



# UK Export Finance

## Co-Heads of Business Group

- (i) Director of Large Corporates and International – Grade SCS2
  
- (ii) Director of Small and Medium Enterprises and Trade Finance – Grade SCS2



## Contents

Message from the Chief Executive .....	
About UK Export Finance .....	
Job Description.....	
Person Specification.....	
Recruitment Process .....	
Other Matters .....	

## Message from the Chief Executive



Dear Applicant,

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 businesses 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 Business and 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 innovating 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 achieve this 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.

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) and the Foreign, Commonwealth and Development Office (FCDO), 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.

Kind regards,

A handwritten signature in black ink, which appears to read 'Tim Reid'. The signature is fluid and cursive, written on a white background.

**Tim Reid**  
Chief Executive

## About UK Export Finance

UKEF's 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.

### What we do

[UK Export Finance](#) helps UK companies:

- win export contracts by providing attractive financing terms to their buyers.
- fulfil contracts by supporting working capital loans and guaranteeing performance bonds.
- get paid by insuring against buyer default.

UKEF can support exports for any size of company and across all permissible sectors, from capital goods to services and intangibles such as intellectual property.

UKEF operates under its own Act of Parliament: the Export and Investment Guarantees Act 1991 (as amended). In performing its functions, UKEF operates with autonomy within the financial objectives and policies set out in a standing consent from HM Treasury.

### Helping exporters win contracts overseas

UKEF can give overseas buyers attractive long-term financing that makes UK exporters' offering more competitive by allowing buyers to spread the capital costs.

We provide support through:

- 100% unconditional guarantees to banks lending to overseas buyers to source from the UK
- Lending directly to overseas buyers
- Supporting capital market refinancing

UKEF can offer an additional source of long-term funding, with repayment typically over 2-10 years, but longer for certain sectors e.g. up to 18 years for renewables. We can provide finance for up to 85% of contract value, and support is available in a range of currencies.

Our international origination team works closely with DBT and Posts overseas to identify appropriate opportunities.

### Helping exporters fulfil export orders

UKEF can help companies access the working capital they need to fulfil an export contract, giving them the ability to take on more contracts and increase their turnover. We can offer:

- Export finance guidance
- Guarantees to UK companies' banks who lend working capital for export orders.
- We can also support contract bonds, freeing up working capital for exporters.

### Making sure exporters get paid

We can help exporters manage risks in challenging markets, ensuring that they get paid even where the private market is not able to offer insurance. We can offer insurance against non-payment and loss if the contract is cancelled.

## **Who we support**

UKEF works closely with exporters, banks, overseas project sponsors and buyers to provide its support for export contracts.

*We support exporters across a wide range of sectors including:*

- civil aircraft manufacturers and aero-engine suppliers;
- manufacturers and suppliers of capital plant and equipment;
- providers of engineering and project management services, e.g. for renewables, transportation, process plant projects and other professional services.
- suppliers of defence exports.
- creative and media;
- advanced manufacturing;
- education and training;
- construction; and
- entertainment.

Our portfolio is also widespread geographically with support provided and targeted across the Americas, Asia, the Middle East, Africa, and Europe. In these geographies our support is typically to overseas buyers who will benefit from UK Export Finance support on the back of making use of the UK supply chain to help execute against their priorities.

## **UKEF's Business Plan**

UKEF's Business plan to cover the period 2024-2029 will be published shortly and details will be shared with candidates as soon as it has been finalised. The business plan will concentrate on growth, SME's, Inclusive trade, clean growth and our development impact.

This plan will build upon our core business objectives, whilst recognising our future challenges and will ensure that UKEF is positioned to support the wider Governments agenda on trade.

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.

UKEF makes a real difference to the customers who we support, whether they are large corporate organisations or SMEs. UKEF delivers 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.

UKEF continues to invest in its people and technologies and there is a passion to innovate our products to ensure that we can continue to deliver financial solutions which will allow our customers to grow.

UKEF's business plan will also sit alongside our sustainability strategy and people strategy.

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

## **Partners, stakeholders and observers**

UKEF works closely with partners within government, most notably the Department for Business and Trade. In the private sector our principal partners include trade associations and financial institutions.

