



UK Export  
Finance



**UK EXPORT FINANCE**

Candidate pack





**TIM REID**

UKEF Chief Executive

## **OUR MISSION IS TO ENSURE NO VIABLE UK EXPORT FAILS FOR LACK OF FINANCE OR INSURANCE**

I would like to add a short personal message alongside the information enclosed.

International trade is a fundamental driver of economic growth. History has shown that open, trading economies generate wealth, create jobs, increase consumer choice and value for money and can lead to higher standards of living. UK Export Finance (UKEF) is at the heart of the Export Strategy, which sets out Government's support offer to help British business succeed in an overseas marketplace, driving sustainable growth and prosperity in the UK and abroad.

UKEF is the UK's export credit agency and a government department, reporting into the Secretary of State for International Trade and is strategically and operationally aligned with the Department for Business and Trade.

Founded in 1919 as the world's first export credit agency, we have been innovative since day one, and now have over 100 years' track record supporting UK exports.

Our mission is to "advance prosperity by ensuring no viable UK export fails for lack of finance and insurance, doing that sustainably and at no net cost to the taxpayer". To do so we provide loans, guarantees and insurance to help UK companies win overseas sales, fulfil export contracts, and make sure that they get paid. We exist to complement not compete with the private sector, and work with over 100 private credit insurers and lenders.

## UKEF'S OFFER IS A CRITICAL PART OF THE GOVERNMENT'S PLAN TO SUPPORT UK EXPORTERS

In 2022-23, 84% of the companies we provided with finance and insurance were small to medium enterprises. In total we provided £6.5 billion worth of support for exports.

UKEF's offer is a critical part of the Government's plan to support UK exporters and by working with partners throughout Government, including the Department for Business and Trade (DBT), the Department for Business, Energy and Industrial Strategy and Foreign, Commonwealth and Development Office, we can play our part in supporting the UK's trade aspirations.

This is an exciting time to join UKEF, and if you are successful, you will play a key part in supporting the UK's international trade goals and objectives.

Thank you for your interest in this role.





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**EVOLVING  
TOGETHER**

**OUR VALUES**

**TAKING RESPONSIBILITY**

**EXCELLING TOGETHER**

**RESPECTING ALL**

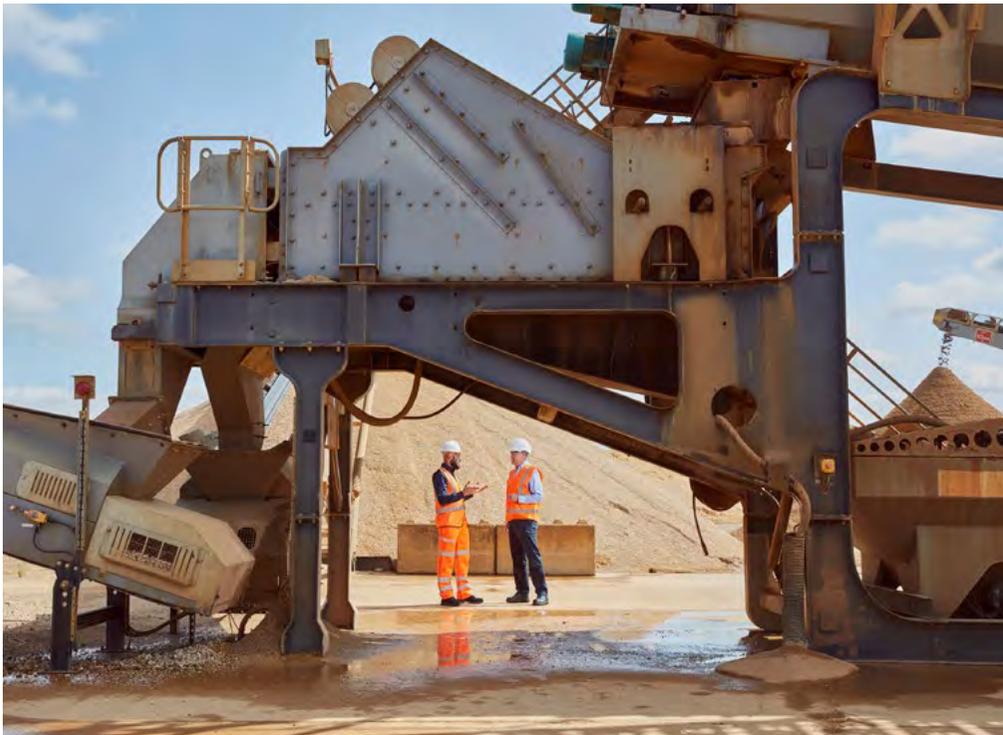
**MAKING A DIFFERENCE**



## EVOLVING TOGETHER

Our people are at the heart of our business and in UKEF we take pride in investing in our employees to ensure that UKEF remains a great place to work.

