



Animal &
Plant Health
Agency



Department
for Environment
Food & Rural Affairs

Vacancy: Senior Veterinary Inspector

Vacancy Reference: 240037

Grade: Senior Executive Officer (SEO)

Salary: £37,295 - £41,425

Type: Permanent

Locations: Details of the locations can be found in the advert.

Closing date: 23:55pm on 12/12/2022



Animal &
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for Environment
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This is a 10 week rolling campaign, which means that candidates will be sifted and interviewed in tranches while the advertisement is live. You may be asked to sit an interview at short notice (5 working days).

Vacancy Reference Number: 240037

Please visit [Home - Careers as an APHA Vet \(aphavets.co.uk\)](http://aphavets.co.uk) which is APHA's Veterinary Careers website.

Please Note: The contents of this Pack are for information only. They do not form a part of the assessment and selection process.



Animal &
Plant Health
Agency

The Animal and Plant Health Agency



The Animal Plant Health Agency (APHA) is a government agency that sits within the Department for Environment, Food and Rural Affairs - DEFRA

The APHA headquarters are located in Weybridge, Surrey and we employ around 2,200 staff, based at various sites across the UK.

We have one mission which is to safeguard animal and plant health for the benefit of everyone in society, the environment and the economy - and every one of our employees is passionate about achieving this mission.

Why Join APHA?

Welcome Message from the Animal and Plant Health Agency Chief Executive:

Hi I'm David the CEO of APHA and if you're reading this then I'm hoping you apply to become part of our world leading organisation and that we will be working together in the not too distant future!

More than ever before the health of our environment, plants, animals and bees matters. If you join us you will become part of an amazing, diverse team on the frontline in researching, investigating, and acting to protect the UK's animal, plant and bee health.

Your work won't just make a difference to the UK but contribute to global efforts to control and eradicate disease in plants, animals and protect global biodiversity.

Our key priorities are:

- Control and eradication of animal and plant diseases and pests, reducing the risks from new and emerging threats.
- Provide services for animal health and welfare, plant, and bee health.
- Rapidly control pest and disease outbreaks; while continuing to maintain and develop the skills and capabilities required to deliver core business and services and provide an efficient outbreak response.
- Continue to adapt and implement outbreak response plans and identify lessons from outbreaks, implementing any improvements needed.
- Provide science-based evidence and advice to inform policy makers.
- Maintain national and international specialist veterinary and scientific capability and reputation

Come join us and be part of something special making a difference everyday!



Welcome to APHA

We safeguard animal and plant health for the benefit of people, the environment and the economy.

Our headquarters is located in Weybridge, Surrey. We employ around 2,200 staff, based at various sites across the UK.

We are responsible for:

- identifying and controlling endemic and exotic diseases and pests in animals, plants and bees, and surveillance of new and emerging pests and diseases
- scientific research in areas such as bacterial, viral, prion and parasitic diseases and vaccines, and food safety; and act as an international reference laboratory for many farm animal diseases
- facilitating international trade in animals, products of animal origin, and plants
- protecting endangered wildlife through licensing and registration
- managing a programme of apiary (bee) inspections, diagnostics, research and development, and training and advice
- regulating the safe disposal of animal by-products to reduce the risk of potentially dangerous substances entering the food chain



APHA is an executive agency, sponsored by Defra, Scottish and Welsh Governments

What makes APHA a great place to work?

Our People

There are around 2,200 people working for the APHA, we are a diverse and multi location team. It is also an exciting time to be joining the APHA as we are a growing organisation and continue to strengthen partnerships in the UK and Internationally.

Rewards

We have a Staff Recognition Scheme, and our special thanks and reward scheme provides instant recognition to staff and our in-year and annual awards ceremony reward exemplary work.

Pension

The Civil Service Pension scheme is a very valuable part of your total reward package. Most of the pension value is paid by APHA. You will be given the chance to join one of two schemes. Alpha is a Defined Benefit pension scheme based on your career-average earnings. Partnership is a Defined Contribution pension scheme.