UKEF engages with a wide range of other stakeholders including the parliamentary select committees; all-party groups of MPs and individual MPs; exporter and trade representative bodies such as the British Chambers of Commerce, and the British Exporters Association.

Our work is varied and complex, spanning all business sectors and all corners of the world. UKEF is delighted to have been named best ECA by Global Trade Review and Trade Finance Global Magazines. This is a recognition of our innovative approach to supporting exporters, comprehensive product offering and substantial appetite to take on new business.

## **Our people**

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.

UKEF is proud to have a diverse work force 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. At UKEF 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.

## Overview

UK Export Finance has recently undergone an internal consultation to review the current structure of its Business Group (BG) and a decision has been made to create two new distinct directorates.

This will enable us to fully focus on specific customer requirements and to aid product delivery for the respective markets in which UKEF provides support.

Each new directorate will be headed by a SCS2 Director who will also be a member of UKEF's Executive Committee (EC). In practice the co-Heads will work closely and collaboratively together in the interests of the whole Group to deliver a vision of "One BG".

By creating two separate directorates each Director will be able to focus on key deliverables for their respective markets.

UKEF believes that the SME market will continue to expand and supporting SMEs is one of the government's key priorities. This support will aid and stimulate continued economic growth within the UK. This new structure will enhance support for SME's in particular to help drive support for businesses outside London and the South-East.

This directorate's creation will send a strong signal to our SME customers, counterparties and key stakeholders about the importance of this sector to the future success of our business.

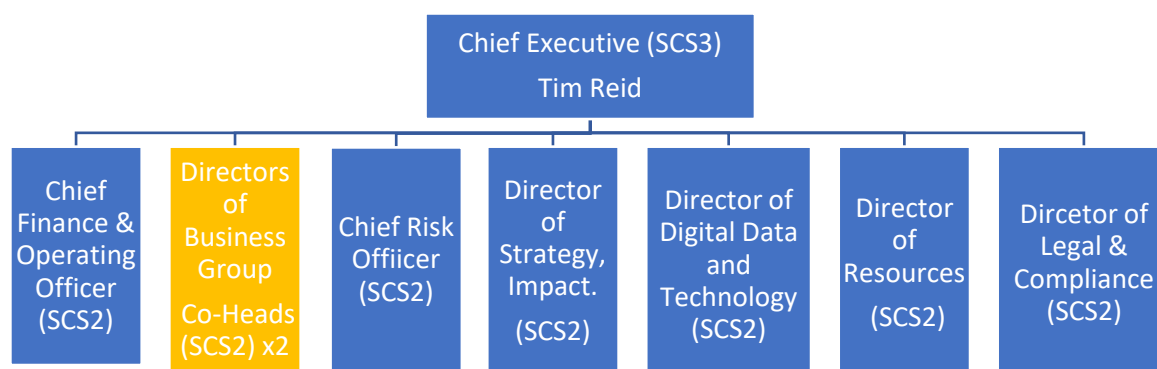
Of equal importance is the creation of the Large Corporates and International directorate; this will ensure that UKEF provides a sustained focus on larger corporates and international buyer financing transactions and that our products and services are actively promoted. Key to the success will be growing our international origination network so that UKEF's presence and our impact is felt globally.

Despite the creation of two distinct directorates within Business Group, it is evident from current working practices that both directorates will continue to work together very closely in order to support a single opportunity.

