



Benefits and rewards

Lifestyle elements

We offer a range of benefits to support your lifestyle including generous leave allowance, flexible working hours, a lift-share scheme and regular training and development opportunities. Working for UKHO, you could enjoy the following range of benefits.

Work-life balance

It's important that you take time out and enjoy a good work-life balance; to help ensure this, we offer:

Generous leave allowance:

- 26 1/2 annual leave days per year, rising to 31 1/2 days after five years' service (pro-rata for part-time employees)
- Nine paid bank holidays (pro-rata for part-time employees)

Plus a range of flexible working options including:

- Flexible working hours scheme, including up to two days per month flexi leave
- Part-time working
- Job sharing
- Paid special leave (e.g. volunteering, Reserve Forces)
- Career breaks
- Unpaid leave

Also, if you have or are expecting children, we want to support you to enable you to juggle work and family responsibilities which is why we offer:

- An on-site, independently-run nursery, with discounted prices for children of UKHO employees
- Childcare vouchers
- Enhanced maternity pay
- Enhanced shared parental pay
- Enhanced adoption pay

Well-being

We care about your health and wellbeing and we will help you to take care of yourself, through:

- An Employee Assistance Programme, providing:
 - Trained wellbeing and counselling practitioners
 - 24/7 telephone support
 - A dedicated website
- Occupational health services
- Yearly 'flu' jabs
- Free onsite gym (available with CSSC membership)
- Free eye tests
- Chaplaincy service

Training and development opportunities

We believe our people are the key to our success and we want to help you reach your full potential. When you start your career with us, you will work with your line manager to create your development plan.

We offer:

- At least five days' learning and development per year
- Professional membership subscriptions
- Talent management
- Mentoring (Mentee or Mentor) and coaching
- Civil Service Learning – online courses that can be accessed from home
- Study leave

We are proud of our management development programmes, which are available both to aspiring and current line managers with continued development as your management journey progresses.

We also offer apprenticeships and other recognised qualifications.

Your office environment and getting here

We are undergoing an exciting new office build, which will be modern, environmentally-friendly, purpose-built and will mirror our ambition to be a world leading, forward looking data-centric organisation.

We also offer the following support in your daily journey:

- Car-share scheme
- Cycle to work scheme (salary sacrifice)
- Season ticket/bike loan
- Bicycle servicing for those who regularly cycle to work

Diversity and equality

The fact that everyone's different and deserving of being treated as an individual is the one thing we all have in common. We value and appreciate everyone's differences and believe diversity is an integral ingredient of our future success as an innovative and forward-looking organisation. That is why we treat our people as individuals, allowing your full potential to be reached.

We're committed to embracing and encouraging diversity in our workforce:

"I am determined to ensure that the UKHO is seen as a good place to work where everybody is treated fairly, with respect and dignity, in an environment that does not tolerate cronyism, discrimination, harassment, bullying or abuse."

John Humphrey – Chief Executive

We aim to attract and retain the most talented individuals so that we can continue to support Defence and our ongoing responsibility for maintaining safety of life at sea and that is why you can be sure we will recruit based on your talent and ability to do the job.

We are a 'Disability Confident' employer, which recognises our commitment to good practice in employing and supporting people with disabilities.

Community

We want you to feel part of something bigger and we encourage team-spirit and a community feel in our work-place. You may wish to be involved with the following:

- Charity – each year you will be invited to vote for our charity of the year and support fund-raising through cake sales, quiz's, sports activities etc
- A wide range of clubs and groups, sharing hobbies and interests
- The 'Right to Read' scheme – a volunteer scheme with a local primary school, to promote literacy



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Financial benefits

Your pay

We know your salary is important to you and we are committed to ensuring our salaries remain competitive. We use external market and internal data to help us carefully determine the level of each of our pay ranges.

Your salary will be paid to you monthly and will be reviewed annually, with effect from 01 August.

In addition, our managers have the opportunity to recognise excellent performance, through our Special bonus scheme and Voucher award scheme.

Corporate performance and achievement is rewarded through a team performance award.

Pension scheme

One of the key benefits you'll receive is a highly competitive pension. Working with us, you'll automatically qualify to join the generous Civil Service Pension Scheme. Most new joiners will join alpha. As well as pension, there are other benefits available through the scheme, which you can read about at www.civilservicepensionscheme.org.uk.

Discounts

As a UKHO employee, you'll also benefit from some of the discount schemes available to MOD employees as well as to Civil Servants as a whole; these include:

- Access to [Defence Discount Service](#) – which offers major-brand discounts, online and on the high street
- Access to UKHO Staff Discount Scheme – which offers discounts at local and national organisations
- Access to [Civil Service Sports Council \(CSSC\)](#) – which organises hundreds of events, activities and special offers for members, every year

