

Derby Jobs Live :
Home Office & Civil Service
20.07.2023

Agenda

10.05 - 10.10 : Introduction : Chris Bradley Derby City Council,
Employment & Skills

10.10 - 10.30: Lee Smee: Home Office

10.30 – 10.40 : Bally Sahota: DWP Civil Service

10.40 - 10.55 : Questions

11.00 – CLOSE

Introduction: Derby Jobs Team

- We aim to connect you to employers and vacancies
- We aim to help you move into employment through skills support

We have developed the **Derby Jobs Live** events to help us do this and help you hear about opportunities directly from the employer

We also have a **Derby Jobs Weekly** newsletter which promotes all our opportunities. To subscribe go to [Derby City Council/ Jobs and Careers/ Derby Jobs Weekly](#)

Introduction: Derby Jobs Live

What is Derby Jobs Live ?

A virtual event that simplifies your access to employment opportunities

Employers with 30+ vacancies

Find out about the employer & types of jobs available

Learn about the skills and qualifications you need for the jobs

Help with applying for vacancies, simplified application process

Link to previous Derby Jobs Live events ; <https://www.derby.gov.uk/jobs-and-careers/derby-jobs-live/>

Introduction: Derby Jobs Live : Home Office

- More than 1,000 vacancies anticipated in the next 6 weeks
- In the first week of September the Home Office will be looking for over 700 Border Force Officers and Apprentices around the country
- Home Office will be looking to recruit 100 people in the Central region for part-time roles, which they hope will result in improving the diversity of candidates.

About us

The first duty of the government is to keep citizens safe and the country secure. The Home Office plays a fundamental role in the security and economic prosperity of the UK.

The Home Office is the lead government department for immigration and passports, drugs policy, crime, fire, counter-terrorism and police.

We have 4 values in the Home Office

Respectful - We treat everyone fairly, respecting individual perspectives and valuing and embracing our differences to create an inclusive environment.

Courageous - We are outward looking and professionally curious, testing new ideas while encouraging challenge and being bold in our pursuit of delivering outcomes for the public.

Compassionate - We act ethically, with honesty, care and sensitivity, seeking to understand the realities and perspectives of the people we serve to build trust and confidence.

Collaborative - We work as one team, listening to and supporting each other and our stakeholders, working across boundaries to improve outcomes for the public.

Responsibilities and Priorities of the Home Office

Responsibilities

- Cutting crime and the harm it causes, including cyber, and serious and organised crime
- Managing civil emergencies within the remit of the Home Office such as the 'immigration response' to Ukrainian resettlement
- Protecting vulnerable people and communities
 - Reducing terrorism
 - Controlling migration
- Providing world-class public services

Priorities

- Cut crime and the harm it causes, including cyber-crime and serious and organised crime
- Manage civil emergencies within the remit of the Home Office
 - Protect vulnerable people and communities
 - Reduce terrorism
 - Control migration
- Provide world-class public services and contribute to prosperity
- Maximise the benefits of the United Kingdom leaving the European Union

Where are we?

Our main offices are based in London, but we also have staff based all around the country.

We are supported by a number of [agencies and public bodies](#) including:

- [Border Force](#)
- [HM Passport Office](#)
- [Immigration Enforcement](#)
- [UK Visas and Immigration](#)

Agencies and public bodies

HM passport Office

- Providing passport services for British nationals residing in the UK and, in association with our partners at the Foreign & Commonwealth Office, to those residing overseas
- Administering civil registration in England and Wales
- We contribute to achieving the Home Office's priorities of securing our borders and reducing immigration, cutting crime and protecting our citizens from terrorism



Border Force

- Checking the immigration status of people arriving in and departing the UK
- Searching baggage, vehicles and cargo for illicit goods or illegal immigrants
- Deter and prevent individuals and goods that would harm the national interests from entering the UK
- Facilitate the legitimate movement of individuals and trade to and from the UK



Continued..