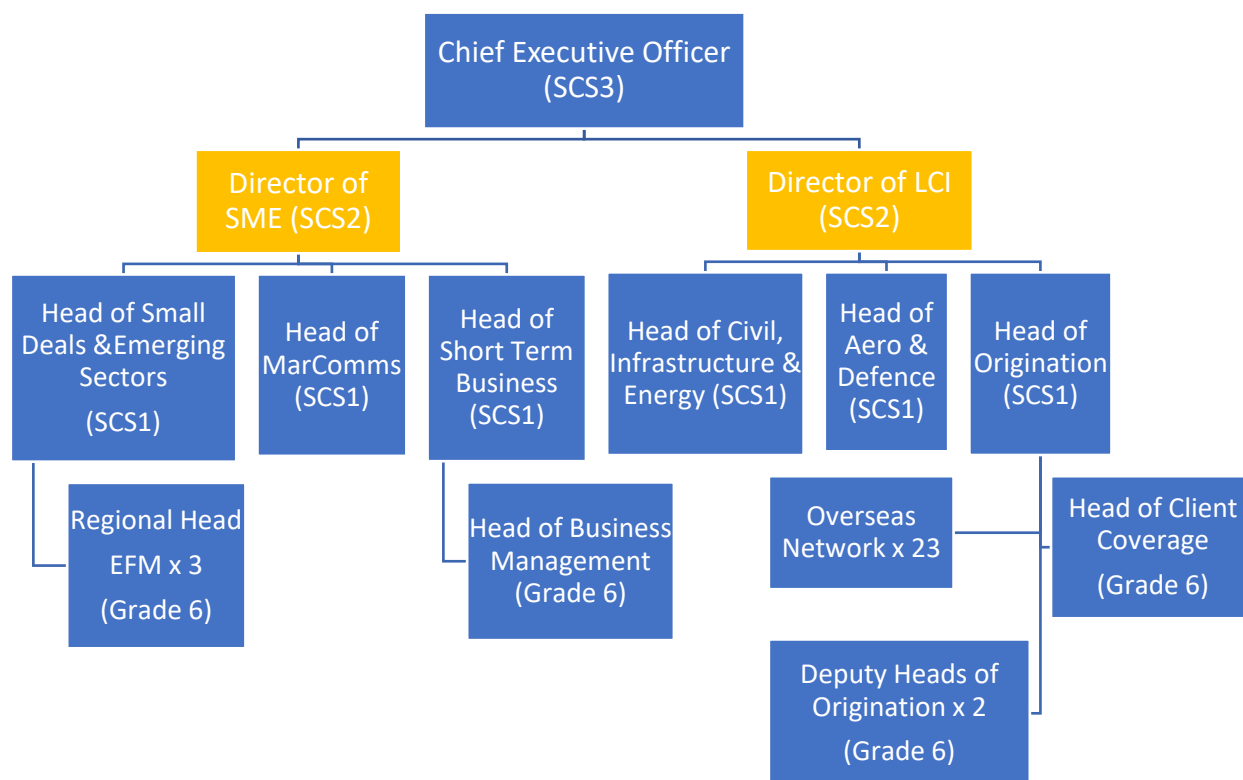
An example of this would be where Origination might bring a large deal into the pipeline, underwriters will support execution, Marketing and Communications (marcoms) will lead on arrangements for a supplier fair, while the Export Finance Manager network will source credible suppliers to join the event and promote our trade finance product suite to facilitate their participation.

Both roles report directly to the UKEF Chief Executive and sit on the department's Executive Committee.

### Executive Committee (excluding NEDs)



## Business Group structure



Presently the current headcount of the Business Group is 151 staff. This does not include vacant posts or contactors. There are also 23 overseas employees representing UKEF, bringing the total number of Civil Servants to 174.

The new Large Corporates and International directorate will consist of 84 staff including the overseas network and the SME directorate will have 90 staff. These numbers are based on staff currently in post.

Both Director's will ensure that Business Group works collaboratively in partnership with a wide range of teams across UKEF at every stage of the customer journey, to ensure that UKEF delivers against its mission. You will continuously adapt and focus your activity to ensure that UKEF is able to provide appropriate products which are aligned to sectors and countries where UKEF support will have the greatest economic benefit.

Whilst UKEF is not strictly a regulated business, as Co-Heads and Directors of Business Group you will be responsible for ensuring that, within the division, there are robust controls and measures in place, and a strong culture of compliance, broadly in line with equivalent regulated private sector financial institutions.



