



Oil & Gas  
Authority

## **OGA Recruitment Process**

## **Information for Candidates**





Our Information to Candidates gives you a brief overview of our recruitment process and provides you with more information about what it is like to work for the Oil and Gas Authority (OGA) which became a Government Company of the Department for Business, Energy and Industrial Strategy (BEIS) on 1st October 2016. It complements the Job Profile which provides you with the key information points, responsibilities and skill criteria of the role that you are applying for.

### **Background - OGA**

On 1 October 2016, the new Oil and Gas Authority (OGA) became a Government Company with its new headquarters in Aberdeen. Establishing the OGA is a once in a generation opportunity for supporting a step change in the stewardship of the UK's oil and gas resources. Further details are available via our website - <https://www.ogauthority.co.uk/> The transition to an independent Government Company means that the OGA no longer forms part of the Civil Service, however, the body remains a public authority.

### **Recruitment and Selection Process**

#### **Application**

When completing your online application, it is important that you refer to the relevant competences for the grade to which the job applies. The grade will be indicated in the Job Details section of the Job Profile. The Job Profile highlights the key competences for the role you are applying for and that you will be assessed during the selection process. You should also refer to the Specialist Skills, Knowledge and Expertise stated in the Job Profile. You should provide examples in your application that best demonstrate how your skills and abilities match these requirements. The information you provide will be assessed during the short listing stage and if you are invited to attend an interview, the indicated competence areas will be discussed further. Please note that only fully completed applications will be considered in our selection process. Please also enclose your CV as part of your application.

Applications sent directly or from agencies will not be accepted.

Candidates are advised to use the following guidance when developing their CV:

What to include:

- Details of your current and/or previous roles covering the last 5 years including responsibilities and achievements,
- Details of any relevant qualifications, experience, memberships which are relevant to the role



What not to include:

- Personal data such as age, disability, gender, marital status, sexual orientation, religion or belief, race, colour, working pattern etc
- Dates related to roles or qualifications, but you can include duration of employment etc in months/years.

### **Selection Process**

There are normally two stages of selection within our recruitment process. The first stage identifies those applicants who appear from the information stated in their application to be best suited to the role's requirements. Only these applicants will go through to the second stage of our selection process and be invited to attend for interview. Interviews will normally last for approximately 40 minutes. Depending on the role, candidates may also be required to complete a technical assessment or give a presentation on a specific topic.

Candidates who pass the required standard for the role may be placed on a reserve list should the successful candidate not take up appointment or further opportunities arise in the near future, normally this is a period of six months. Where this is the case candidates will receive confirmation in writing.

Please note that we do not reimburse interview expenses.

### **Equal Opportunity, Inclusion and Diversity Information**

We are committed to embracing inclusion and diversity whilst promoting equality of opportunity. Our goal is to ensure that these commitments, reinforced by our values, are embedded in our day-to-day working practices with all our customers, colleagues and partners. As part of this commitment we are accredited a Disability Confident Committed employer. We have also been awarded silver accreditation for the Gender Diversity Benchmark through Business in the Community, The Prince's Responsible Business Network. In addition, we are signed up to their Race at Work Charter and implement its five principles.

We are a diversity friendly employer and welcome applications from all sections of the community. In order to help us to monitor the success of our commitment to equality, diversity and inclusion, all applicants are requested to complete the Equal Opportunities Monitoring Form contained within the online application package and submit it with their





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application. This form is used for monitoring purposes only and will not be made available to the selection panel.

We are committed to providing equality of opportunity for all candidates during the selection process, to enable us to appoint staff from a diverse pool of talent. Part of this commitment is that we guarantee an interview to any candidate who has a disability, as defined by the Equality Act 2010, provided that they meet the minimum essential eligibility criteria as set out in the job description and declares their disability in their application. The Equality Act 2010 defines a person as being disabled if they have a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day to day activities.

### **Pre-appointment Enquiries**

If you are successful at interview, the OGA is required to carry out pre-appointment enquiries to ensure that you are qualified for appointment. These include identification, nationality, references and security checks. All posts require you to undergo Baseline Personnel Security Standard checks. Some roles also require a higher level of security clearance. This will either be Counter Terrorist Checks (CTC), Security Clearance (SC) or Developed Vetting (DV). The level required for the role will be detailed in the Job Profile. The Baseline Personnel Security Standard is a basic recruitment check to verify your identity, nationality and any unspent convictions. It seeks to prevent identity fraud, illegal working and deception generally. It requires the presentation of personal documentation, a criminal record check and the receipt of employment or educational references covering the past 3 years. As part of the security clearance process you will be asked to complete a security questionnaire which will explain the government's vetting policy. Appointments will be conditional until the successful applicant is cleared.

### **Probation Period**

In addition to any pre-appointment enquiries, you will normally be required to serve a six month probationary period.