Our values of; Making a Difference, Respecting All, Excelling Together and Taking Responsibility are at the core of our organisation and are embedded within our people strategy.



We want your journey at UKEF to help you grow both as a professional and individual, through developing your trade and furthering your career, because when our people flourish and thrive in their roles, everyone benefits.

UKEF is proud to have a diverse workforce and our flexible working practices ensure that we are able to attract and retain talented people, allowing them to enjoy a long-lasting career with us.

We're also always learning as an employer and embed the voice of our people in decision-making. Our employees shape the way we support them by sharing their needs and priorities, which enables us to support them not only professionally, but also during the moments that matter in their personal lives.

We're incredibly proud of what we've achieved so far, but there is so much more we want to accomplish. We are hugely ambitious as an organisation and we will continue to put the work in to support our people in reaching our goals.



[UKEF's Business plan for 2024-2029 is now published](#) and concentrates on growth, SME's, inclusive trade, clean growth and our development impact.

## MAKING UK BUSINESS GLOBAL

UKEF is a ministerial government department but we understand that you might not be overly familiar with what we do.

In short, we help the UK export to the world. We have a passion for making UK business global and take great pride in the contribution we make to the wealth and prosperity of our country. We may be a small government department but our drive and dynamism have enabled us to support exports across the world.

UKEF makes a real difference to the customers who we support, whether they are large corporate organisations or SMEs. We deliver real tangible outcomes which not only allows businesses to reach their potential, but also creates growth in UK supply chains and ultimately this has a positive impact on creating jobs in the UK.

Our impact goes beyond the financial support which we provide; we also measure how we support local jobs in communities both in the UK and overseas.

In addition UKEF is also driving forward the agenda on climate change and net zero transition by supporting cleaner technologies which have a real-world impact.

The Department's work is outlined in more detail in the [Annual Report and Accounts](#).

## WORK THAT WORKS FOR YOU

We firmly believe that work should work for you and you should be able to match your work life to your personal situation.

That's why we offer a range of flexible working options, these include part-time, compressed hours and job sharing. These arrangements allow employees the flexibility to ensure a good work-life balance and for UKEF it allows us to attract individuals from the widest possible range of backgrounds.

We place a huge amount of value and importance on a happy, constructive and welcoming working environment - whether that be in our Westminster offices or remotely. We believe it's up to every single person to contribute positively to this. A crucial part of this is an inquisitive, supportive and open culture. We want our people to feel they can ask anyone anything - this is the best way to learn.

As we've said before, we believe the relationship between employer and employee should be a partnership. This partnership should of course be built on trust and support. We also believe that this should include the safety and confidence to challenge one another, always pushing the other to find ways to improve, learn and grow.

We also always want you to feel that you're properly rewarded for your hard work. A full list of employee benefits can be found in the next section.



## DIVERSITY AT UKEF

We want to give all staff the opportunity to flourish in a work environment where they feel supported, valued and included.

We take a huge amount of pride in being the most diverse government department with ongoing initiatives to increase both our gender and ethnic mix. This includes ensuring increased diversity in senior leadership roles. Whilst we're extremely proud of the progress made to date, we recognise that there is still a way to go.

We're also aware that diversity alone isn't enough and are continually looking for ways we can become more inclusive as an employer. We have a number of support networks all supported by a member of Senior Leadership Team (SLT). These include **Group for Ethnic Minorities (GEMs), Disability and Carers Network, Gender Network, Iris (LGBT+) and New Joiners Network.**

We also have a firm focus on employee wellbeing with a range of initiatives in place including Appropriate Behaviour Champions, an Employee Assistance Programme and Mental First Aiders

UKEF has also signed up to [Business in the Community 'Race at Work Charter'](#)

We recognise that each individual's circumstances are unique and do everything we can support different ways of working. We look to enable different working patterns, such as condensed hours, part-time working or job shares.