## THE ROLES

### DIRECTOR OF LARGE CORPORATES AND INTERNATIONAL (LCI)

- This newly formed directorate will consist of three teams, each of which is managed through direct reports, namely Civil, Infrastructure & Energy division (CIE), the Origination division, and the Aero & Defence division (ADSS).
- The Origination division also includes UKEF's international network which sources many of our new buyer financing opportunities globally, with the underwriting teams who then execute those transactions. Currently UKEF has 23 members of staff providing coverage across the America's, Asia, Africa and Europe.
- By aligning more closely the origination and underwriting division, this will allow the relationship to become more tightly focussed and will facilitate the desire to further deepen the interactions and promote more seamless cross-team working.
- The Export Development Guarantee (EDG) function which is a key part of UKEF's offer to large corporates and international investors into the UK, will continue to report into the CIE and ADSS divisional heads.
- The Director of Large Corporates and International is primarily responsible for ensuring UKEF achieves its targets for business issued and exporters supported, and plays a central role in ensuring that UKEF delivers on its objectives as set out in UKEF's [Business Plan](#). As a result the Director of Large Corporates and International is a key party in translating the government's export strategy into a working reality.
- To put this in context, in 2022/23 the current Business Group provided £6.5 billion in support. This included £2.4 billion support for sustainable deals. The department generated premium income of £313 million against business issued.
- The Large Corporate and International directorate issues and underwrites a suite of UKEF's financial products to support UK exporters. These include:
  - guarantees to banks, financial institutions and investors in the banking and debt capital markets;
  - direct lending to overseas buyers of UK goods and services;
  - political risk insurance;
  - guarantees in respect of working capital and capex;
  - reinsurance involving other Export Credit Agencies.

## **Main Activities**

### Leadership and Management

- Play a corporate leadership role as co-head of Business Group and part of UKEF's Executive Committee.
- Direct line management with overall responsibility for ensuring oversight of the teams, ensuring the delivery of high-quality services, the achievement of performance management objectives. Engender a culture of sharing knowledge and best practice across the team and the broader Department.
- Ensure staff engagement to encourage retention of skills and knowledge within the Division and broader Department.

### Civil Infrastructure & Energy and Aerospace and Defence teams

- To lead the development, review, maintenance and promotion of the large corporate team of 46 staff.

### Originations, Overseas Network and Client Coverage teams

- To lead and develop the London based Originations and Client Coverage team of 15 staff as well as driving engagement of UKEF's overseas network of 23 staff to create awareness of UKEF's trade finance and credit insurance solutions in order to generate business development opportunities through localised engagement with banks, government bodies and UK businesses.

### General

- Contribute to Business Group policies and strategic projects.
- Budget authority in line with business requirements.

## DIRECTOR OF SMALL AND MEDIUM ENTERPRISES AND TRADE FINANCE

As Director of SME and Trade Finance you will play a critical role in ensuring that UKEF delivers on its ambition to increase the number of SME's who UKEF support; by promoting growth within this key market sector you will be ensuring that UKEF is strongly aligned to one of the government key strategic priorities. You will ensure that UKEF's product offering is leveraged through our network of Export Finance Managers and that support is provided to SME's across all regions of the UK. Your focus will also be aimed at targeting business who are unserved, such as ethnic-minorities and women led businesses.

As Director, your role will be critical to ensuring that UKEF continues to develop its product and services to ensure that we are able to fully support the needs of the SME market; you will also work collaboratively with our banking partners to ensure that our products and services are fully promoted.

This is a senior leadership role within UKEF and has responsibility for the following teams.

- To lead the Strategic Sectors Division which encompasses Underwriting Teams engaged in Emerging Sectors and small buyer credit facilities as well as a team of Export Finance Managers, currently a team of 29, who are based regionally to deliver new customers to UKEF and source applications for UKEF's products.
- To lead the Short-Term Business Division which is responsible for Underwriting and managing the case load generated from our Working Capital, Bond Support and EXIP products operated alongside our banking partners. Additionally the Division has a Business Group support team which provides administrative, research and Management Information services to the wider division, including Governance functions and onboarding new banking partners.
- Marketing & Communications Division - responsible for all External and Internal communications within UKEF as well as organising events, organising digital and paid media and generally promoting awareness of UKEF and its product range.