Your pension will continue to provide valuable benefits for you and your family if you are too ill to continue to work or die before you retire

Other benefits

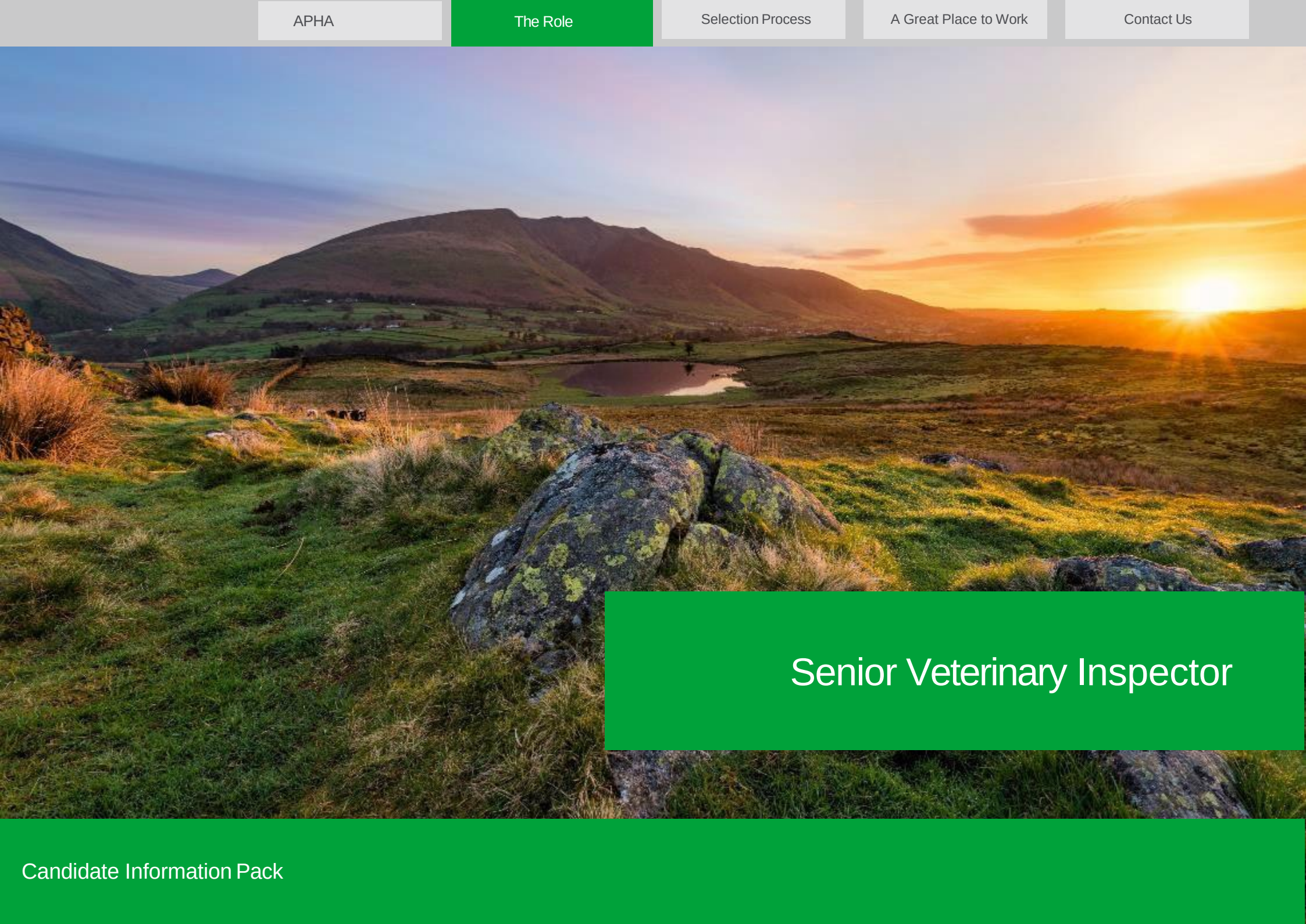
We have various measures in place to assist with your physical and emotional health. Our focus is on early intervention and proactivity in addressing health issues. However should you not be well enough to attend work occupational sick pay, increasing by length of service, is available.

Paid leave for other situations including family-related leave, volunteering and reservists as well as a variety of different interest-free loans to help with commuting are also available.

Location

These posts are being advertised on a regional delivery area basis and are based at APHA offices across the UK.





Senior Veterinary Inspector

The work you will be doing

As a Senior Veterinary Inspector (SVI) you will be required to carry out a range of veterinary operational services to safeguard animal health and welfare and public health, protect the economy and enhance food security through inspection, surveillance, regulation, enforcement and where applicable research, through the application of state veterinary medicine in the delivery of GB Governments' policies.

