided by a third party, with other information held by us. We will not disclose information about you to anyone outside DWP unless the law permits us to. The information provided by you in this application and the supporting documentation will be used by the panel to consider your suitability for the panel or post. If you are successful, this information will become part of your employment record. If you are unsuccessful, some data will be used for monitoring purposes and will be destroyed after 12 months.