



CIVIL NUCLEAR & RESILIENCE

Candidate pack



Welcome

Dear Candidate

- *Do you want to make a real difference in your work?*
- *Are you interested in working on major national issues, such as nuclear energy and national security?*
- *Would you like to be considered for a range of roles that best suit your skills?*

The Civil Nuclear and Resilience Directorate (CNRD) within the Department for Business Energy and Industrial Strategy (BEIS) are looking to recruit talented, highly motivated people across a wide range of great roles. We have one of the most interesting and dynamic portfolios in the department focused on two related areas:

- **Nuclear Energy** - Build the next generation of nuclear power and clean-up the UK's nuclear legacy.
- **Security & Resilience** - Protect all types of energy supply (gas, electricity and oil) and nuclear sites from threats and hazards, and protect the UK from nuclear proliferation risks.

This pack gives some information on what it is like to work for us, as well as on working in the Department for BEIS. As Directors, our approach is to engage regularly with our people, encourage them to come up with new ideas, and to not be afraid to challenge how things are done in a constructive way. If successful, wherever you work in the Directorate, we are sure you will find it interesting, rewarding and enjoyable. We wish you every success in your application.

Good luck!

Stephen and Rhiannon



*Stephen Speed,
Director, CNRD*



*Rhiannon Harries,
Director, CNRD*



Department for
Business, Energy
& Industrial Strategy

ABOUT US AND THE ROLES



Why join us?

OPEN EVENINGS

You can attend an open evening on the 6th July in London, where you can meet the teams and we will explain more about what we do. [Please register your interest by following this link](#)

We may also run an open evening in Manchester, depending on interest. If you would be interested in attending please email:- CNRDrecruitment@beis.gov.uk

Why join us?

If you join us you will:

- Work in the heart of Whitehall on high profile energy issues of national importance, that have a real world impact
- Get involved in a wide range of work, including the emergency response group
- Have a supportive, diverse and inclusive environment to begin (or continue) a career in the civil service
- Receive excellent benefits including flexible working, pensions, holidays and development opportunities.

Read the 'general information for candidates' document to find out more about the benefits.

What is CNRD like?

- CNRD contains 180 different and diverse roles, working on a huge variety of fascinating policy areas in the heart of Whitehall. The case studies at the end of this pack provide examples of what people do in our teams.
- We are an inclusive team, and want to hear from people of all backgrounds – different perspectives on such important work can only make us stronger. We are committed to making CNRD an inclusive place to work for everyone through our network of people champions.
- We also promote flexible working for all staff, and would welcome part-time and job-share applications.

Vacancy Overview

There are four grades being advertised. The skills required at each grade are set out overleaf.

Apply to the one that best suits your skills and experience.

Please include any experience in the following areas in your statement of suitability:-
nuclear energy, physics, national security, policy-making, project management, stakeholder management.

Who are we looking for?

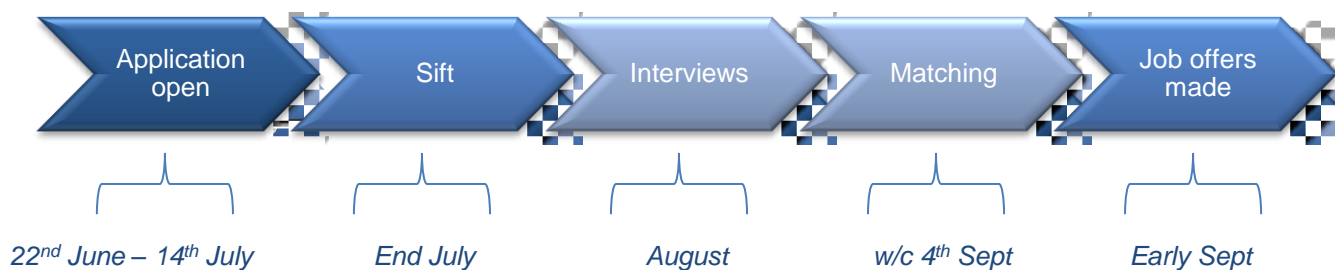
We welcome applications from all backgrounds but particularly want people interested in nuclear energy or national energy security. You don't need specific experience in these areas; you just need to demonstrate transferable skills – as set out in the job description - and enthusiasm to really make a difference on energy or security issues. However, previous relevant experience or qualifications will help your application.