The SVI role involves a wide range of work including, but not limited to, the following;

- Responding to incidents and outbreaks of animal notifiable diseases

Investigating animal diseases in farm livestock by;

- undertaking on-farm and field investigations
- examining and inspecting farmed animals to support differential diagnosis of disease

- conducting post mortem examinations when appropriate
- collecting and submitting appropriate samples for laboratory testing
- collecting and interpreting relevant data to support decisions
- reporting findings and recommendations
- Welfare Investigations, both reactive and surveillance work. Including the welfare of farm animals during transport, at time of killing and when on agricultural holdings
- Inspection, Approval and Audit of premises at a range of settings, from zoos to pet food processing plants, and many other locations
- Ensuring compliance, with statutory standards, of animal health and welfare
- Building collaborative relationships with a range of valuable partners, including local authorities, industry representatives and non-APHA veterinary surgeons
- A reasonable amount of duty and out-of-hours rotas



Your Responsibilities

We are looking for candidates who;

- Are able to engage with customers and stakeholders confidentially and professionally
- Have some experience of working in teams of various skills and disciplines
- Are confident with responsibility in the face of challenge and can adapt to new situations flexibly
- Are able to produce reports to communicate veterinary knowledge
- Are comfortable with excellent record keeping and understand the importance of audits and processes that maintain quality outputs
- Have some practical experience in veterinary work, preferably including the handling of large animals, and, proficiency with routine techniques and skills which will enable you to develop as a State Veterinarian



Vacancy Information

Job Title and organisation

Senior Veterinary Inspector (SVI),
Animal and Plant Health Agency

Vacancy reference

240037

Location

Vacancies are currently available in Bridgewater, Caernarfon, Canterbury, Cardiff, Carmarthen, Crewe, Exeter, Hamilton, Horley, Inverness, Inverurie, Launceston, Leicester, Lincoln, Llandrindod Wells, Manchester, Newcastle-Upon-Tyne, Preston, Shrewsbury, Stafford, Truro, Warwick, Weymouth and Worcester. We encourage you to apply as vacancies will be filled using the reserve list from this campaign. All posts will be offered in merit order based on location and business need. There is a facility to select National if you are content to be based at any location throughout the UK.

We want to support your wellbeing by ensuring that flexible working is at the heart of our people offer. Our flexible working policies create an environment in which managers and employees are happy and comfortable talking about flexible working options. These include where you work, when you work and how you work. These discussions help to balance the freedom to choose with the responsibility to meet business needs. If you are successful you will be given the opportunity to discuss your working arrangements with your new manager prior to the issue of a final job offer.

Grade and Salary

The salary for this post is within the Defra Grade SEO band of £37,295- £41,425

Successful candidates will be paid within Defra's pay ranges. Existing Civil Servants will have their salary calculated in accordance with the department's pay on transfer and pay on promotion rules.

Contract Type

Permanent

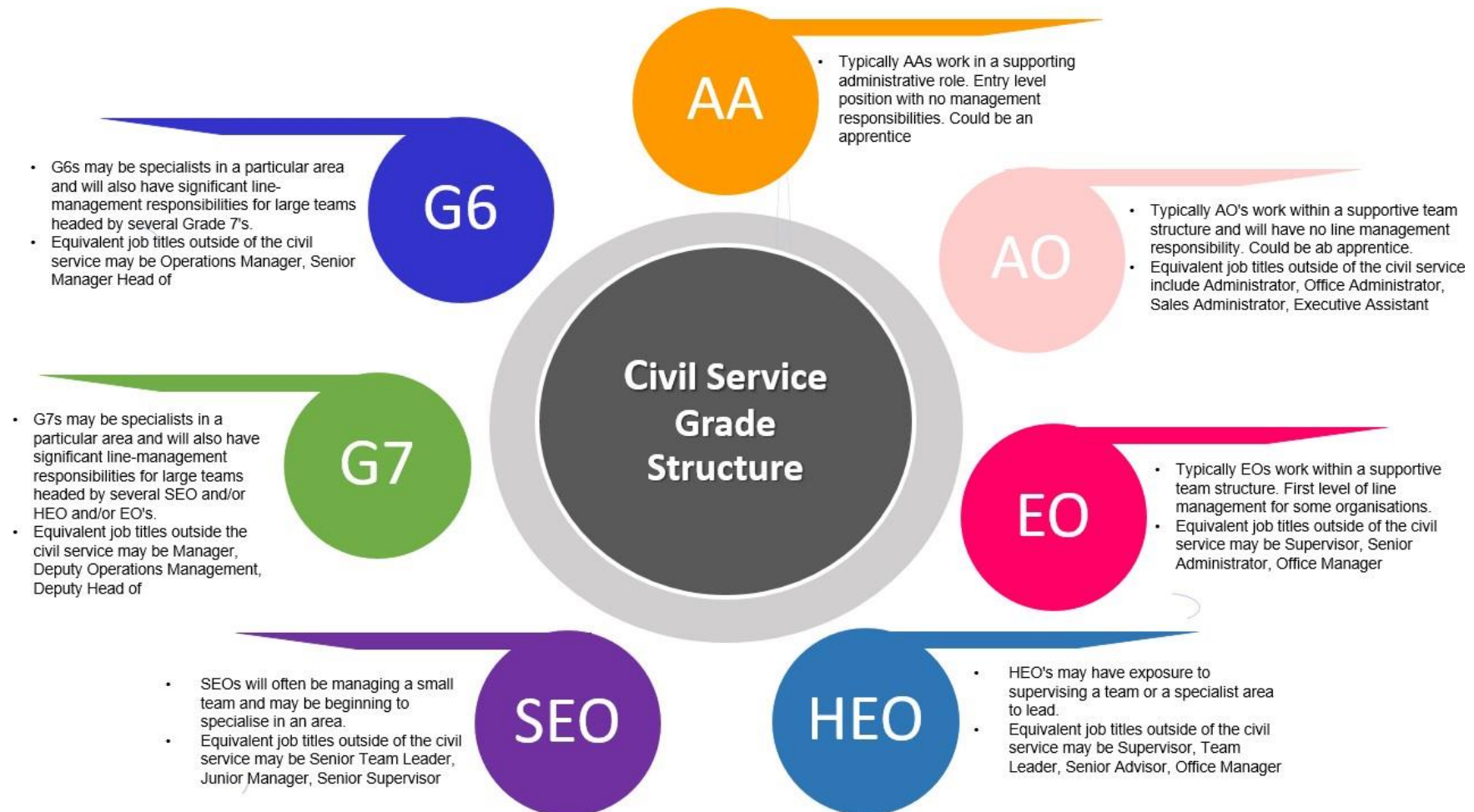
External candidates will be offered a permanent APHA contract. This includes employees of accredited NDPBs.