We've committed to the women in finance charter with an ambition to have 40% of our senior civil servants as female.

In 23/24, 44.22% of our internal moves/promotions or external hires were female.

## DIVERSITY AT UKEF

Some key stats from last year



**93 new joiners in 23/24**  
554 total employees March 2024



**41% hires from private sector**,  
18% across government and 41%  
internal



**44.22% of UKEF's work force is female**,  
with 49% of 23/24 hires, moves and  
internal promotions being female



The proportion of people declaring  
a disability **increased to 8.3%** in  
23/24



We achieved a **staff engagement  
score of 70%** in the annual Civil  
Service People Survey - compared  
to CS benchmark of 64%



UKEF is leading the way across  
the government with **35.9% of  
staff identifying from ethnic &  
minority groups** compared with  
12.7% across the civil service



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# **EMPLOYEE BENEFITS**



## Performance Awards

Get recognised for your outstanding work.



## Civil Service Pension

Peace of mind with one of the most desirable pension schemes.



## Employee Assistance

Advice and support service.



## Cycle Scheme

Pay for a bike through a salary sacrifice scheme.



## Season Ticket Loan

Interest-free loan to pay for your annual travel costs.



## Restaurant & Gym

At our Horse Guards restaurants.



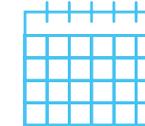
## Flexitime

Take time off rather than utilising annual leave entitlement.



## Staff Discount Scheme

Savings and cash-back from thousands of retailers.



## Annual Leave

25 day per year plus Bank Hols, rising to 30 after 5 years service.



## Flexible Working

Shape working arrangements to your circumstances.



## Learning & Development

Dedicated time for personal development.



## Health Checks

Including health screening & flu jabs.



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**THE  
ROLE**

# JOB DESCRIPTION

There may be other opportunities that will arise within the next 6 months. Candidates who are successful in this campaign will be listed in merit order and will be invited to fill these roles as opportunities arise.

## Role Name: Head of Specialised Products Risk

### Grade

SCS1-T

### Division

Risk Assessment Division (RAD)

### Location

Westminster, London

### Line Manager / Reports to

Head of Risk Assessment Division (SCS1)

### Position within organization

N/a

### Line Management responsibilities

Yes

### Budget responsibilities and delegated authorities

Yes

### Working Arrangements

This is a hybrid role with the expectation the postholder will work 40% of their working time onsite at Westminster.

This job is available for full time, or flexible working arrangements.

### Level of Security Clearance Required

SC Clearance - To meet the National Security Vetting requirements for this role you will need to have resided in the UK for a minimum of 3 out of the past 5 years, 2 of which must have been the immediately preceding years from the point of application.

# ABOUT THE ROLE

## The Division

The principal role of the Department is to support UK companies exporting to foreign markets by providing insurance, loans and guarantees against non-payment or non-performance by UK exporters and overseas buyers. To perform its statutory function, UKEF must assume significant credit risks on behalf of UK exporters. Consequently, the financial success of the Department is crucially dependent upon sound credit risk assessment, particularly given the elevated default risks associated with emerging markets.

The Risk Management Group ('RMG'), under the leadership of the Chief Risk Officer ('CRO') is responsible for the management of UKEF's risk portfolio (c.£55bn), including new business credit risk assessments (c.£3bn p.a.). RMG operates via 5 Divisions, responsible for Enterprise Risk Management, Risk Assessment, Analysis (Pricing & Portfolio Risk, Operational Research & Analysis, and Economics & Country Risk), Portfolio Management, and Restructuring, Claims & Recoveries.

The Risk Assessment Division ('RAD') is responsible for providing probability of default ('PD') ratings and loss given default ('LGD') assessments on all non-sovereign risks assumed by the Department. RAD's case work is split currently into three teams: Corporates and Strategic sectors; Project Finance; and Specialised Products Risk (Aerospace and Financial Institutions (banks & NBFIs) & APM).

