



Department for  
Business & Trade

**Our offer to you**

# Contents

- [About Us](#)
- [What we deliver and where](#)
- [Culture and Values](#)
- [Diversity and Inclusion](#)
- [Benefits](#)
- [Civil Service Pension](#)
- [Learning and Development](#)
- [Career Pathways](#)
- [Working Patterns](#)
- [Why our people think you should join us](#)



# About Us

## **We are the Department for Business and Trade (DBT).**

We are the department for economic growth. We support businesses to invest, grow and export, creating jobs and opportunities across the country.

### **Our responsibilities are to:**

- Advise, support, and promote British businesses wanting to grow and export
- Shape our rules to ensure businesses thrive, markets are competitive, and consumers are protected
- Open up new markets for businesses by removing barriers and striking trade deals
- Secure global investment from businesses and investors
- Champion free trade, economic security, and resilient supply chains.

Our Secretary of State has published her **five priorities**. They set out what we aim to achieve as a department so we can support businesses and grow the economy:

1. Remove barriers to business
2. Help UK businesses to grow by selling their products overseas
3. Make the UK the top investment destination in Europe
4. Attract and retain the industries of the future
5. Defend free trade.



# What we deliver and where

**We unite** business expertise and world-class trade negotiators under the same vision of making the UK the best place to start and grow a business - driving growth, increasing jobs, and raising wages and living standards.

**We amplify** engagement between business and government and strengthen our offer to international investors, as well as unlocking exports and negotiating access to new markets through trade deals.

Our range of expertise enables us to provide a joined-up offer of support to UK businesses operating domestically and overseas.

**We deliver through our dedicated teams** in the UK and internationally. We are made up of Trade Negotiations Group, Trading Systems Group, Strategy and Investment, Trade and Opportunities, Business Sectors Group, Exports and UK Trade and Corporate Services.

**Delivery overseas** is managed through our International Network in 108 countries led by our nine HM Trade Commissioners. We also collaborate closely with colleagues and partners across central and local government, Devolved Administrations, Parliament, business and civil society.

**At home**, DBT is prioritising the levelling up agenda by focusing our growth in our Places for Growth locations of: Darlington, Cardiff, Edinburgh, Belfast, Birmingham and Salford, as well as London.



# Culture and Values

Our Values are the core principles that support us in building a happy and efficient department that makes a real difference for people in the UK. We have 4 core values:

## Excellent



Our work matters. It makes a difference to people's lives across the country. We combine excellence with pace to maximise the impact we have.

1. What we do has a positive impact on the lives of everyone in the UK, including businesses, consumers and citizens
2. We look for ways to continuously improve our processes, systems and products, to ensure we are always making a difference
3. We are known as the department that focuses on getting things done for all regions of the UK, delivering high quality work at pace

## Connected



We actively partner with businesses across the UK and across the world. We are accessible and we help them navigate Government, using our strong relationships to get things done.

1. We actively partner with businesses in the UK and around the world to help them grow and flourish
2. We build strong relationships across Government to deliver policy which makes a difference
3. We use our unique experience, expertise and insights to build global partnerships

## Confident



We have a distinctive perspective, informed by our work with business. We make a compelling case for what we want to do, and don't let obstacles get in the way.

1. We are entrepreneurial, flexible and creative, striving to make a difference
2. We value each other's skills and expertise and will build our capability to drive sustainable change and deliver at pace for our customers and stakeholders
3. We are willing to take risks and hold ourselves accountable to learn from our mistakes

## Collaborative



We are one department, bringing together teams from across the UK and across the world. We ensure that everyone is valued, supported and listened to, and knows that their work makes a difference.

1. We are at our best when we work together, across boundaries, being inclusive and supportive of all colleagues
2. We treat each other with kindness, empathy and respect, recognising contributions and rewarding success
3. We value each other's skills and expertise and will work to build our capability to deliver for our customers and stakeholders

# Diversity and Inclusion

## Equality, Diversity, Inclusion

We treat everyone openly, fairly and equally, and we collaborate proactively with a can-do attitude, inspiring others to want to engage with us.

We respect each other's views regardless of background, and we do not discriminate. We are 'One DBT' - a shared culture across our diverse, global organisation. We celebrate our diversity of thought, coming from different backgrounds, places and experiences to deliver the best for the UK, our markets and our customers.

And we are better for it.

## Staff networks

With a multitude of networks, there's something for EVERYONE.

Our networks support equality and showcase examples of inclusivity across the organisation.

Each one has a senior champion to ensure they are heard at the top of the department.

Our networks pride themselves on working together, getting under the skin of intersectionality, championing allyship and education. Turning these collaborations into action plans which lead to real change.

## How are you feeling today?

We are a department where health and wellbeing really matter.

It lies at the heart of our business and strategic plans where senior leaders, managers and each employee take responsibility.

Joining us will mean you have access to Mental Health First Aiders, the Wellbeing Check In service, the Health and Wellbeing Resource Library, as well as social, sporting and educational events.

We are committed to providing help with everything to support your mental, physical, social and financial health.