Current Civil Servants will be offered the post on permanent transfer from their current department to APHA

Security Clearance

All posts require the successful candidate to hold basic security clearance. Candidates posted to some locations may be subject to a higher level of clearance because of the security requirements for that location. Job offers to these posts are made on the basis of merit. Security vetting will only take place after the receipt of a job offer.

Civil Service Grade Structure





Selection Process

Selection for recruitment into the Civil Service is through fair and open competition, and is based on merit

Our Selection Process

Your application will be assessed using the Civil Service Success Profiles recruitment framework. This framework allows us to use a combination of criteria to describe the requirements of the post to candidates. It then allows for candidates to provide evidence against those criteria during the selection process. Not all posts will make use of every criteria.

For this post you will be assessed on the areas set out below;

Behaviours, Strengths, Experience and Technical Skills.

Civil Service Behaviours

The following Civil Service Behaviours are essential to this post and will be tested at interview:

- Communication and Influencing

Full details on the Civil Service Behaviours Framework can be found [here](#).

Experience

Your experience will be assessed at sift using your:

- CV including job history and qualifications
- 500 word Personal Statement: Consider the items included within the job description and responsibilities and provide evidence of how you meet these.

Technical

The following knowledge, membership and qualifications are essential to this post and will be tested at interview:

- Understanding of notifiable animal exotic disease in the GB
- Animal welfare issues in GB agriculture
- Understanding of the control of endemic animal diseases in GB, such as TB
- Veterinary knowledge
- Minimum of Bachelor of Veterinary Science or equivalent
- A Member or Fellow of the Royal College of Veterinary Surgeons.

Strengths

A range of strengths relevant to this role may be tested at interview.

The Application Process

What you need to do to apply

As part of the application process you will be asked to complete a CV, including job history and qualifications, and a Personal Statement. Your personal statement should be no more than 500 words and should be aligned to the following;

Please provide a statement demonstrating how your skills, experience and suitability meet the requirements of the job description and responsibilities as outlined in the advert.

How your application will be assessed

Should a large number of applications be received, an initial sift may be conducted using the personal statement only. Candidates who pass the initial sift may be progressed to a full sift, or progressed straight to assessment/ interview.

How we decide whom to invite for interview

Shortlisting for interview is made on the basis of merit. The selection panel will assess the evidence presented by all applicants against the advertised criteria and the highest rated applicants will be invited to interview.

This is a 10 week rolling campaign, which means that candidates will be sifted and interviewed in tranches while the advertisement is live. You may be asked to sit an interview at short notice (5 working days). Depending on when you submit your full application, this may include over this Christmas period.

Interview arrangements

If successful at application stage, you will be invited to interview where you will be assessed on the behaviour, Communicating and Influencing. This will be assessed through a presentation. Further details on this will be provided alongside the invite to interview.

In addition, you will be assessed on the technical elements of the role;

- Understanding of notifiable animal exotic disease in GB
- Animal welfare issues in GB agriculture
- Understanding of the control of endemic animal diseases in GB, such as TB
- Veterinary Knowledge

You will also be asked questions about your strengths and experience.