## About the Role

The Specialised Products Risk Team encompasses Aerospace, Aircraft Operating Lessors, Bank & Non-Bank Financial Institutions, Insurance obligors and Active Portfolio Management (APM). The role reports into the Head of RAD.

The Head of Specialised Products Risk is responsible for the leadership, motivation and management of the team within RAD. The role oversees, and is responsible ultimately for, the accurate credit assessment, analysis and due diligence of both new and existing exposures within the team's sectors. The role holder has extensive practical knowledge and experience of these areas and is responsible for managing all transactions from inception to signature. The role holder is also responsible for the ongoing portfolio management and monitoring of the counterparties. In addition, the role holder leads (internal and external) risk-focussed meetings and discussions on more complex cases which may include novel features and extensive structuring. The role holder is also responsible for the credit risk approval of cases, including the onboarding of eligible counterparties, within their Delegated Authority. Finally the role holder is also responsible for the structuring and placement of insurance tranches in the private insurance market.

This role involves extensive interaction, not only with the Business Origination and Underwriting teams, but also with the divisions within RMG, notably Portfolio Management Division – to which transactions are handed over post-closing by Business Group. Given the implication of incremental exposure to the UKEF portfolio, the relationship with the Analysis Division's teams is especially important.

The Head of Specialised Products Risk role is expected to add to the intellectual capacity of UKEF's Risk Management team at a senior leader level and provide an anchor for talent management to higher grades. As UKEF moves into more challenging risk sectors and environments, it is important to have a function that is both scaled and skilled to meet this challenge.

## Main Activities

1. Leading, managing and motivating their team in the production of high quality and timely credit analysis. This may involve complex structures, transactions with novel and unusual features including climate change considerations, particularly in the insurance, aerospace and, increasingly, the NBFIs sectors.
2. Exercising credit approval – within the terms of delegation from CRO or Head of RAD. The role also includes the provision of high-quality recommendations to the Head of RAD and the Enterprise Risk & Credit Committee ('ERiCC') where delegated authority is exceeded.
3. Responsibility, accountability and approval for the ongoing monitoring from a credit risk and ratings perspective for the Aerospace, Aircraft Operating Lessors, Bank & Non-Bank Financial Institutions, and Insurance Obligors and counterparties within UKEF. This includes, inter alia, providing input into the design and implementation of a more comprehensive monitoring framework to respond to the increased number and complexity of UKEF obligors and counterparties.
4. Oversight over the APM team's activities, monitoring of the existing Insured Portfolio, structuring and placement of new transactions, consideration/execution of alternative risk transfer methods.
5. Oversight over procurement activities, and contract management for (some) the contracts owned within RAD.
6. Liaising with multiple stakeholders – most notably Business Group and external clients – but also numerous internal stakeholders including Legal Division, and Underwriting Products & Policy Division.
7. Taking senior leadership roles within external meetings to ensure that new proposed business is optimally structured and firmly within UKEF's predetermined risk appetite.
8. Ensuring that all submissions to ERiCC are succinct, well structured, coherent, logical and fit for purpose.
9. Identifying and providing solutions relating to addressing credit training both within RAD and Risk Management Group more broadly.
10. Continuously demonstrating subject matter expertise within the relevant sector franchises. Recognition as subject matter expert both internally, particularly by RMG, Business Group staff and externally.
11. Deputising for the Head of RAD, where appropriate including, but not limited to, RMG Senior Leadership Management meetings and leading the RAD senior leadership team meetings.
12. As part of the RAD and RMG senior leadership teams, to help develop, particularly through role modelling relevant behaviours, cross-departmental

(and asset class) collaboration and teamwork.

13. Continuing review, formulation as required, and improvements to policies, frameworks and processes affecting the relevant franchises as well as the wider RAD and RMG. Contribute to, and lead as directed, Risk Management Group strategic projects.
14. Budget authority as above.

This list is not exhaustive; the role holder may be required to carry out additional duties according to business need.

