

HMRC Terms of Employment

Terms of Appointment

This appointment will be to the Senior Civil Service on a permanent contract under normal Civil Service Terms and Conditions. This post is graded at Senior Civil Service Pay Band 1.

Remuneration

The successful candidate will be appointed in line with the SCS Pay Band 1 salary range. Being mindful of the scrutiny on public sector pay, external candidates should expect their salary on appointment to be up to £100,000. Salary and terms of appointment for a serving Civil Servant would be within normal rules for appointment on level transfer or promotion.

The salary will be reviewed annually. Future base pay awards will be dependent on public sector pay policy.

Non-consolidated performance pay is normally available within the SCS performance-related pay system and is not determined until after the year end, so it is not possible to quote amounts in advance of the annual pay award each April. It is paid in addition to any base pay increases and paid as a lump sum. They do not count towards pension entitlements. Non-consolidated performance pay is awarded on the recommendation of line managers based on the level of success with which an SCS member has met their specific in-year business and corporate objectives, and relative to all others in their Pay Band.

Hours and Annual Leave

If you work full time, your working week is 42 hours, including daily meal breaks of one hour. You may however, need to work more hours if your job demands it and as we may reasonably require. Your hours are worked over a five day week.

As a new entrant to the Civil Service, your annual leave allowance will be 25 days with pay in the first year, rising by one day per year (on the anniversary of your start date) to a maximum of 30 days after five years' service.

In addition, staff receive eight days' bank and public holidays and one day of privilege leave will be given on account of the Queen's birthday every year.

HMRC is prepared to discuss alternative working arrangements with candidates within business requirements.

Hours and annual leave arrangements for a serving Civil Servant will be in line with the modernised SCS terms and conditions which took effect from 1 July 2013.

Retirement Age

There is no mandatory retirement age for members of the Senior Civil Service.

Pension

HMRC offers an excellent occupational pension scheme. For new entrants to the Civil Service, we offer the choice of either:

- A high quality, index-linked defined benefit pension scheme that currently has an 8.5% member contribution rate. We also make contributions and meet the bulk of the cost of this scheme; or
- A stakeholder pension with a contribution from ourselves. Our basic contribution is based on your age, and we pay this regardless of whether you choose to contribute anything. You do not have to contribute if you do not wish to but, if you do, we will also match your contributions up to an additional 3% of pay.

For further information on these schemes please refer to the following website:

www.civilservice.gov.uk/pensions.

Other Benefits

Occupational Health Services, including counselling and eye care provision.

Leave provision including:

- Carers' leave.
- Paid and unpaid maternity leave.
- Flexible paid paternity leave.
- Flexible paid adoption leave.

Nationality

To be eligible for employment you must be a national from the following countries:

- The United Kingdom
- The Republic of Ireland
- The Commonwealth*
- A European Economic Area (EEA) Member State
- Switzerland
- Turkey

Certain family members of EEA, Swiss and Turkish nationals are also eligible to apply regardless of their nationality.

(*Commonwealth citizens not yet in the UK, who have no right of abode in the UK and who do not have leave to enter the UK are not eligible to apply.)

For further information on whether you are eligible to apply, please visit:

<https://www.gov.uk/government/publications/nationality-rules>

Conflicts of Interest

Applicants are asked to consider any potential conflicts of interest before applying to work for HMRC, including their tax affairs. Candidates are required to declare any relevant business interests, shareholdings, positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies, both for themselves and their spouses / partners.

The successful candidate will be required to give up any conflicting interests and his / her other business and financial interests may be published.

If you believe you have a conflict of interest, please contact Rob Johnson on 020 8253 1806 before submitting your application.

Security Clearance

Before the appointment of the successful candidate can be confirmed, HMRC will undertake background security checks. As part of this we will need to confirm your identity, employment history over the past three years, nationality and immigration status and criminal record (unspent convictions only).

The required security clearance for this role is set at Counter Terrorist Check (CTC) level. The successful candidate will need to either hold this level of clearance already or be willing to undergo the process to obtain clearance prior to taking up post.

Pre-Appointment Enquiries

HMRC will carry out enquiries into the successful candidate's nationality, health and other matters before a formal offer of appointment is made. This will include checks into previous tax compliance. Subject to satisfactory completion of all pre-appointment enquiries, you will be invited to take up post as soon as possible.

Political Activities

You will be subject to certain restrictions on national and local political activities. These include standing as a candidate in parliamentary elections, canvassing on behalf of candidates and expressing views on matters of political controversy in public speeches or publications.

Other Outside Activities

You should not do anything or take on any outside work which might conflict with the interests of the HMRC or which is inconsistent with your official position. You will need prior permission to take on outside work.

Civil Service Code

All Civil Servants are subject to the provisions of the Civil Service Code that details the Civil Service core values (Honesty, Integrity, Impartiality and Objectivity) and rights and responsibilities. Further information is available online: <https://www.gov.uk/government/publications/civil-service-code/the-civil-service-code>

Equal Opportunities

HMRC is committed to being an equal opportunities employer. We value and welcome diversity. We aim to develop all our staff to enable them to make a full contribution to meeting HMRC's objectives, and to fulfill their own potential on merit. We will not tolerate harassment or other unfair discrimination on grounds of sex, marital status, race, colour, nationality, ethnic origin, disability, age, religion or sexual orientation. We will promote and support the use of a range of flexible working patterns to enable staff to balance home and work responsibilities; and we will treat people fairly irrespective of their working arrangements.

Under the terms of the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify in your application. We will also consider any reasonable adjustments under the terms of the Act to enable any applicant with a disability (as defined under the Act) to meet the requirements of the post.

HMRC uses the 'two ticks' Disability Symbol, showing it is an employer which has a positive attitude towards applications from disabled people.

Guaranteed Interview Scheme

HMRC also offers a Guaranteed Interview Scheme (GIS) for all disabled applicants. We are committed to interviewing all applicants with a disability who provide evidence of meeting the minimum essential experience criteria necessary for the post, as set out in this applicant pack. You will then be guaranteed an invitation to an initial interview with Global.

To be eligible, your disability must be within the definition laid down in the Equality Act 2010. A disabled person is defined by the Equality Act 2010 as someone who has a physical or mental impairment, which has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities. For the purposes of this policy, these words have the following meanings:

- 'substantial' means more than minor or trivial
- 'long-term' means that the effect of the impairment has lasted, or is likely to last, 12 months (there are special rules covering recurring or fluctuating conditions)
- 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping.

If you qualify for this scheme please make this clear in your covering letter. Please also advise us of any special arrangements for interview you will require, enabling us to make the appropriate arrangements.

Location

The role will be based in Worthing. Relocation costs will not be reimbursed.

Travel Expenses

Some travel may be required. Travel and Subsistence (T&S) costs will be reimbursed in line with HMRC's policy. Please note that in some circumstances travel and subsistence (T&S) may be taxable. Prospective applicants should familiarise themselves with the appropriate guidance. The successful candidate will need to discuss the T&S rules applicable to their individual circumstances with the vacancy holder. Further information can be found by using the following link:

<http://www.hmrc.gov.uk/helpsheets/490.pdf> (HMRC internet site).

Interview Expenses

Candidates who are required to travel a significant distance to attend an interview will be reimbursed standard-class rail fare from their point of entry into the UK.