For more information see [Civil Service Success Profiles](#).

Other information

Please let us know what adjustments we can put in place to help you through the recruitment process if you are disabled.

Candidates who pass the interview criteria but are not offered a post may be kept on a reserve list for 12 months and may be offered similar roles across the department.

Defra is committed to 'name blind' sifting. That means that identifying characteristics such as your name, gender, age, address are removed from your application until after shortlisting for interview has taken place.

Timeline

Please note that this timeline is indicative at this stage and could be subject to change. The anticipated timetable is as follows:

Application Closing Date	12th December 2022
Shortlisting Outcomes and Interviews Conducted	The first Sift will be conducted on applications received before the 7th November 2022, interviews to take place end of November 2022 The 2nd sift will be conducted when the application closes 12th December 2022 and interviews to take place in January 2023.
Interviews Outcomes	December 2022/January 2023

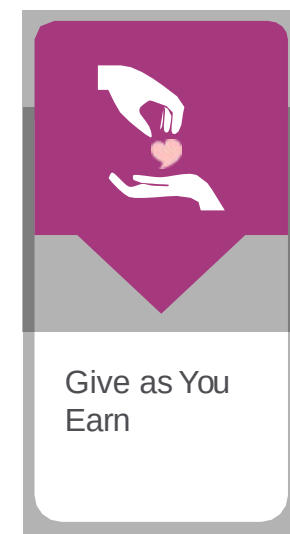
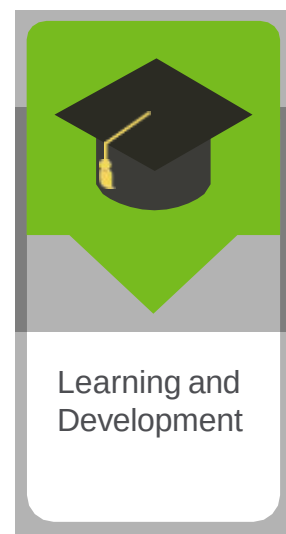
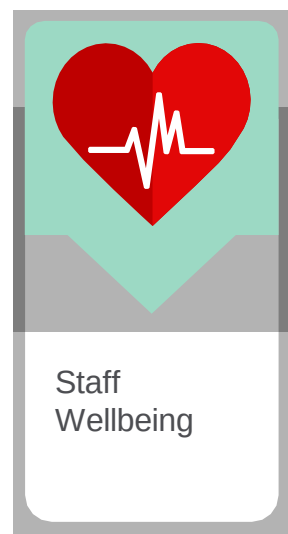
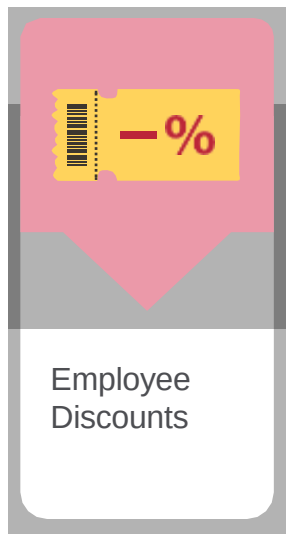
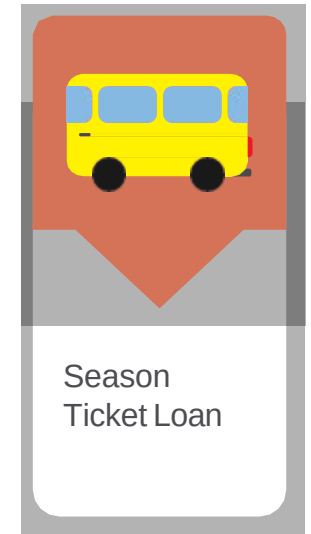
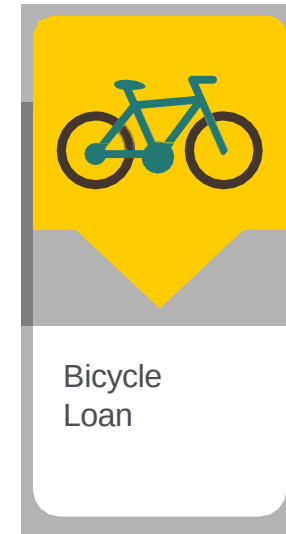
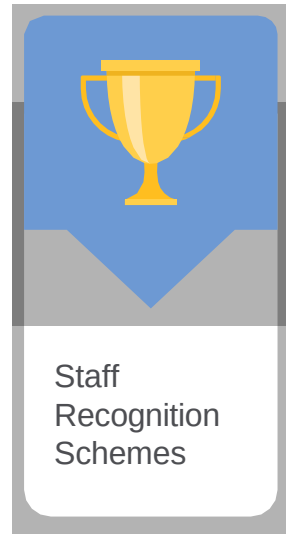
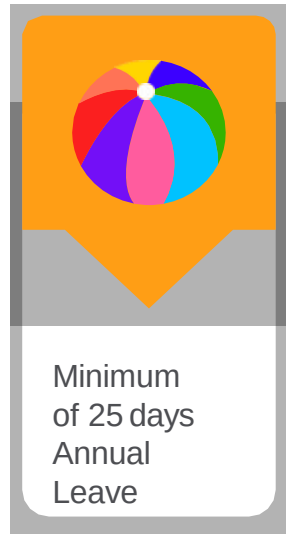
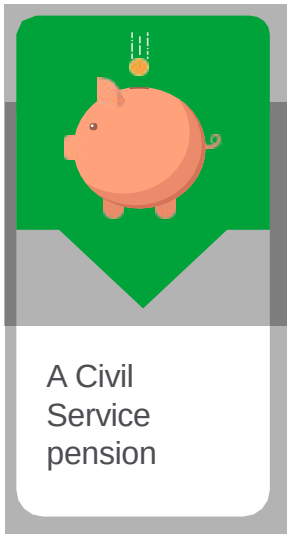
Interviews will take place virtually via Teams.