# PERSON SPECIFICATION

UK Export Finance is looking for motivated individuals with a desire to learn about the business. Successful candidates will be provided not only with functional training to enable them to do well in their role, but also with personal development to help them to achieve their career ambitions. Please note that the person specification below outlines at which stage(s) you will be assessed on how you meet the criteria for the role(s) including:-

**A** = assessed at application stage

**I** = assessed at interview stage

**T** = assessed by test stage

**P** = assessed at presentation stage

## Essential

### Qualifications

- GCSE Maths and English equivalent or above, or good numeracy and written skills **(A)**
- Evidence of continuing professional development **(A)**

### Knowledge

Significant knowledge (gained through experience) of structured and vanilla credit analysis:

- Excellent understanding of financial accounts including balance sheet, P&L and cash flow statements; detailed knowledge of adjustments to assess cash flow, working capital, liquidity and debt sustainability; **(A, I)**
- Extensive theoretical and practical knowledge and understanding of Aerospace, Bank, NBF1, and Insurance Company analysis and market and key credit risks; demonstrable track record of analysing, structuring and closing complex transactions **(A, I)**
- Extensive knowledge and understanding of the Aerospace, Bank, NBF1, and Insurance Company sectors; ability to assess associated industry risks; **(A, I)**
- Expert knowledge of a range of credit risk structuring and assessment tools for analysing qualitative and quantitative risk factors to produce PD and LGD assessments; Good understanding of risk transfer methods **(A, I)**

- Detailed practical knowledge and understanding of transaction structuring including the use of covenants. **(A, I)**
- Moderate knowledge of and experience in, portfolio risk modelling including portfolio stress testing. · Proficiency in Microsoft Office, especially Excel. **(A)**

## Skills/Ability

- Skilled and competent leader. Ability to effectively manage, motivate and co-ordinate a team to work productively, efficiently and produce high quality research and analytical outputs in a timely fashion. **(A, I)**
- Strong analytical ability. Ability to interpret complex data to reach justifiable judgements. **(A, I)**
- Capable of taking commercial decisions, appropriately balancing risk and reward. **(A, I)**
- Proven planning and organisation skills to manage competing priorities meeting demanding deadlines in a timely fashion. **(A, I)**
- Strong written and verbal communication skills, which must include the ability to lead meetings and negotiations, conveying complex information clearly with confidence and credibility. **(A, I)**
- Ability to maintain effective professional relationships with colleagues, within the division and across the Department. **(A, I)**

## Experience

- Demonstrable experience in credit risk and line management from a bank, financial institution, operating lessor, rating agency or export credit agency. **(A, I)**
- Dealing with senior external customers/stakeholders. **(A, I)**
- Experience of using credit risk rating models and advanced risk measurement techniques in an environment of conflicting priorities to meet tight deadlines. **(A, I)**
- Recent relevant experience of producing LGD estimations. **(A, I)**
- Extensive experience of working across a broad range of transaction and product types, negotiating complex loan documentation in close collaboration with lawyers. **(A, I)**
- Knowledge and understanding of secondary market products such as derivatives, securitisation and asset sales / reinsurance. **(A, I)**

## Other Requirements

- The role may require overseas travel

# Desirable

## Qualifications

- Degree educated or significant relevant financial sector experience **(A)**
- Membership of a Professional body: Chartered Association of Banking **(A)**
- Institute of Exports **(A)**
- Contract management qualifications and/or willingness to undertake one **(A)**

## Knowledge

- Detailed knowledge of UKEF's credit risk policies and environment. **(A, I)**
- Understanding of UKEF products and underwriting policies. **(A, I)**
- Knowledge of latest developments in applicable industries and sectors. **(A, I)**
- Good understanding of the OECD rules related to export finance. **(A, I)**
- Understanding of processes which relate to risk assessment, underwriting, negotiation, deal execution and post-issue matters. **(A, I)**

## Skills/Ability

- As above

## Experience

- Understanding of UK public contract regulation and experience operating contract management **(A)**
- Good understanding of the operation of private Insurance markets **(A, I)**



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**FURTHER  
INFORMATION**

# RECRUITMENT PROCESS

## Hybrid Working

Post the COVID-19 pandemic the UKEF recruitment team and wider business community adopted a hybrid working pattern and continue to work from the office in Westminster or from home.

