



Great Place to Work: Working at the OGA

The OGA is committed to ensuring we continue to be a great place to work, and able to attract and retain a diverse range of talent. We focus on ensuring all staff are supported by strong leadership capability, maintaining our commitment to listen to staff, developing careers and building skills with investment of both time and funding whilst raising awareness of health, wellbeing, inclusion and diversity. Our flexible working policies together with a range of other benefits enable staff to better manage their work/life balance. We have highlighted our key benefits and ways of working below:

Working Hours and Flexible Working:

- All full time new entrants to the OGA will work a 42 hour week, including lunch breaks.
- Flexible working is a key element for many, if not all, of our colleagues. We recognise the importance of a strong work life balance and employees are encouraged to find workable solutions that balance the employee's needs as well as those of the organisation. Subject to business requirements, a variety of working patterns are available, including full time, part time (including compressed hours), job share and flexi-time opportunities. If this is not a feasible option within a particular role, this will be stated in the Job Profile.

Annual Leave:

- Annual leave gives the opportunity to enjoy time away from the office in which to rest and recuperate. Therefore, we provide an annual leave allowance that exceeds the statutory entitlement. All new entrants to the OGA will be entitled to 25 days leave increasing on a sliding scale to 30 days after 5 years. The leave allowance is pro-rated for part time staff. In addition, all staff are entitled to 8 public/bank holidays.

Pay and Grading Structure:

- Below Director level we have seven grades. The salary for all advertised roles will be set out in the Job Profile. Salary is paid monthly in arrears by credit transfer directly to a personal bank or building society account on the last working day of each month.

In Year Special Recognition Awards (SRAs):

- The OGA uses in-year bonuses to recognise and reward individuals or groups of staff that make an exceptional contribution that furthers the aims and objectives of the OGA or meets an exceptional shorter-term operational challenge. In-year bonuses can be made to individuals or teams and can take the form of a cash award or a non-pay award.

Pension Scheme:

- OGA staff are eligible to join the Civil Service Pension Scheme which offers a range of benefits that will provide financial security both in the time up to retirement and beyond. It provides an income for you in retirement and benefits for your dependants after your death. It also provides protection in the event of serious ill health and a range of options if you leave the OGA before retirement. The pension scheme arrangements applicable to you will be dependent on your employment status and the date you joined the scheme. Individual contributions for the defined contribution scheme, alpha, range from 4.60% - 8.05%



dependant on salary whilst the employer contributes 26.6% - 30.3% dependant on salary. Alternatively, you may choose the stakeholder pension scheme managed through Legal and General where you can determine your contributions whilst the employer contributions range from 8% - 14.75% depending on your age. Comprehensive information on all aspects of your pension can be accessed through [Civil Service Pensions](#).

- There is no formal retirement age for OGA staff.

Carers and Special Leave:

- We offer comprehensive leave and benefits for parents and carers. Providing you meet the eligibility requirements the support available includes:
 - Maternity Leave – 52 weeks leave (26 full pay, 13 SMP rate and 13 no pay)
 - Paternity Leave – 2 weeks on full pay
 - Shared Parental Leave –allows eligible parents the choice to end the mother's maternity leave and pay, or the primary adopter's adoption leave and pay early, and share the untaken balance with the father or secondary adopter.
 - Adoption Leave – 52 weeks leave (26 full pay, 13 SAP rate and 13 no pay)
 - Parental Leave – 18 weeks unpaid leave (up to a child's 18th birthday)
 - Special Paid Leave – up to 5 days within any 12 month period for unplanned domestic emergencies.

Employee Assistance and Wellbeing:

- We have a range of policies and procedures to protect your health and safety. Modern information technology is provided within a safe and comfortable working environment. Workstation assessments are undertaken and trained personnel are available to offer advice and assistance. We support reasonable adjustments required to enable our staff to perform their jobs effectively. We will reimburse you for the cost of eye tests and can also contribute to the cost of glasses if they are specifically required for Display Screen Equipment. We also offer a range of support to staff in relation to adjustments for physical and mental health conditions and have access to an independent occupational health provider.
- We also offer an Employee Assistance Programme. From time to time we all encounter significant life events or milestones for which extra help and guidance can make all the difference. These milestones can range from buying a home, to having children, to dealing with bereavement, relationship difficulties, legal or financial concerns. It may be that you would like to improve some aspect of your life or achieve a better work-life balance.