### Main Activities

#### Leadership and Management

1. Play a corporate leadership role as co-head of Business Group and part of UKEF's Executive Committee.
2. Direct line management with overall responsibility for ensuring oversight of the teams, ensuring the delivery of high-quality services, the achievement of performance management objectives. Engender a culture of sharing knowledge and best practice across the team and the broader Department.
3. Ensure staff engagement to encourage retention of skills and knowledge within the Division and broader Department.

#### Export Finance Managers

- To lead the development, review, maintenance and promotion of the business and operating plan for this team of 29 staff. The Team is regionally based including the Devolved Administrations.
- To work with DBT colleagues, responsible for their Domestic International Trade Advisors and, the associated infrastructure from Government responsible for services to SME based in the United Kingdom.

## Short Term Underwriting Team, Strategic Sectors Division & Marcomms

- To advocate for new products and policies where appropriate, that enhance and improve our support for small companies.
- To lead engagement with external stakeholders engaged in the SME sector.
- To develop and embed the Marketing and Communications as it relates to the area of Trade Finance and SME's.

## General

- Contribute to Business Group policies and strategic projects.
- Budget authority in line with business requirements.

Both roles are exceptional by any standards. The nature and quality of the corporate and SME businesses that UKEF manages, the strong social purpose underlying our business, and the range of geographies and sectors we cover are second to none.

Both roles are very commercially focused, but at the same time provide a public sector purpose.

The demands of either role can be intense, but it is endlessly rewarding in terms of the support UKEF provides to UK businesses, the jobs which it helps create, the families and communities who rely on those jobs, and the overseas communities who benefit from the projects we underwrite.

## **CO-HEADS OF BUSINESS GROUP – KEY RESPONSIBILITIES**

- Member of UKEF's Executive Committee and Senior Leadership Team all of whom are responsible for translating government export strategy into a working reality. A key advocate in ensuring UKEF delivers the objectives set out in its ambitious Business Plan.
- As well as leading your directorate, being a visible departmental leader, helping shape the departmental culture based on strong values.
- The Co-Heads and Directors of Business Group are also members of UKEF's Change Board as well as Enterprise Risk and Credit Committee (ERiCC).
- To transform the way in which UKEF addresses the market in line with its strategic ambitions, and in doing so to deliver real value for the UK economy through the companies, jobs and communities supported through greater export volumes.
- Use insight to continue to innovate, develop and enhance UKEF's suite of products and delivery model to fill identified market gaps, making full use of UKEF's statutory powers.
- Promoting UKEF's vision for the future, including fostering a strong performance management culture with a clear focus on delivering results and correct behaviours in accordance with the Civil Service competency framework.
- Working in partnership with Risk Management Division, Chief Operating Officer's Division, Legal and Compliance Division, back-office functions as well as other internal stakeholders.
- Ensure UKEF is engaged with other government departments, including DBT, HMT, UKGI and FCDO and to ensure that robust relationships are maintained to help support UKEF's delivery agenda.

## PERSON SPECIFICATION

The successful candidates for both roles will demonstrate the following essential skills, abilities and experience.

### Essential Criteria

- Proven track record of presenting at Board level within a financial environment combined with a strong understanding of credit and new product development.
- Demonstrable success at building effective teams, attracting and retaining talented individuals as well as taking an active role in developing and mentoring at all levels.
- Outstanding communication and interpersonal skills, applicable at all levels across the business and the ability to demonstrate a high degree of professional credibility in maintaining the confidence of UKEF's Board, HM Treasury, Ministers, UK Government Investments, and external stakeholders.
- Proven experience of delivering through people by collaborating and leveraging relationships and building capability. Adept at building an internal as well as external network.
- An excellent problem solver, with the ability to create solutions. It is critical that the candidate can see through to the heart of issues.
- In-depth knowledge and understanding of environmental and social risk and how these can impact the development of new products as well as shaping the support of transactions.
- Prior experience of a range of developing market transactions.
- Prior knowledge and experience of operating within a regulatory environment and a strong awareness of good practice in Compliance.
- Experience of working in or having comprehensive knowledge of either:
  - capital markets with a broad product background including structured/ leveraged/ project finance transactions and asset backed lending (or)
  - corporate /commercial banking experience with a strong understanding of trade finance and the SME market.