Therefore, in order to support our approach to hybrid working we have implemented some changes to our recruitment process, these include:

- All sifting and interviews dates will be indicative and can change at short notice.
- Interviews will likely be conducted via Microsoft Teams; you will be provided details on this if you are invited to interview

## Eligibility

This role is open to UK nationals, nationals of Commonwealth countries who have the right to work in the UKs, nationals of the Republic of Ireland, nationals from the EU, EEA or Switzerland with (or eligible for) status under the European Union Settlement Scheme (EUSS), relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service, relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service and certain family members of the relevant EU, EEA, Swiss or Turkish nationals

## Individuals from EU (excluding the Republic of Ireland) and outside the EU

From 1<sup>st</sup> January 2021 the UK is operating a points-based immigration system. Individuals arriving in the UK on or after 1<sup>st</sup> January 2021 will require a visa and will need to be sponsored by an employer. Further details about the [points-based system](#).

EU, EEA or Swiss citizens who have lived in the UK since 31st December 2020 need to [apply to the EU Settlement Scheme](#) to continue living in the UK after 30th June 2021.

**Candidates must have the Right to Work in the UK, therefore, if you are presently being sponsored, or have an existing visa arrangement, please e-mail [recruitment2@ukexportfinance.gov.uk](mailto:recruitment2@ukexportfinance.gov.uk) before you submit your application. Unless there are exceptional circumstances, UKEF will not sponsoring individuals.**

## Security Clearance

Successful candidates must meet the security requirements before they can be appointed. The level of security needed is [security check](#). You can view our vetting charter here- [See our vetting charter](#).

To meet the National Security Vetting requirements for this role you will need to have resided in the UK for a minimum of 3 out of the past 5 years, 2 of which must have been the immediately preceding years from the point of application. If you do not meet this requirement, you would not be eligible for SC clearance and therefore not eligible to apply for this role.

New immigration guidelines - [What you need to know - GOV.UK](#)

## Application Instructions

To apply for this role please submit your application via our recruitment partner Hays via the following link - [Head of Specialised Products Risk \(4683947\) UK Export Finance - Apply for vacancies - Find a job, build a career | Hays](#). You will need to complete an online application.

Across your application, you should include sufficient detail to enable the selection panel to understand your responsibilities and key achievements.

You should ensure that you provide evidence on how you meet the essential criteria in the person specification set out in this information pack, including information on your qualifications.

## Selection process

We are assessing candidates using [Success Profiles](#) (see Appendix 1) and across the whole process we will assess your [Experience, Technical and Behaviours](#) as highlighted below.

The application must be completed by 23.55 on the day of the closing date for it to be accepted.

### **Use of Artificial Intelligence (AI)**

**At UKEF we value authenticity. You should not use AI to present and/or plagiarise the ideas and experiences of others. Therefore, you must ensure that any evidence submitted as part of your application or used during an interview is both truthful and factually accurate. Applications may be rejected at any stage of the selection process if plagiarism is detected. *Appendix 2* provides guidelines on what we feel is / is not acceptable use of AI.**

All applications will be sifted against our essential criteria outlined in the personal specification.

- CV and covering letter, via our recruitment partner, which needs to detail how you meet the essential criteria

For the initial sift your application will be evaluated against:

1. Experience - CV and covering letter

If you are successful following the sift stage, you will be invited to an initial interview; this will include the following assessment:

1. Behaviours / Experience - a formal panel interview where you will be interviewed across all **three** behaviours highlighted.
2. Technical - you will be assessed across your technical expertise and acumen, in relation to the essential criteria:
  - a. Presentation - the topic of which will be decided by UKEF and be provided in advance of the interview

If you are successful following the 1st Interview, you will be invited to a further assessment:

- a) Staff Engagement Exercise - details of which will be provided in advance of the agreed date

Following the Staff Engagement Exercise, and subject to candidate success, a further, less formal meeting will be held. If anything is required in advance of the meeting you will be informed along with who you would be meeting from UKEF's senior leadership team.

Details of interview panel members will be e-mailed to all successful candidates who are invited for interview.

## Timetable

Please note that the interview dates are indicative.

<b>Closing date for applications</b>	25th May 2025
<b>Notification of outcome of application</b>	Week commencing 26th May 2025
<b>1st Interviews in UKEF offices Westminster, London</b>	Commencing on or around 2nd June 2025. <b><i>N.B. - it is highly advisable that candidates allow half of a day</i></b>
<b>Staff Engagement Exercise - via MS Teams</b>	Commencing on or around 16th June 2025
<b>2nd Interview / Meeting</b>	Commencing on or around 23rd June 2025 ( <b><i>if required</i></b> )

## Expenses

Kindly note that it is not UKEF policy to pay travel expenses for interviews, any changes to policy will have to be confirmed and agreed in advance by UKEF HR department.