What is the offer?

If successful, we will allocate you a role based on a combination of the priorities for the government, your skillset and your own preferences. Some roles will provide opportunity for both national and international travel to visit energy sites or to engage with stakeholders. Whichever team you join, you will work with energy and pace, working with people across government and beyond to develop and deliver policy that will have a real word impact.

You will be offered a permanent (or loan) contract with the department for BEIS. We will expect you to remain in CNRD for at least two years so that you get the most out of working here. In return, you will be provided with high-class formal and informal development opportunities to set you up for a career in BEIS and the wider civil service. We will also invite you to be part of an 'emergency response group', who respond in the event of a national energy crisis.

What is the process?



Job Description – HEO & SEO grades

In your application, you will be asked to answer questions based on the different skillsets.

If you get to interview, you will be asked to give a short presentation to demonstrate the “core skills”. You will also have a chance to state which type of role from these skillsets you would prefer to work in.

Non civil servants will be expected to start at the grade salary minimum if successful.

Higher Executive Officer (HEO) – job ref:- 12345
£29,810 - £35,275

The **core skills** needed in all HEO roles are:

- Manage multiple priorities and respond flexibly to competing demands.
- Have excellent written and oral communication skills.
- Act as a team player, investing time to generate a common focus and genuine team spirit.

Each role will also require a different mix of the following

Policy skills

- Grasp complex nuclear energy or energy resilience issues and - through analysis and consultation - develop solutions
- Provide high quality policy advice and briefing to ministers and senior management.

Delivery and Project management skills

- Manage complex programmes of work, using project management techniques to deliver on time and on budget.
- Manage the implementation of policy decisions to tight deadlines, including possibly through legislation;

Stakeholder management skills

- Use your excellent interpersonal skills to build and develop relationships with internal and external partners including public and private sector bodies and Other Government Departments.
- Use a range of communication tools and techniques to get your message across and join up various work strands.

Senior Executive Officer (SEO) – job ref: 12345
£35,773 - £43,000

- The skillsets for SEO and HEO remain broadly the same. There are also roles with a different mix of policy, delivery and stakeholder management skills available.
- The difference is that SEOs will typically be more experienced and have more senior advisory and/or policy responsibilities; or wider ranging managerial responsibilities which may cross a number of work areas with a greater requirement to apply judgement and creativity to identify the best approach or solution to a particular issue or situation.
- SEOs will act independently on day-to-day issues. They will generally only refer matters to senior grades where these affect broader policy issues or other parts of the organisation.

Job Description – G6 & G7 grades

In your application, you will be asked to answer questions based on the different skillsets.

If you get to interview, you will be asked to give a short presentation to demonstrate the “core skills”. You will also have a chance to state which type of role from these skillsets you would prefer to work in.

Non civil servants will be expected to start at the grade salary minimum if successful.

Grade 7 (G7) - job ref:- 12345
£48,483 - £57,735

Grade 7 roles typically play a more significant part in leading, managing and shaping discrete projects or policy areas compared to HEOs & SEOs.

The core skills needed in all G7 roles are:

- Be able to lead a team proactively, communicating purpose and direction with clarity and enthusiasm
- Be able to prioritise both the work and development of your team.

Each role will also require a different mix of the following:

Policy

- Lead on complex nuclear energy or energy resilience issues and - through analysis and consultation - develop solutions
- Act as the lead source of advice to Ministers on particular policy issues.

Delivery and Project management

- Lead complex programmes of work, ensuring clarity of priorities, roles & responsibilities, working to tight deadlines
- Lead the implementation of policy decisions, including possibly through legislation.

