

### THE CIVIL SERVICE SECTOR

The Civil Service helps the government of the day develop and implement its policies as effectively as possible.

The Civil Service provides services directly to people all over the country, including:

- Paying Benefits
- Pensions Running
- Employment Services
- Running Prisons
- Issuing Driving Licences

The Civil Service also has staff working on policy development and implementation, including analysts, project managers, lawyers and economists.

People working for the Civil Service are known as Civil servants and they do very important work. The scale, complexity and impact of the work civil servants do is unrivalled. Whatever you do and wherever you work, a career in the Civil Service is an opportunity to make a difference.

Sheffield is home to several big Civil Service offices, including those for the Department for Education, Department for Work and Pensions and the Home Office



### ROUTES INTO EMPLOYMENT IN THIS SECTOR

- Moving directly into a Civil Service job (these can be permanent or fixed-term contracts, full-time or part-time) - you can start a job search now
- A 2-year Civil Service Fast Track apprenticeship programme
- The Civil Service Fast Stream programme for graduates
- The Summer Diversity Internship programme for ethnic minority students, disabled students and those from under-represented socio-economic backgrounds
- The Early Diversity Internship programme for ethnic minority students and those from under-represented socio-economic backgrounds
- The Movement to Work scheme which offers work experience in the Civil Service for unemployed young people
- Student placement

### USEFUL SKILLS

- As the Civil Service is accountable to the public it needs to meet the highest possible standards. Skills and qualities expected include:
- **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

For more information on the essential skills required for work, visit [www.skillsbuilder.org](http://www.skillsbuilder.org)

### USEFUL SUBJECTS

- Subject choice is dependent on the route and role applied for within the Civil Service
- Maths and English are always useful subjects



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## ABOUT TODAY'S EXHIBITORS

### DEPARTMENT FOR EDUCATION

The Department for Education is responsible for children's services and education, including children's social care, early years, schools, higher and further education policy, apprenticeships and wider skills in England.

### DEPARTMENT FOR WORK AND PENSIONS

The Department for Work and Pensions (DWP) is responsible for welfare, pensions and child maintenance policy. As the UK's biggest public service department it administers the State Pension and a range of working age, disability and ill health benefits to around 20 million claimants and customers

## TYPES OF JOBS AVAILABLE

- Finance
  - Fraud Standards
  - Digital, Data & Technology
  - Communications
  - Economics
  - IT
  - Legal
  - Occupational Psychology
  - Planning
  - Security
  - Statistics
  - Tax
  - Veterinary & Medical
  - HR
  - Intelligence
  - Procurement
  - Project Delivery
- The Civil Service is made up of 28 recognised professions and more information on these can be found here: [Civil Service - Career information](#)

## EMPLOYERS IN THIS SECTOR

- Department for Work and Pensions
- Department for Education
- Home Office
- Cabinet Office

## MORE INFORMATION ON THIS SECTOR

<https://www.gov.uk/government/organisations/civil-service/about>

<https://www.civilservicejobs.service.gov.uk/csr/index.cgi>

<https://www.civil-service-careers.gov.uk/>



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<https://www.youtube.com/channel/UCpU67tn9lL0wNVNO4Ubxt3A>