## Civil Service Inclusion

The Civil Service is committed to attract, retain and invest in talent wherever it is found. To learn more please see the [Civil Service People Plan](#) and the [Civil Service D&I Strategy](#).

# OTHER MATTERS

## Disability Confident Scheme for Disabled Persons

Disabled applicants who meet the essential criteria in the job specification are guaranteed an interview. Selection will be on merit.

If you wish to claim a guaranteed interview under the disability commitment, you should complete the relevant section of the application form. It is not necessary to state the nature of your disability.

Further information regarding the scheme can be found by referring to the following link.

[Disability Confident – Are you disability confident?](#)

## Equal Opportunities

UK Export Finance values equality and diversity in employment. We are committed to being an organisation in which fairness and equality of opportunity is central to the approach in business and working relationships and where the organisational culture reflects and supports these values. In UK Export Finance you have the right to a working environment free from discrimination, harassment, bullying and victimisation regardless of race, ethnic or national origin, age, religion, sex, gender identity, marital status, disability, sexual orientation, working hours, trade union membership or trade union activity.

## Complaints

How do I make a complaint about the recruitment process?

Should you have a complaint or wish to raise any concerns regarding the recruitment process, please e-mail your complaint to the Deputy Director of Resourcing and Reward (UKEF) at [Recruitment2@ukexportfinance.gov.uk](mailto:Recruitment2@ukexportfinance.gov.uk) and include “Complaint” in the subject heading.

Should you remain dissatisfied following UKEF’s investigation then you can refer your complaint to the Commission - <http://civilservicecommission.independent.gov.uk/making-complaint/>.

# APPENDIX 1 – SUCCESS PROFILES

UKEF will assess candidates against the **Success Profiles** framework, this replaces the previous Competency framework. Success Profiles use a blended approach when assessing candidates; the assessment process for each role is tailored on an individual basis, based upon the requirements of the role.

During the application, sifting and assessment process candidates will be assessed against one or more of the following five areas: -

- **Experience**
- Ability
- **Technical**
- **Behaviours**
- Strengths

The core “Behaviours” of the Civil Service are:

- Seeing the Big Picture
- Changing and Improving
- **Making Effective Decisions**
- Managing a Quality Service
- **Delivering at Pace**
- **Leadership**
- Communicating and Influencing
- Working Together
- Developing Self and Others

Further information regarding each of the five key elements can be found using the following link - <https://www.gov.uk/government/publications/success-profiles>

Candidates are advised to review this information prior to submitting their application.

# APPENDIX 2 – ARTIFICIAL INTELLIGENCE IN RECRUITMENT

At UKEF we understand that Artificial Intelligence (AI) or Generative AI (GenAI) tools such as ChatGPT, Copilot, Gemini, Deepseek etc are powerful tools that can help candidates at various stages of the recruitment process, from your initial application through to interview. AI can be used as a supplement to your potential as a future employee and may help you hone your skills, knowledge and experience throughout our assessments, but it should not be used as a replacement for your own experiences - we want to hire the real, authentic you.

Our guidance below details how we perceive the use of AI and what we feel is appropriate and what is not.

## How to use AI at the application stage

Acceptable use	Unacceptable use
Refine and articulate ideas, structure thoughts and improve clarity	To inflate or exaggerate skills, knowledge and experience
Research the organisation, including any projects or initiatives that are available in the public domain	Copy and paste generic or "textbook" responses
Research trends - industry or profession that relate to your personal experiences	To complete any assessments designed to evaluate your personality or natural abilities
Spell or grammar checks. Clarity, conciseness of your application and its potential impact to the hirer	Provide any sensitive data (perceived or otherwise) to the AI

## How to use AI at the interview stage

Acceptable use	Unacceptable use
Interview preparation, this could include mock interviews	Answer questions during a live or pre-recorded interview
Research the organisation, including any projects or initiatives that are available in the public domain	Using answers provided by AI for any questions, situational or otherwise
Research trends - industry or profession that relate to your personal experiences	



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# **TERMS & CONDITIONS**

# TERMS & CONDITIONS - SENIOR CIVIL SERVANTS (SCS)

## Terms of Appointment

This appointment will be on a Permanent open-ended contract. The successful candidate will be appointed on the modernised terms and conditions. Existing civil servants will retain their existing rights if accepting this post on level transfer.