Stakeholder management

- Use your interpersonal skills to involve stakeholders in policy formation, with the ability to defend tough decisions and negotiate complex agreements
- Lead on developing communication processes that effectively get your message across and join up various work strands.

Commercial (*you only need to answer this question if interested in commercial roles*)

- Understand the commercial drivers that will influence a private sector organisation and the levers that can be used in negotiating/influencing contractual arrangements
- Interact confidently and effectively as an intelligent and highly credible customer with counterparts from the commercial delivery organisations and commercial expert

Grade 6 (G6) – job ref: 12345
£57,994 - £69,697

G6s roles are similar to G7 but require more significant leadership, management, representational and influencing skills.

G6s will typically deal with high profile, very complex or contentious issues which may have many dimensions across their business area or organisation wide.

Work at G6 level can have a major impact on the achievement of departmental objectives or bear a significant risk for the department.

G6s will have overall accountability for their work area, operating with considerable freedom. Management guidance is likely to be infrequent and will need to be actively sought.



Department for
Business, Energy
& Industrial Strategy

BACKGROUND ON THE DEPARTMENT AND THE TEAMS



BEIS: Departmental Objectives

The Department for Business, Energy and Industrial Strategy was formed in July 2016.

The objectives for the Department are to:

1 Deliver an ambitious Industrial Strategy

We will lay the foundations for reinvigorating UK economic performance. This will require an ambitious, long-term Industrial Strategy which has science and innovation at its core, builds on our local strengths and fosters enterprise to ensure every place meets its potential.

2 Maximise investment opportunities and bolster UK interests

We will deliver the best results for the UK from Brexit through ever stronger global relationships and building business and investor confidence. In our work to seek out and close investment deals we will ensure our upgraded economy is resilient to unforeseen economic shocks.

3 Promote competitive markets and responsible business practices

We will secure better outcomes for consumers by creating a more competitive business environment. We will improve corporate governance, and ensure there is a labour market which supports workers by offering everyone quality, well paid jobs and better working conditions.

4 Ensure the UK has a reliable, low cost and clean energy system

We will meet our needs for the future by upgrading and diversifying our energy supplies – ensuring they are smarter, cleaner, more secure and affordable for consumers and businesses.

We will support each of our objectives by:

Investing in cutting-edge science and building a robust, high quality evidence base.

Taking action to tackle carbon emissions, working in partnership with the business community.

Tailoring our interventions to the local needs and circumstances of UK consumers and businesses.



BEIS: Industrial Strategy

The Industrial Strategy will support an economy that works for everyone: an economy that delivers good, skilled, well-paid jobs and creates the conditions for competitive, world-leading businesses to prosper and grow right across the UK.



The 10 pillars



Investing in science,
research & innovation



Developing skills



Upgrading
infrastructure



Supporting businesses
to start and grow



Improving
procurement



Encouraging trade
& inward investment



Delivering
affordable energy
& clean growth



Cultivating
world-leading sectors



Driving growth
across the
whole country



Creating the right
institutions to bring together
sectors & places

Civil Nuclear Resilience Directorate (CNRD) mission and objectives

If you get to interview, you will have a chance to state which team(s) you would prefer to work in.

Our mission is to:

- Build the next generations of nuclear power
- Protect our energy assets from threats and hazards; and the UK from proliferation risks, and make sure these remain effective as we leave the EU
- Clean-up the UK's nuclear legacy

Our mission cuts across several areas...