Immigration enforcement

Immigration Enforcement's vision is to reduce the size of the illegal population and the harm it causes.

This vision is supported by 3 core objectives to:

- Prevent migrants from entering the UK illegally and overstaying
- Deal with threats associated with immigration offending
- Encourage and enforce the return of illegal migrants from the UK

UK Visas and Immigration

- To run the UK's visa service, managing around 3 million applications a year from overseas nationals who wish to come to the UK to visit, study or work
- To consider applications for British citizenship from overseas nationals who wish to settle here permanently
- We contribute to achieving the Home Office's priorities of securing our borders and reducing immigration, cutting crime and protecting our citizens from terrorism.

Areas within Customer Services Group - Asylum & Protection

Asylum & Protection (A&P) Group has five Directorates:

Asylum & Protection Transformation

A strategic planning and project delivery area providing innovative solutions to improve operational delivery in Asylum & Protection – including but not exclusively financial and structural planning, target operating models and digital case-working solutions.

Asylum & Human Rights

Predominately a casework/decision-making area for foreign nationals seeking refuge as asylum seekers or to remain in the UK for other, often complex, family and human rights reasons.

Asylum Support

Covers a range of functions, which predominantly focuses on providing support to vulnerable persons awaiting a decision on an asylum application.

Resettlement

An operational area with a range of functions involving moving displaced and often vulnerable people from across the world to locations across the UK and, where appropriate, supporting their integration into UK society.

Asylum Accommodation Centres

An operational area focusing on the provision of accommodation centres for people awaiting decisions on asylum applications.

Areas within Customer Services - Visas, Information and Passports

Visas, Information & Passport (VIP) has four Directorates:

Passports, Citizenship & Civil Registration (PCCR)

An operational area with various functions, which predominately considers applications for UK citizenship, the provision of passport documentation for UK nationals and to support national records of events including births, deaths and marriages/civil partnerships in England and Wales.

Visas, Status & Information (VSI)

An operational area responsible for making decisions on applications from foreign nationals seeking to visit, work, study, join family or settle in the UK. This includes the Ukraine Schemes and EU Settlement Scheme. It also includes customer-facing services enabling people to provide their rights in the UK digitally, or for other organisations, wherever possible, to verify those rights.

Customer Operational Support Services (COSS)

An operational delivery and analysis command formed to provide insight which will help us improve our services and put our customers at the heart of all that we do. It includes, a shared operations unit completing a wide range of administrative and casework tasks, appeal and litigation casework, Windrush Compensation, performance, engagement, customer insight, resourcing, complaints and correspondence.

Strategy & Transformation (S&T)

A strategic planning and project delivery area providing innovative solutions to improve operational delivery across Visas, Information & Passports.

People & Skills

We are looking for people with the following strengths

- Emotionally **resilient and compassionate**.
- **Robust decision makers**, whilst maintaining professionalism and **sensitivity**.
- **Committed** to continuous improvement and thrive in an environment where **performance** matters.
- **Customer-focused**, sound interpersonal, communication, and **relationship-building skills**
- **Flexible, adaptive**, and **creative** problem solvers and dealing with change.
- Effective **planners** and **organisers**.
- An **objective** and **analytical** manner.
- A strong sense of **personal ethics** and **honesty**.
- Can **work independently** or **as part of a team**

Case study

Dwayne, Commercial Manager

I joined the Home Office after 7 years at the Ministry of Defence, where I gained an undergraduate degree in Communications Systems. I love that no day is the same, from ensuring that the department is equipped to carry out their day-to-day operations, to delivering training for staff.

Ashley, Assistant Director

I joined the Civil Service when I was a 17 year old who didn't know what they wanted to do when they grew up but found a career that I was absolutely passionate about.

...The Home Office gave me opportunities to progress, having been promoted five times in the first 12 years, and also to do something that means something. I work hard to protect people and the public, to combat the criminality behind organised crime and to help counter terrorism.