Candidates are asked to note the above timetable, exercising flexibility through the recruitment and selection process as it may not be possible to offer any alternative dates for assessments or interviews.



A Great Place to Work

Benefits of working for APHA



Defra Benefits

Defra offers an attractive and competitive benefits package, including:

Core Benefits

Basic Salary

Based on grade, skills and experience, in which salary ranges and individual salaries are subject to review each year

Pension Scheme

The default pension scheme is Alpha – a career salary average, defined benefit scheme. You build up pension at a rate of 2.32% of your pensionable earnings each year. You and your employer will contribute a percentage of your pensionable earnings (depending on how much you earn) towards your pension. Benefits include a lump sum payable to a Death Benefit Nominee, should you pass away whilst in service.

Alternatively, you can choose to join a Partnership Defined Contribution pension scheme. This is a scheme in which you do not have to contribute. Your employer will contribute to your pension based on your age bracket. If you do

choose to contribute, then your employer will match your contribution up to an additional 3%.

Holidays

Attractive annual holiday entitlement starting at 25 days rising over 5 days to 30 days plus statutory bank holidays (pro-rata for flexible workers, i.e. part time, job share employees). We also offer 1 privilege day for the Queen's birthday and up to 3 volunteer days

Enhanced statutory policies

Enhanced maternity, adoption and paternity leave, and sickness absence provisions.

Training & Development

Performance Management

Individual performance plans, learning and development matched to your agreed career objectives and progression plans.

Learning & Development

A range of training courses, apprenticeships, leadership development initiatives and

access to L&D materials are available, covering technical, managerial and personal skills.

Examination Leave

Paid leave for exams and revision for approved studies.

Professional subscriptions

We will pay the membership fees for one relevant professional association.

Work/life Balance

Flexible Working

Flexible working patterns including job share.

Travel & Transport Benefits

A range of travel and transport benefits. Access to the cycle to work salary sacrifice scheme that enables you to buy a bike up to the value of £4k.

Shopping & Leisure Benefits

A variety of discounts at online stores and leisure experiences available via Mylifestyle.

Finance

Interest Free Loans

For season tickets and/or

bicycles and safety equipment as well as tenancy deposit scheme

Financial Education Hub

Providing guidance on how to manage your finances including information on credit scores, pensions, buying your first house and getting debt-free.

Health & Wellbeing

Cycle to Work Scheme

We offer access to a salary sacrifice Cycle to Work Scheme. This means we loan you a bike for your commute as a tax-free benefit

Occupational Health

Access to Duradiamond Healthcare advisory service.

Eye Care

Free eye tests.

Employee Assistance Service

Access to Workplace Wellness available to you and your family

Sports & Social Club

Opportunity to benefit from a wide range of subsidised events and discounts.

Health Discounts

Optional discounts provided by a number of external providers and health clubs.

Local Benefits

These vary from region to region.

Special Leave

Additional paid leave is available for employees taking part in public duties, trade union activities, special/trained forces and for health & safety representatives.

Charity for Civil Servants

Provide support and advice for thousands of people, both past and present, when they need it.

Headspace

Free access to Headspace which is a mindfulness, meditation and sleep app

Give as You Earn

You can make regular deductions directly from your salary in support of a chosen charity. This is simple and tax efficient.