Primary Energy Supply



Energy Supply Security



Nuclear security, decommissioning & waste



We deliver this mission through eight teams:

1. **Strategy, Engagement & Innovation**, including the relationship with the Nuclear Decommissioning Authority
2. **New Nuclear** facilitate and deliver the new build programme in the UK, while managing existing generation
3. **Nuclear Decommissioning and Radioactive Waste** shape policy across these areas
4. **Energy Resilience** ensure that the risk of a significant disruption to the oil, gas and electricity sectors is managed
5. **Cyber team** work against cyber-attacks that could disrupt the supply of energy to consumers in the UK
6. **Nuclear resilience and non-proliferation** ensure the UK's preparedness for civil nuclear emergencies at home or overseas, and ensure the UK is a leader on non-proliferation.
7. **Civil Nuclear Security and Safety Assurance** ensure the safety and security of the UK nuclear sector, ensuring measures are robust and effective
8. **Euratom team** are responsible for developing the UK's approach to leaving the Euratom Treaty in preparation for the UK exiting the EU



CASE STUDIES OF WORKING IN CNRD



What's it like to work here? – Case studies

There is a noticeable sense of purpose in the civil service that I've not experienced elsewhere

Michael, Policy Adviser (Exotics), HEO Civil Nuclear Security & Safety



What do you do?

I deputise on the Exotics programme, which means my key responsibility is to oversee and scrutinise the movement of nuclear fuel in the UK and work with stakeholders to ensure it runs to schedule.

What do you enjoy the most?

Having come from the private sector, there is a noticeable sense of purpose in the civil service that I've not experienced elsewhere and find very motivating. In my role I have the opportunity to affect real change, and there is plenty of fascinating stakeholder engagement; I am never more than a phone call away from the brightest minds in the nuclear industry. Perhaps the most novel challenge has been balancing the interests of government with those of the nuclear industry. In this regard, civil servants must be consummate diplomats.

What does it feel like to work here? Working in security means there is always a sense of momentum to achieve targets and meet deadlines, and frequent flurries of activity ensure the work remains varied and engaging.

I am given the responsibility to make decisions and allowed the flexibility to carry out work effectively

Mark, Stakeholder Manager, HEO Energy Cyber Security



What do you do?

I work in the Energy Cyber Security team, our aim is to protect the UK energy sector's Critical National Infrastructure from cyber attacks. My role is in stakeholder engagement, working with industry on a voluntary basis in close collaboration with the National Cyber Security Centre in order to improve cyber security across the sector.

What do you enjoy the most?

Working in cyber security is gratifying as you are playing an active role in improving the overall resilience of the UK's energy infrastructure and future proofing the UK against cyber attacks as the area becomes increasing prevalent. Working with the National Cyber Security Centre is also very interesting as they are the UK's technical authority on cyber security and are equipped with some of the leading experts in the country.

What does it feel like to work here?

I feel that I am given the responsibility to make decisions and allowed the flexibility to carry out work effectively while also being aware that a support system is in place within my team to assist with these decisions and review work as necessary. Working in cyber security as well as part of BEIS' emergency response team means that you are working in a fast paced environment where incidents can escalate extremely quickly, meaning you always have to be in a position to respond on short notice.

What's it like to work here? – Case studies

I enjoy learning about the electricity sector

Herpreet, Risk and Resilience Policy Advisor, SEO Energy Resilience

What do you do?

Identifying risks which could affect the supply of electricity to consumers and put appropriate mitigations in place. I mainly focus on Black Start Policy - Black Start is the procedure for restarting the electricity network in the event of a national power cut. This means working with the electricity sector and other government departments to ensure that we all have the right level of resilience and plans in place to respond.



What do you enjoy the most?

Learning about the electricity sector from people who have been working in the sector for their entire careers. And particularly interesting facts! For example, did you know that “all the large generating plants in the country are synchronised so that the arms of the rotating magnets spin in unison.”?

What does it feel like to work here?

Varied, busy with good team banter!

The team are extremely supportive of each other and there is very much a shared sense of responsibility

Sophie, Policy Advisor, SEO Euratom Exit Team

What do you do?

My key role is to support the development of the UK's relationship with Euratom (the European Atomic Energy Community) in preparation for exiting the EU. This involves a whole range of activities; from engaging with industry to understand how they may be impacted, to developing a negotiating position ahead of discussions with the EU.

What do you enjoy the most?