Mary, Project Manager

I joined the Civil Service when I was 21 years old, straight from university. I didn't know what I wanted to do, and I thought the Civil Service was a good chance to experience a range of different opportunities...

...Here at the Home Office, I project manage a renovation project looking to rebuild and re-design some old accommodation buildings.

What can we offer

Working arrangements

Full-time working hours are 37 hours per week.

Flexi-time system, flexibility over when you start and end your working day within core periods (10am – 3pm).

Part-time and compressed hours working are potential options

Equality and Diversity

The Department is committed to being an equal opportunities employer. We value and welcome diversity. We do not tolerate harassment or discrimination.

- **ClearAssured** organisation
- Top 100 of the **Stonewall** Workplace Equality Index
- The **Times Top 50** employers for Women

Starting Salary (1 Jul, 2021)

AO (Junior grade)	National £22,400
EO (Junior grade)	National £24,883
HEO (Middle grade)	National £30,817
SEO (Middle grade)	National £37,450
G7 (Senior grade)	National £52,051
G6 (Senior grade)	National £63,256

Entrants new to the Civil Service are expected to join on the minimum of the pay band.

London weighted pay for roles based in Greater London

Professional Development

- We are committed to supporting staff develop their skills and knowledge.
- 5 days of professional development a year
 - study leave and support for a qualification
 - Coaching, mentoring, job swaps
 - Aspiring Leaders talent scheme

Other Benefits

- 25 Days Annual leave
 - Hybrid working
- Season ticket and rental deposit loans
- Maternity/ paternity/ adoption leave
- 8 public holidays, plus an additional day for the King's Birthday.
 - up to 5 days' paid volunteering leave
 - Pension scheme
- Employee discounts with many retailers
 - Cycle-to-work scheme
 - Support and network groups
- Employee assistance programme
- Strong focus on health & well-being

Civil Service Careers

There's a civil Service opportunity near YOU!

What we do.....

- The Civil Service provides services directly to people all over the country, including:
 - paying benefits and pensions
 - running employment services
 - running prisons
 - issuing driving licences
- We also have staff working on policy development and implementation, including analysts, project managers, lawyers and economists.

Why join the Civil Service

- We pride ourselves on being a great place to work. When you join us you'll become part of an ever evolving and progressive organisation.
- We believe that everyone has the potential to make a difference, and we want to ensure that all our staff are equipped with the knowledge and skills to do so.
- We're becoming smarter, investing in digital technology to help civil servants do their jobs effectively and better serve the public.
- Joining the Civil Service will give you access to exceptional learning and development opportunities and a variety of career paths. We offer career development support, [flexible working](#), the [Civil Service pension scheme](#), and [shared parental leave](#).

Civil Services jobs

- Probation Service (Derby)- Victim Liaison Officer, Case Administrator,
- Home Office- Immigration Enforcement-Operational Support Officers
- HM Revenue and Customs (Nottingham)- Counter Fraud Investigation Officer

- Civil Services Careers – All departments
- Home Office Immigration officers
- Cabinet Office Executive Assistants
- HMRC Administrative Officers and Executive Officers
- DWP Administrative Officers and Work Coach

DWP Administrative and Executive Officers Job roles

- Communicate well with diverse range of people, and deliver a consistently excellent service;
- Find ways to help customers that puts their needs at the centre of the process
- Use digital services confidently, navigate and coach others to use digital job search tools i.e. job search websites, the Universal Credit Digital Service, email and social media
- Understand interpret and adapt complex information to suit customer needs
- Handle sensitive challenging and emotional situations, face to face or over the phone
- Use judgement and take a considered approach to situations and tasks when making decisions.

Feedback and How to apply

Civil service jobs

<https://www.civilservicejobs.service.gov.uk/csr/index.cgi>

Home office jobs

<https://careers.homeoffice.gov.uk/search-jobs>

Contact us for more information

If you require any further information, please email:

Employmentandskills@derby.gov.uk

Look for our next Derby Jobs event: Health and Social care job event 20th September!



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