## LEVEL OF SECURITY CLEARANCE REQUIRED

The successful candidates for either post will be required to have DV level security clearance and their appointment will be conditional until DV clearance has been confirmed.

[United Kingdom Security Vetting - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

UKEF will permit candidates to start subject to SC clearance, however, they will be required to undergo DV clearance within the first 12 months.

For DV clearance candidates must have a footprint of at least living permanently in the UK for the last 10 years. Candidates who have less than 10 years footprint in the UK must make this known to Russell Reynolds. As a minimum, UKEF would not accept applications where a candidate has less than 5 years out of the last 10 years living permanently in the UK.

## RECRUITMENT PROCESS

### 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 (including the Republic of Ireland) and outside the EU

With effect from 1<sup>st</sup> January 2021 the UK will be operating a points-based immigration system. Individuals arriving in the UK on or after 1<sup>st</sup> January 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 by 31<sup>st</sup> December 2020 need to apply [Apply to the EU Settlement Scheme](#) to continue living in the UK after 30<sup>th</sup> June 2021.

If you are not sure whether you are eligible to work in the UK Civil Service, please visit: [UK visa - GOV.UK](#).

### Application Instructions

The recruitment process is being undertaken by Russell Reynolds Associates on behalf of UKEF.

Please submit your full application by email to [responses@russellreynolds.com](mailto:responses@russellreynolds.com) ensuring that you quote the role title and assignment code **2402-075L** in the subject heading of the email.

All applications will be acknowledged. **The closing date for applications is 23:59 on Sunday 21<sup>st</sup> April 2024.**

### **Your submission should include:**

- A **CV** setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps within the last two years.
- A **Statement of Suitability** (no longer than two pages) explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role. You should make particular reference how you meet the “essential criteria” as outlined on page 13 of the person specification.
- [Completed diversity proforma](#) which is retained for monitoring purposes only and does not form part of the application process.

Please submit all documents so that the panel will have all the required information on which to assess your application.

## Selection Timetable

<b>21<sup>st</sup> April 2024</b>	Advert closes for applications
22 <sup>nd</sup> to 26 <sup>th</sup> April 24	Russell Reynolds to review all applications and conduct an assessment against the “essential criteria”
w/c 29/04/24	Assessment panel review all applications received and select a longlist of candidates to assess further.
06/05/24 to 24/05/24	Russell Reynolds to undertake further assessment of candidates
w/c 27/05/24	Assessment panel attend Shortlist Meeting and select a final group of candidates to invite to a Final Interview.
03/06/24 to 21/06/24	Short-listed candidates will be invited to complete the following in advance of a final interview with the Assessment panel: <ol style="list-style-type: none"><li>1. Colleague engagement exercise – this will involve meeting a cross section of mid-level managers to senior directors.</li></ol>
25/26 June 24	Final Panel Interview by the Assessment Panel comprising of: <ol style="list-style-type: none"><li>1. Opening Presentation</li><li>2. Questions from the Panel</li></ol>

Note – All dates are indicative, and candidates will be informed of any changes to the timetable.

All interviews are scheduled to take place in person in Westminster, London.

### Assessment Panel:

Paul Gray who is representing the Civil Service Commission is the appointed Commissioner for this recruitment process and will be the Chair for all panel interviews.

The Assessment Panel will include:

- Paul Gray – Chair and Civil Service Commissioner
- Tim Reid – Chief Executive, UKEF
- Jackie Keogh, Non-Executive Director, UKEF Board
- Candida Morley, Director – UK Government Investments (or)
- Joanna Crellin, Director – Department for Business and Trade

Due to diary commitments there may be a requirement to substitute panel members; candidates will be informed of any changes.

### Selection process:

- Following the closing date all applications will be reviewed by Russell Reynolds against the “Essential Criteria” (page 13).
- The Assessment Panel meet and review all applications. They will then agree a longlist of candidates to be assessed further by Russell Reynolds.
- Russell Reynolds will undertake a further assessment of these candidates, including any questions raised by the panel at the longlist stage.
- The Assessment Panel will then hold a Shortlist Meeting and select a final shortlist of candidates to invite to the final stage.
- These shortlist candidates will then be invited to complete the following before a final interview with the assessment Panel:
  - Undertake a colleague engagement exercise.
  - Russell Reynolds will be asked to undertake references for all short-listed candidates.
  - Russell Reynolds may be asked to follow up on any further points highlighted by the panel following the shortlist meeting.