Learning and Development:

- We recognise that our ground-breaking work requires individuals to rapidly develop a broad range of skills. Therefore we continue to invest in developing staff in all the areas relevant to our agenda. Providing learning and development enables us to achieve our business objectives by enhancing the knowledge, skills and attitudes of our staff to sustain and improve performance, and to provide opportunities for staff to develop and fulfil their potential whether that be through; induction, vocational development, leadership and management, specialist development, formal qualifications, coaching or mentoring.



Additional Benefits:

- Support with childcare costs is available via the government scheme '[Childcare Choices](#)'
- If you travel to work by public transport and/or as part of your journey to work need to pay for the parking of your car or bike, you can apply for an advance to help you buy a season ticket. The advance is paid as a lump sum payment in your pay and is recovered in equal amounts from your pay over the length of the ticket.
- Cycle to Work is an initiative under the Government's Green Transport plan that enables employees to get a bike completely tax free. Under the scheme, employees can hire a bike from their employer to use to cycle to work. The cost of the bike is recovered from the employee's salary over 12 months and the deductions are made prior to the calculation of Tax and National Insurance. Full details of the scheme are available [here](#).
- Union Representation – The Trade Unions (PCS, Prospect and FDA) have a major role to play in helping to shape the future of the Department.
- Boundless by CSMA – As the largest private home, motoring and leisure organisation in the UK, [Boundless](#) is able to offer its members huge savings on everyday purchases.
- [Foryoubyyou](#), the charity for existing and former Civil Servants – provides financial assistance, care placement, advice, offers, information and advisory service for its members.
- For a monthly fee employees can access the [Civil Service Sports and Leisure Club](#).
- [Benenden Healthcare](#) – provides healthcare and wellbeing services

Inclusion and Diversity:

- 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 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. As a further commitment to attracting, retaining and developing a diverse workforce we have signed up to the Axis Pledge.

Conduct:

- The OGA values all our people. We seek to perform to a high standard to effectively regulate and support the UK Oil and Gas industry. We aim to inspire pride and work in partnership with colleagues and stakeholders from Industry, Government Departments and other Agencies. The OGA Code of Conduct details what is expected of you whilst working in the OGA and highlights your key responsibilities as an employee and our values and behaviours:
 - Values: Accountable, Fair, Robust and Considerate.
 - Behaviours: One Team - proactive, efficient, delivery-focused, respected and trusted - a catalyst for change.



Confidentiality and the Official Secrets Act:

- Staff in public bodies owe a general duty of confidentiality to their employer under civil law. OGA staff are therefore required to protect official information held in confidence. The Official Secrets Act 1989 applies to any member of the public who has, or has had, official information in their possession. The Act makes unlawful disclosure of certain information a criminal offence.

Conflicts of Interest and Share Ownership:

- Although it is preferable that employees do not hold significant shareholdings in the oil and gas industry, and are therefore not seen as potentially conflicted, we recognise such shareholdings may exist.
- Board Directors and all staff members must declare all their and their immediate family members' UK and overseas shareholdings (including any beneficial interest in shares) and any other interests in any relevant public or private company or other commercial organisations (such as a partnership) (including pending issues of share options, performance shares or restricted stock from a previous employer). Board Directors and staff members should also disclose whether a spouse, partner or close family member is employed within the oil and gas industry.
Upon receipt of the required information, the Company Secretary will assess the degree of exposure and will identify whether further measures are needed. The Company Secretary will review all returns and the OGA will disclose Board Directors' declared interests in the Annual Report and Accounts. Further information is available on request.

Political Activity:

- OGA staff must not allow their personal political views to inhibit, or appear to inhibit, loyal and effective service to the OGA. Further details of the extent to which staff can take part in political activities are available on request.