## Location

The role is based in UKEF's office in Westminster.

## Security Clearance

In order to be employed by UKEF, all employees must hold "SC" level of security clearance. One of the conditions of SC level clearance is that individuals are required to have resided in the UK for a minimum of 3 out of the past 5 years, 2 of which must have been the immediately preceding years from the point of application. All contracts of employment are subject to individuals being "SC" cleared.

For existing government employees transferring to UKEF who currently hold BPSS or CTC levels of clearance, their start date and transfer will not be confirmed until UKEF has completed their SC clearance checks through NSV.

## The Rewards

The main rewards include not only the basic salary but also a pension scheme and the availability of awards for those who perform well, challenging and extremely rewarding work, personal and professional development, generous annual leave arrangements, a variety of flexible working arrangements and recognition of the importance of work/life balance.

## Remuneration

The starting salary for this role will be £75,000

The pay scale relevant to this grade is £75,000 to £97,000

**Salary and terms of appointment for a serving civil servant would be for agreement with the individual and their current Department within the normal rules for appointment on level transfer or promotion. Individuals being promoted will receive a 10% uplift or be moved to the entry point for the grade (whatever is the higher). For individuals on a level transfer, they will retain their current level of remuneration.**

## Performance Awards

Performance awards are available. They are awarded based on performance i.e. achievement of business and personal objectives. They are non-consolidated, are paid as a lump sum, however, they do not count towards pension entitlements.

## Pension Scheme

The Civil Service offers pension arrangements which are part of the reward package. Membership of the pension scheme offers a range of benefits that will provide financial security both in the time up to retirement and beyond. It provides an income for you in retirement and benefits for your dependants after your death. It also provides protection in the event of serious ill health.

## Other Terms and Conditions

### **For New Entrants to the Civil Service:**

1. Basic Hours of work will be 42 hours per week, including daily meal breaks of one hour.
2. Your annual leave allowance will be 25 days in the first year, rising to 30 days after 5 years of service.
3. 1 additional day of leave will be given on account of the King's birthday every year.

### **For Existing Civil Servants on Promotion:**

1. Basic hours of work will be 42 hours per week, including daily meal breaks of one hour.
2. If you currently have any privilege leave over and above 1 day for the King's birthday, this will be rebranded as annual leave.
3. If you have more than 30 days of annual leave in total (including any rebranded privilege leave), your annual leave will be capped at 30 days.

### **For Existing Civil Servants on Level Transfer:**

1. Your current contractual entitlements in relation to basic hours of work, annual leave\*, privilege leave, and occupational sick pay will continue to apply.
2. \* Annual leave will be capped at 31.5 days.

## Childcare Vouchers

Existing Civil Servants who transfers across the Civil Service to another department (on a new PAYE scheme) on or after 4th October 2018 and who are currently receiving childcare vouchers may lose their entitlement to this benefit. This does not impact staff who are subject to TUPE/COSOP. If you are unsure about your own circumstances, please contact your HR Reward team for further guidance.

Determine your eligibility at <https://www.childcarechoices.gov.uk>

## Conflicts of interest

Candidates must note the requirement to declare any interests they may have that might cause questions to be raised about their approach to the work of the Department. They are required to declare any relevant business interests, share-holdings, positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies, both for themselves and for their spouses/partners. Successful candidates will be required to give up any conflicting interests and his/her other business and financial interests may be published.

## Official Secrets Act

The post is covered by the Official Secrets Act. Candidates must exercise care in the use of official information acquired in the course of official duties, and not disclose information which is held in confidence.

## Mobility

During the course of your employment you may be required to transfer to any post in the UK. Unless wholly exceptional emergency circumstances exist which make it impossible, you will be given reasonable notice of any such change.

## Civil Service Code

Candidates are advised to read the [Civil Service code](#). This Code applies to all Civil Servants.



# UK Export Finance

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