Feedback from the exercise, references and any further information obtained by Russell Reynolds will be shared with the assessment panel before the final Interview.

- Final Panel interview, this will consist of:
  - Short presentation - details of the topic will be shared with candidates prior to attending the interview.
  - Interview questions against the Civil Service Success Profiles framework – refer to Appendix 1 for details of the behaviours being assessed.
  - Interview questions relating to the “essential” criteria as outlined on page 13.

## **CONFLICTS OF INTEREST**

The successful candidate will be required to declare any shareholdings that they currently have and potentially maybe required to divest these prior to joining UKEF.

## **REMUNERATION**

This is a Senior Civil Service (SCS2) full-time role and the maximum salary for the post is £185,000 p/a. Salary and terms of appointment for an existing Civil Servant will be in line with the normal Civil Service pay rules.

UKEF offers two pension schemes; candidates are able to select either of the following:

Defined Benefit pension scheme - based upon the advertised salary employee contributions are 8.05% and employer contributions are 28.97% (wef 1/4/24). This is a career average scheme; as a pension, employees receive 2.32% p/a of their annual salary, plus a CPI related amount for inflation. The current cap on employee/er contributions is £172,800 p/a.

The scheme also permits “transfers-in” from other defined benefit schemes; this will allow the ability to “buy” additional years of service (this subject to Civil Service scheme conditions).

Defined contribution scheme – Employer contributions are based upon an individuals’ age and contributions range from 8% (under 31) and 14.75% (age 46 and over) of salary. Employee



contributions are not mandated, however, if individuals contribute, UKEF will match employee contributions up to a value of 3%.

## **OTHER MATTERS**

### Disability Confident Scheme

Disabled applicants who meet all 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 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.

<https://www.gov.uk/government/publications/Disability-Confident-Scheme>

### Diversity and Inclusion at UKEF

At UKEF our ambition is to continue to improve the diversity of our workforce and ensure that all staff are given the opportunity to flourish in a work environment where they feel supported, valued and included. We share the wider Civil Service ambition to create an environment where differences of thought and outlook are not only respected but expected and welcomed. To achieve that, all UKEF staff must feel that they can be themselves at work, valued for the unique perspectives that they bring, and able to progress as far as their talents take them. Building this inclusive work environment is essential to facilitating the delivery of our ambitious 2020-24 Business Plan, the whole of our output will be greater than the sum of our parts.

### Flexible Working

This is a full-time role, but flexible working arrangements can be considered, and such arrangements can be discussed during the assessment process and will be formalised prior to a contract of employment being issued.

## **CIVIL SERVICE COMMISSION AND RECRUITMENT PRINCIPLES**

Selection for appointment to the Civil Service is on merit, on the basis of fair and open competition, as outlined in the Civil Service Commission's [Recruitment Principles](#).

The selection process will be overseen by the Civil Service Commission.

The Civil Service Commission has two primary functions:

- Providing assurance that selection for appointment to the Civil Service is on merit on the basis of fair and open competition. For the most senior posts in the Civil Service, the Commission discharges its responsibilities directly by overseeing the recruitment process and by a Commissioner chairing the selection panel.
- Hearing and determining appeals made by civil servants under the Civil Service Code which sets out the Civil Service values – Impartiality, Objectivity, Integrity and Honesty - and forms part of the relationship between civil servants and their employer.

More detailed information can be found at on the Civil Service Commission website:

<http://civilservicecommission.independent.gov.uk>.

## 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 Resourcing and Reward (UKEF) at [Recruitment2@ukexportfinance.gov.uk](mailto:Recruitment2@ukexportfinance.gov.uk) and include “Complaint Co-Head of BG” 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 the following three areas: -

- Experience
- Behaviours

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

You will be assessed against the Behaviours marked with \*

Further information regarding each of the five key elements of “Success Profiles” 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.