



Candidate information pack



Your application

Apply online via the ORR website at <https://www.orr.gov.uk/about/careers>

The form automatically saves, and you may exit your form and return to it later by closing the browser. A link to your form will be automatically sent to the email address you have provided.

Right to Work

You will be asked to confirm that you have the right to work in the UK. If you do not have the right to work in the UK, you will not be able to progress your application further.

Nationality requirements

This job is broadly open to the following groups:

- UK nationals
- nationals of Commonwealth countries who have the right to work in the UK
- nationals of the Republic of Ireland
- nationals from the EU, EEA or Switzerland with settled or pre-settled status or who apply for either status by the deadline of 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
- certain family members of the relevant EU, EEA, Swiss or Turkish nationals

[Further information on nationality requirements](#)

Education

You will be asked to enter information about your education. Please only detail your highest (unless relevant) vocational or professional qualification i.e. if you have a degree, you do not need to enter

details about your secondary education (unless relevant to the role).

We will request proof of all essential qualifications.

Work History

You will be asked to enter your work history, starting with your current or most recent employment. Please ensure you detail at least the last three years of your work history, accounting for any gaps lasting 28 days or more. If you have been working less than three years, please provide details of all employment since you left full-time education.

Supporting Information

Your supporting statement is a very important part of your application. Review the person specification on the job description and for each of the essential criteria listed, provide relevant specific examples as evidence of how you meet each one i.e. what you have done in work, volunteering, training or education.

Note that we use [Success Profiles](#), and your application will be assessed against the essential criteria detailed in the job description.

Your statement cannot exceed 10,000 characters.

We recommend you draft and save your supporting statement outside of the application portal in case your connection times out.

Help with your application

If you are having technical difficulties applying online, please try using a different browser first or try later.

If the issue persists, please contact HR Recruitment quoting the vacancy reference and your application number.



If you require any reasonable adjustments to the application process you can email us – hr.recruitment@orr.gov.uk.

What happens next?

After the closing date, your application will be reviewed against the essential criteria for the role.

You will be notified by email if you have been short-listed for the next stage of the selection process, within fourteen days of the closing date. Please note, if there are a high volume of applicants it may sometimes take longer to notify applicants of the next stage.

You may be asked to complete a test e.g. situational judgement or give a presentation as part of your interview. For some roles, there may be a two-stage process.

Further details on the next stage of the selection process will be detailed in the email.

Offers of employment

Please note that all offers of employment are subject to:

- References covering your last 3 years of employment and / or education.
- Proof of your right to work in the UK
- Security clearance (A basic Disclosure and Barring Service (DBS) check or National Security Clearance for some roles.
- You will also be asked to complete a medical questionnaire to see if there are

any reasonable adjustments or support that we could offer you in your new role.

Working for the Civil Service

The [Civil Service Code](#) sets out the standards of behaviour expected of civil servants.

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles](#).

Existing Civil Servants

Those joining on level transfer will retain their current salary.

On transfer, you may adopt modernised terms and conditions of employment which came into force in 2013.

Benefits

Whatever your role, we take your career and development seriously, and want to enable you to build a really successful career with ORR and the wider Civil Service. It is crucial that our employees have the right skills to develop their careers and meet the challenges ahead, and you'll benefit from regular performance and development reviews to ensure this development is ongoing.

As a Civil Service employee, you'll be entitled to a large range of benefits.

- There is a choice of excellent pension schemes. More information about pension provisions can be

found at:
www.civilservice.gov.uk/pensions.

- Leave allowances of 25 days paid annual leave per annum, rising by 1 day a year up to 30 days after 5 years' service, with 8 public holidays and the Queen's Birthday privilege day. Entitlement is pro rata for part-timers. As well as competitive maternity, paternity, shared parental and adoption leave.
- Flexible working patterns, including part-time and access to Flexible Working Schemes allowing you to vary your working day as long as you work your total hours.
- My lifestyle benefits: we offer access to a range of benefits and discounts to suit your lifestyle. Savings include discounts at hundreds of retailers, gift card discounts, holiday offers and gym discounts.
- Interest free season ticket loans, payroll giving and a cycle to work scheme.
- We offer an excellent occupational health service and Employee Assistance Programme (EAP). For example, we usually provide flu vaccinations every year, as well as workstation assessments and free eye tests up to a maximum of £35; you also have access to 24/7/365 counselling.

Equality Diversity and Inclusion

The Office of Rail and Road is committed to promoting equality of opportunity for all.

Understanding, respecting and representing as broad a range of views and backgrounds as we have in UK society is important to us. We know that diverse perspectives and experiences are critical to an effective organisation.

We particularly encourage applications from women, disabled and Black, Asian

and Minority Ethnic (BAME) candidates, as these groups are currently under-represented.

We have made a positive commitment to guaranteeing to interview all disabled candidates who meet the minimum essential criteria for the role as set out in the person specification.

We run a Disability Confident Scheme (DCS) for candidates with disabilities and those who meet the minimum selection criteria are progressed to the next selection stage.

ORR operates an anonymised approach to recruitment. That means we remove individuals' personal details from applications before they reach the managers that shortlist.

Further Information

A reserve list may be held for some roles for a period of 12 months from which further appointments can be made.

Any move to ORR from another employer will mean you can no longer access childcare vouchers. This includes moves between government departments. You may however be eligible for other government schemes, including Tax Free Childcare.

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

For queries, email
HR.recruitment@orr.gov.uk

ORR do not reimburse travel expenses for interviews.

If you feel your application has not been treated in accordance with the Recruitment Principles and you wish to make a complaint, in the first instance, you should contact the Office of Rail and

Road via email:

HR.Recruitment@orr.gov.uk

If you are not satisfied with the response you receive from the Department, you can contact the Civil Service Commission: click [here](#) to visit Civil Service Commission.

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.

