

## Internet Operations Analysts/Specialists

Ref IOA/1/09

Region North + South West

Location Cheltenham/Harrogate

Salary £24,457 (Minimum)

Discipline Internet Operations Analyst

Grade GC10 (Minimum)

Closing date for applications is midnight on Friday 20 February 2009.

### VACANCY DESCRIPTION

This campaign is now open for applications. It is likely that there will be a continuous business requirement to recruit for this role and further campaigns will follow in due course.

We are living in a 'connected' world, with the internet at the hub. The web has opened up new frontiers, and changed the way everyone collects and spreads information. The technology it uses is continuously evolving, and for every opportunity it brings, it also presents potential threats. From being a small part of our work, the internet and surrounding issues have become a key focus, and we need to keep on top of developments. We aim to be THE expert in internet across all government, advising on how to harness the technology.

Join us and you'll get to do what you enjoy in a fast-paced environment, utilising the latest technology, along with the added satisfaction of knowing you're playing a key role in protecting national interests. Getting involved with a wide variety of projects, your work may encompass researching and investigating, discovering targets and analysing forensics and technology, using the internet as a tool.

We have some Intelligence Operation Analysts/Specialist roles outside of the Cheltenham base at one of our GCHQ outstations within RAF Menwith Hill, Harrogate.

### REQUIREMENTS

You might have an IT related degree or work with internet technologies, or you might be self-taught by building and maintaining websites as a hobby. But either way you'll be a regular internet user who gets a real buzz from spending time online

Applications are also welcomed from existing Civil Servants who meet the above criteria and are looking to transfer into GCHQ.

### ADDITIONAL INFORMATION

#### Salary

The current minimum starting salary is £24,456 (Grade GC10). Your starting grade and salary may increase (this will be determined by; performance during the recruitment process, qualifications and/or experience). Your salary will be based upon working a 5 day week of 42 hours, including lunch intervals of 1 hour (37 hours net). A system of flexible working hours is in operation in most areas, dependant on business needs. Where available, this allows individuals to vary the times they start and finish work each day, enabling them to take up to

4 days additional leave ('flexi') per 4-week period. GCHQ operates a performance related pay scheme which enables you to move up the salary range at a rate dependent on your overall performance. Salary is paid in arrears by monthly transfer. Salary scales are reviewed annually in October.

#### Annual Leave

New entrants to GCHQ are given a basic holiday entitlement (otherwise known as 'leave') of 22 days per year, rising to 25 days after one years service. After 10 years service your leave entitlement will rise to 30 days per year. GCHQ is flexible in the accrual of leave, enabling staff to carry over or anticipate annual leave from one year to another. In addition, there are 10.5 days for public and privilege holidays. Pension When you join GCHQ you are eligible to join the Civil Service pension arrangements. We offer two types of pension:

- NUVOS - This is an occupational pension scheme that currently has a 3.5% member contribution rate. As your employer we meet the rest of the cost of the scheme.

- PARTNERSHIP PENSION ACCOUNT - This is a stakeholder pension with a contribution from your employer. How much we pay is based on your age. We pay this regardless of whether you choose to contribute anything. You do not have to contribute, but if you do, we will also match your contributions up to 3% of your pensionable earnings. The contributions are in addition to the age-related contribution mentioned above.

#### SELECTION PROCESS

Application is on line only. NOTE: You are encouraged to complete the application form as thoroughly as possible, as an invitation to the next stage is based on this information. We cannot, unfortunately, pursue those applicants who do not provide all the relevant information on the application form. Please also ensure you maintain your 'Main Details' section with any changes to your contact details - in particular your email address - as this will be our main method of communicating with you.

#### Paper Sift

The initial paper sift will be conducted by the Recruitment team to ensure that applicants meet the minimum criteria and the nationality/residency requirements. (This sift also takes into account candidates who have declared a disability and who meet the minimum criteria). A subsequent paper sift will be conducted by representatives from GCHQ's business units. The standard, relevance & appropriateness of your qualifications, skills & experience will be judged at this stage.

#### Psychometric/Ability Tests

Candidates successful at the sift stage will be invited to complete ability tests, and a Personality Profile inventory. Tests will be on line.

#### Telephone Interviews

Those applicants successful at the test stage will be invited to take part in telephone interviews which are predominately based on competencies and motivational fit.

#### Technical Tests

Successful applicants will be invited to take a series of on line technical tests.

#### Assessment Centre

Those applicants successful at the test stage will be invited to attend an assessment centre at GCHQ. You will also be required to take a drugs test at this time and will have a chance to discuss security issues with a member of the Security Vetting Team.

#### Background Enquiry Process

If you are successful, you will progress to the next stage of the recruitment process where we enquire into nationality, health, security & other matters. A formal offer of appointment cannot be made until these enquiries have been satisfactorily completed. This stage takes, on average, 4-6 months (but can be longer). Anyone awaiting qualification results (if applicable) must provide evidence of their result before a formal offer of appointment can be made.

#### Joining

Upon successful completion of the background enquiry process, candidates will be given a formal job offer. The Recruitment Team will call or email you to arrange a mutually convenient date to start work at GCHQ, and will issue the relevant paperwork. All new entrants begin their careers by attending an induction course (run monthly).

#### Deployment

The roles within the Internet Operations discipline are wide and varied and GCHQ will aim to identify people to work in specific areas from the very first stages of the recruitment process. Therefore you will need to ensure that you answer all questions as honestly and comprehensively as you can. Every stage of the recruitment process is aimed at identifying the skills and competencies that GCHQ can best use. This could mean that, for instance, people may have a preference for one particular area of work but GCHQ places them in another. This is in recognition of the fact that GCHQ has identified the most relevant skill that a person has to offer. Therefore, the first posting could be in any of the Internet Operations roles and is likely to be for a minimum of 3 years, in line with the Departmental standard; thereafter there is more freedom for the individual to express preference for subsequent posts. This style of recruitment enables GCHQ to offer as wide a range of jobs as possible to provide employment for capable individuals.