"I believe your pension is the most important benefit after your Salary that you can have when you are employed in the Civil Service. Providing you with financial security when you retire and also providing cover for your family and loved ones should the worst happen"

Dominic Arthur – Director of Civil Service Pensions Operations and Government Recruitment Services

Great member pension

- ✓ Defined Benefit Pension Scheme
- ✓ Provides a secure pension payable for life with no investment uncertainty
- ✓ Choice of a tax free lump sum
- ✓ Amongst the lowest member contributions in public sector
- ✓ Generous build rate of 2.32% of your earnings as a pension each year.

What pension could you get?

- ✓ For example if you earned £22,000 per year
- ✓ After 20 years you could have a pension of £9,280pa or a pension of £5,965pa and a tax free lump sum of £39,771
- ✓ After 40 years this could be £18,560pa, or a pension of £11,931pa and a tax free lump sum of £79,542

Generous employer contribution

- ✓ Employer contribution towards your pension is extremely generous – on average 27% of your pay
- ✓ These contributions pay for:
 - A pension for you
 - Pension for your loved ones
 - Death benefits
 - Ill health benefits

Death benefits

- ✓ Able to nominate anyone (including charities) for a Tax free lump sum in the event of your death
- ✓ Lump Sum of up to two times your pay
- ✓ Pension for your spouse/partner of around 37.5% of your pension
- ✓ Pension for eligible children

For more information on the Civil Service Pension Scheme please go to the scheme website www.civilservicepensionscheme.org.uk

Equality, Diversity & Inclusion

We passionately believe in equality, diversity & inclusion and we match that belief with action.



APHA is committed to being an organisation in which fairness and inclusion are central to all our working relationships. At APHA we want you to have a respectful, welcoming and engaging working environment, free from discrimination regardless of age, disability, gender identity, marriage and civil partnership status, pregnancy and maternity, race, religion or belief, sex, sexual orientation, social background, trade union activity, caring responsibilities or working pattern. We encourage applications from neurodiverse people and believe it is only through having a mix of ideas and ways of thinking that we will be able to have a culture which produces high quality work.

We have many active staff networks including Age, Mental health, Cancer, Carers, Disability, EU nationals, Ethnic

Minority, Faith, Lesbian, Gay, Bisexual, Asexual and Transgender (LGBAT+), Social Mobility, Women and Worklife Balance. They are supported by senior champions and encouraged to take an active part in the development of our organisation.

We offer career development through a range of both internal and Civil Service wide talent schemes, mentoring, sponsorship and reverse mentoring. Our senior leaders talk authentically and with passion about what they are doing personally to support equality, diversity and inclusion. We promote and support a range of flexible working patterns to enable staff to balance home and work responsibilities, and we treat people fairly irrespective of their working arrangements. The inclusion of all of our employees is very important. We want everyone who works

Equality, Diversity & Inclusion

We passionately believe in equality, diversity & inclusion and we match that belief with action.

At APHA we want you to feel you belong here. We recognise that everyone will come to us from different backgrounds and with a range of different experiences.

We will not tolerate discrimination, bullying, harassment, victimisation or negative stereotyping. Our aim is a working environment where you feel you belong and have a voice, whatever your job or your grade.

[You can read more in our Diversity & Inclusion strategy.](#)

As a Disability Confident employer, we positively welcome applications from disabled people. We are committed to making workplace adjustments wherever possible to ensure that disabled people can

participate fully not only in the recruitment and selection process but when they are appointed into their job. We offer a Guaranteed Interview Scheme for all disabled applicants who provide evidence of meeting the minimum requirements necessary for the post, as set out in this applicant pack.

Please get in touch with us at any stage of the recruitment process to discuss how we can help you whether you have a physical impairment, a mental health condition or are neurodiverse.

Once you are appointed your line manager will work with you to identify how they can put in place reasonable adjustments to enable you to carry out your work.



Things you need to know

Pre-Employment Checks

Everyone employed in the Civil Service is subject to security checks.

These security checks, known as pre-employment checks, are conducted to verify your: identity, employment history; right to work; eligibility under nationality rules; and any unspent criminal convictions.

These checks ensure that candidates are entitled to work in the UK and possess the honesty, integrity and values for government-related work.

Depending on the level of checks needed for the role, you may need to provide at least three documents so we can evidence your identity, nationality, full permanent address, signature and date of birth.

These would include:

- Current British Passport
- Birth Certificate - issued within 12 months of Birth
- Bank, building society or credit card statement*

- Current photo card driving license
- Original utility bill*
- Marriage certificate/Civil Partnership certificate
- Letter from head teacher or college principal (if under 19 years and still in full time education)

Documents marked with an * must be dated **within the last 3 months** and clearly show your current address.

