



## Have you ever thought about a career in the Civil Service?

## Do you know what opportunities are available to you in the Civil Service, right across the country including for the Ministry of Defence at RAF Brize Norton?

If not, read on!

### What is the Civil Service?

The Civil Service does the practical and administrative work of government. We are a modern and diverse workplace, committed to promoting and ensuring equality and valuing diversity. Today we are formed of nearly half a million employees working in locations all over the UK and overseas for numerous departments, including the Ministry of Defence, the Home Office, the Foreign and Commonwealth Office, Revenue and Customs, and other Departments for Health, Education, Justice, Business & Innovation, Culture Media & Sport.

More than half of all civil servants provide services direct to the public, for example at UK airports and seaports, job centres and in schools and hospitals. Many other Civil Servants work in vital support roles which enables this front line activity to happen.

### What kind of roles does the Civil Service offer?

The Civil Service is made up of a wide range of professional roles – from administrators and engineers, to procurement managers and lawyers, IT and Human Resources professionals, planners, scientists, statisticians, policy writers and tax experts. There are currently 25 recognised professions, each led by a head of profession.

Typical entry level Civil Service jobs at RAF Brize Norton are administrative support roles for large operating sections and RAF Squadrons. You don't need to join the RAF to join us! More information is provided on the back of this leaflet.

### Joining the Civil Service

Becoming a civil servant could be as simple as applying for one of the many jobs advertised on our jobs website. Once you join us, you will have the opportunity to progress your career in a variety of ways and across many different departments and locations right across the Civil Service.

There are different routes into the Civil Service, including:

- 'direct entry' into a Civil Service job (these can be permanent or fixed-term contracts, full-time or part-time)
- the [fast stream programme](#) for graduates
- a 2-year [fast track apprenticeship scheme](#)
- student placements
- the [summer diversity internship programme](#) for talented ethnic minority students and those from under-

- represented socioeconomic backgrounds
- the [Movement to Work scheme](#), work experience in the Civil Service for unemployed young people

### Our values

The [Civil Service Code](#) sets out our core values and the standards of behaviour expected of all civil servants:

- integrity - putting the obligations of public service above personal interests
- honesty - being truthful and open
- objectivity - basing advice and decisions on rigorous analysis of the evidence
- impartiality - acting solely according to the merits of the case and serving governments of different political parties equally well

### Where can I get more information about the Civil Service?

- Search online for 'UK Civil Service' or go to [www.gov.uk/government/organisations/civil-service](http://www.gov.uk/government/organisations/civil-service)
- You can also find us on Twitter, YouTube and Flickr by searching for 'UK Civil Service'
- For recruitment information search online for 'Civil Service jobs' or go to [www.civilservicejobs.service.gov.uk](http://www.civilservicejobs.service.gov.uk)





### Typical entry-level Civil Service roles at RAF Brize Norton

#### Airborne Delivery Wing (ADW) Administrative Support

This is a pivotal role within the Wing as the first point of contact for all visitors. Responsibilities include:

- correctly briefing visitors on Health & Safety policies and maintaining the visitors' log
- supporting the Wing's Corporal Military Clerk in all day-to-day routine HR procedures for 180 personnel based primarily at RAF Brize Norton and also Hereford and Poole
- keeping track of personnel deployed overseas for parachute training/instruction
- ensuring correct payment of overseas allowances to military personnel

#### Storekeeper- Barrack Stores

This is a key position within a small team. Responsibilities include:

- managing Accommodation Stores for military sections
- receiving and checking goods from external contractors and any issues that follow
- driving the Barrack Stores 7.5 tonne vehicle on a rotational basis around the airfield (this requires a full driving license

with C1 eligibility and passing a colour perception eye test)

- operating a pedestrian operated fork lift
- building and installing desks and workstations
- maintaining the Station Laundry Service
- managing stock, and accurately raising and maintaining all relevant paperwork

These are only a couple of the civilian roles we have at RAF Brize Norton, and further details about current vacancies can be found on the Civil Service jobs website. On the job training will be provided, so do not worry if you do not have all the desired experience specified in the adverts.

#### Developing your Civil Service career

Your career development is down to **YOU!** With Civil Service jobs available in so many locations in the UK and all over the world, it is really down to you as to how far you want to progress and where you progress.

As an example one of the civil servants writing this started working at RAF Brize Norton 7 years ago as a part time administrative assistant working in the Travel Booking section, successfully applied for promotion twice and is now the Station's Civilian Manpower Focal Point.

The other author joined the Home Office as an Immigration Officer at Heathrow airport 16 years ago and has since been promoted three times. She has worked overseas issuing UK visas on behalf of the Foreign Office, moved back to the Home Office in Westminster to work in Human

Resources (with her qualification part-funded by the department), and now works at RAF High Wycombe as a Human Resources Business Partner for civilians in the RAF.

#### Where can I get more information about Brize Norton?

- Search online for 'RAF Brize Norton'
- You can also find us on Facebook, Twitter, YouTube and Flickr
- For information about current civilian vacancies at Brize Norton search online for 'Civil Service jobs' or go to [www.civilservicejobs.service.gov.uk](http://www.civilservicejobs.service.gov.uk)