# Benefits

- Job satisfaction: making a positive contribution to the UK's economy
- Unique and exciting roles within government
- Competitive salaries and benefits packages
- Learning and development opportunities
- Opportunities to travel and work overseas
- Flexible working options
- Generous annual leave and bank holiday allowance
- [Civil Service Pension Scheme](#)
- Bonus and Discount Schemes: In year rewards and vouchers as well as My lifestyle discounts
- Family friendly policies including maternity, adoption or shared parental leave, available with up to 26 weeks full pay, followed by 13 weeks statutory pay and a further 13 weeks unpaid
- Season ticket loans
- Cycle to work scheme



# Civil Service Pension

Great member pension	What pension could you get?	Generous employer contribution	Death benefits
<ul style="list-style-type: none"> <li>✓ Defined Benefit Pension Scheme</li> <li>✓ Provides a secure pension payable for life with no investment uncertainty</li> <li>✓ Choice of a tax-free lump sum</li> <li>✓ Amongst the lowest member contributions in public sector</li> <li>✓ Generous build rate of 2.32% of your earnings as a pension each year</li> </ul>	<ul style="list-style-type: none"> <li>✓ For example, if you earned £22,000 per year</li> <li>✓ After 20 years you could have a pension of £10,208 pa, or a pension of £6,562 pa and a tax-free lump sum of £43,748</li> <li>✓ After 40 years this could be £20,416 pa, or a pension of £13,124 pa and a tax-free lump sum of £87,497</li> </ul>	<ul style="list-style-type: none"> <li>✓ Employer contribution towards your pension is extremely generous – on average 27% of your pay</li> <li>✓ These contributions pay for:               <ul style="list-style-type: none"> <li>• A pension for you</li> <li>• Pension for your loved ones</li> <li>• Death benefits</li> <li>• Ill health benefits</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Able to nominate anyone (including charities) for a tax-free lump sum in the event of your death</li> <li>✓ Lump sum of two times your pay</li> <li>✓ Pension for your spouse/partner of around 37.5% of your pension</li> <li>✓ Pension for eligible children</li> </ul>

For more information on the Civil Service Pension Scheme please go to the scheme website [www.civilservicepensionscheme.org.uk](http://www.civilservicepensionscheme.org.uk)



# Learning and Development

In DBT, we know that investing in our global workforce, enabling all staff to grow, adapt, and flourish, is an investment in the growth and future of our economy.

We're committed to making DBT a place where you can continually develop your expertise and grow your career.

We have a wide selection of opportunities aimed to suit people at every stage of their development.

Our centrally organised Learning and Development includes:

- Core skills relevant to all civil servants
- Professional development across all civil service [professions](#)
- Trade Capability and sector specific learning
- Leadership and Management Development

Our Talent and Accelerated Development opportunities include:

- Apprenticeships and other funded qualifications to masters level
- Accelerated Development Schemes
- Secondment opportunities

Additional Learning and Development includes:

- Mentoring
- Coaching
- Career framework and career development
- Access to Whitehall and Industry Group opportunities
- Professional memberships
- Team-level Learning and Development



# Career Pathways

**Working at DBT, no matter where you're based, there are opportunities to progress. Throughout our locations, our people build fulfilling careers.**

We offer a wide variety of career opportunities in the UK and overseas from entry level to senior leadership, across the full complement of [professions](#).

We will provide support, development and talent Programmes which will allow you to start, continue and grow your career here.



DBT careers range from developing and negotiating free trade agreements, to promoting export and investment opportunities, to developing consumer and competition policy.

We value professional expertise that includes:

- Policy making and delivery
- Contract management
- Finance
- Marketing and communications
- Human resources (HR)
- Digital
- Project management
- Event delivery

# Working Patterns

## Smarter Working

Smarter Working provides us with greater flexibility around when, where, and how we work, making sure we are supported by the right culture, technology and workplaces to enable us all to work at our best.

Most DBT employees in the future work a hybrid pattern, spending 40 to 60% of time in the office across a month, on average (e.g. 2-3 days a week for full-time employees). If your office location is London, you will be eligible to receive London weighting.

## Hybrid worker

- The role will be based in one of our DBT Hubs and noted on the Job Advert. You will be asked to express a location preference during the application process.
- We anticipate that most DBT employees will be hybrid workers in future, spending 2-3 days (pro rata) or 40-60% of their time in an office, on average. This is likely to vary in and between teams and will need to account for role, business need and personal circumstances.
- DBT will cover travel costs/expenses to any office which is not your usual office location in line with departmental expenses policy. DBT will not cover commuting costs to your agreed office location.

## Office-based worker

- Each role will have one contractual location.
- Where hybrid working is not possible and there is unlikely to be any opportunity for remote working due to role requirements or personal circumstances, office-based working can be offered.

# Why our people think you should join us

**Sam Micklewright, Logistics Lead:** *“You can really feel that you’re part of a project here that’s bigger than just one person, or yourself... everyone, every day is so friendly... When I applied it looked like a lot of jargon and it can put you off, but... there’s a role there for everybody”*

**Claire Walker, Senior Executive Recruitment Campaign Manager:** *“I didn’t realise the amount of opportunities that you have here... civil service people actively promote the idea of other opportunities, which you might progress onto... Everyone’s very open about promotional opportunities and their ambition and that’s really well supported and that’s really exciting for me”*







# Department for Business & Trade



Civil Service