The work is fairly high-profile and its rewarding to be working in an area that gains a fair amount of public interest as well as across Government. The team are extremely supportive of each other and there is very much a shared sense of responsibility, which makes for a great team environment.

What does it feel like to work here?

We are a busy team, with a challenging programme of work ahead which means there's always a wide variety of work to get stuck into – no two weeks are ever the same!



What's it like to work here? – Case studies

*The variety of the job is great.
You cannot get bored*

Richard, Head of UK Nuclear Generation, Grade 6, Nuclear Generation & International Team

What do you do?

My job is to manage and oversee a range of activities designed to deliver new nuclear projects in the UK. In doing that we aim to maximise opportunities for the UK supply chain; ensure we have the right and sufficient skills; and support local host communities of new build projects. I also oversee nuclear sector elements of the Government's Industrial Strategy



What do you enjoy the most?

The variety of the job is great. You cannot get bored. I work on commercial projects worth £billions, get to engage with a variety of stakeholders from CEOs of new build companies to local stakeholder groups in their communities and work with a really bright and talented group of people.

What does it feel like to work here?

The team environment is very supportive and it's not hierarchical, meaning that you have genuine opportunities to be involved in high-profile work, engage with Ministers and make your mark. Oh, and coffee is only £1.30 in the canteen (for a 'Large').

*The people I have met and the places
I have seen have given me a
fascinating perspective*

Hugh, Policy Advisor, HEO, International Nuclear Non-Proliferation and Security

What do you do?

Our team delivers policy and assistance to prevent states or terrorists from abusing nuclear materials and technologies. To achieve this I work with the International Atomic Energy Agency (IAEA) and directly with priority countries. This helps maintain public and international support for civil nuclear power as a safe and secure source of energy.



What do you enjoy the most?

We work with a huge range of nuclear stakeholders, inside and outside government and around the world. The people I have met and the places I have seen have given me a fascinating perspective on the nuclear industry.

What does it feel like to work here?

It is really interesting to see how the international community comes together to tackle the risks of nuclear proliferation and security. Sometimes it is frustrating, sometimes it is hugely rewarding, but it is always full of surprises.

What's it like to work here? – Case studies

There are a lot of people I work with that are truly passionate about what they do

Chris, Head of NDA Sponsorship, Grade 7, Strategy, Engagement and Innovation Team

What do you do?

I make sure that the Nuclear Decommissioning Authority's work is aligned with BEIS nuclear policy. I work as liaison between the NDA and Government – I get involved in projects to understand their impact on delivery of clean-up onsite and ensure that they meet Government priorities in this area. I work with UK Government Investments to make sure that the money that NDA spends is spent appropriately.



What do you enjoy the most?

There are a lot of people I work with that are truly passionate about what they do; and that makes working with them a delight. I'm also pretty nosey, so the ability to get into the guts of policies and projects and make a positive difference is very satisfying for me.

What does it feel like to work here?

I came from having always worked in a regulatory body (I had three different ones under my belt before I joined), so central government has been different; with a more open and diverse feel, and an emphasis on the ability to make positive change, as well as to progress and develop a wider set of skills.

I've just returned from maternity leave and the flexibility and support from the team has been fantastic

Tania, Head of Working with Communities Policy, Grade 7, Geological Disposal Facility Team

What do you do?

I am responsible for the policy on how to engage with communities in the siting of a Geological Disposal Facility (GDF), the long-term solution to dispose of higher activity radioactive waste. This includes delivering a consultation to hear others' views on the policy, finalising the policy and helping the delivery body get ready to launch a siting process.



What do you enjoy the most?

Working with great colleagues to deliver a policy that will have such a long-term benefit for the public. The department also has lots of opportunities to get involved in corporate projects whether it's about making the department more diverse and inclusive, or going to talk to schools about what it's like to be in the civil service.

What does it feel like to work here?

I've just returned from maternity leave and the flexibility and support from the team has been fantastic. It makes working on such an important programme all the more easier!