The full list of acceptable documents will be provided to you if we wish to make you an offer of employment

NB Only original documents will be accepted; photocopies and online documents (e.g. bank statements, e-bills, eP60's etc.) cannot be accepted.



Things you need to know

Can I apply if I am not currently a civil servant?

Yes. These roles are open to all suitably qualified people.

Is this role permanent?

Yes, this role is being offered on a permanent basis.

Is this role suitable for part-time working?

This role has been advertised as suitable for flexible working, full-time, job share and part-time. You will need to discuss working arrangements at the point of offer.

Will the role involve travel?

Yes, travel will be required as part of the role.

Can I claim back any expenses incurred during the recruitment process?

No. Unfortunately we will not be able to reimburse you

Do you offer any relocation support?

Some of our locations may attract relocation support. This will be discussed at time of offer.

What nationality do I need to hold in order to apply?

To be eligible for employment to this role you must be a national from the following countries:

Open to the UK, Commonwealth and European Economic Area (EEA) and certain non EEA nationals. From January 2021 this job is broadly open to the following groups:

- UK nationals
- Nationals of the Republic of Ireland
- Nationals of Commonwealth countries
- European Economic Area (EEA) nationals with (or eligible for) status under the European Union Settlement Scheme (EUSS)
- Relevant EEA or Turkish nationals working in the Civil Service
- Relevant EEA or Turkish nationals who have built up the right to work in the Civil Service certain family members of the relevant(European Union) EU and Turkish nationals.

(*Commonwealth citizens not yet in the UK, who have no right of abode in the UK and who do not have leave to enter the UK are ineligible to apply.)

For further information on whether you are eligible to apply, please visit [Gov.UK](https://www.gov.uk)

Things you need to know

Is Security Clearance Required?

All of these posts require the successful candidate to hold basic security clearance. Candidates posted to some locations may be subject to a higher level of clearance because of the security requirements for that location. Job offers to these posts are made on the basis of merit. Security vetting will only take place after the receipt of a job offer.

[More information about the vetting process can be found at the following link <https://www.gov.uk/guidance/security-vetting-and-clearance>](https://www.gov.uk/guidance/security-vetting-and-clearance)

What reasonable adjustments can be made if I have a disability?

DEFRA is a Disability Confident Leader and therefore part of the Disability Confident Scheme (for further information on the Disability confident scheme please visit(<https://www.gov.uk/government/collections/disability-confident-campaign>)).

If you have a disability defined by the equality Act 2010 you're eligible to be considered for the Disability Confident Scheme. In order to qualify you must have a physical or mental impairment which has a substantial and long term negative effect on your ability to carry out normal day to day activities (Further information regarding disabilities covered under the equality act please visit www.gov.uk/definition-of-disability-under-equality-act-2010).

We are committed to making reasonable adjustments for Disability Confident Scheme applicants and will try to remove any barriers so you are not at a disadvantage during the selection/recruitment process/ interview / assessment including; allowing extra time during selection tests; ensuring that information is provided in an accessible format or; by providing training. We are also committed to interviewing all applicants with a disability who meet the minimum criteria for the role applied for.

If you feel that you may need a reasonable adjustment to be made, or you would like to discuss the disability confident scheme in more detail please contact us in the first instance. If you wish to receive a hard copy of the information, or in an alternative format e.g. Audio, Braille or large font then please contact: defrarecruitment.grs@cabinetoffice.gov.uk

Things you need to know

Disability Confident Scheme for Disabled Persons

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria. You should indicate this on your application form if you would like to be considered under this scheme.

Equal Opportunities

Defra values equality and diversity in employment. We are committed to being an organisation in which fairness and equality of opportunity is central to the approach in business and working relationships and where the organisational culture reflects and supports these values. In Defra you have the right to a working environment free from discrimination, harassment, bullying and victimisation regardless of race, ethnic or national origin, age, religion, sex, gender identity, marital status, disability, sexual orientation, working hours, trade union membership or trade union activity.

Civil Service Commission's 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 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.

Hearing and determining appeals made by Civil Servants under the Civil Service Code which sets out the Civil Service values – Honesty, Integrity, Impartiality and Objectivity.

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

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





Animal &
Plant Health
Agency



Department
for Environment
Food & Rural Affairs

Contact us

If you have any general queries or technical problems please email
defrarecruitment.grs@cabinetoffice.gov.uk

If you have any questions about the post detailed in this pack then please email:
HRResourcingSupport@defra.gov.uk quoting the reference in the subject header.

