



## PUBLIC SECTOR

**Are you thinking of working in the Public Sector? This guide has been produced to help you to find out more about the Public Sector, what it's like to work in, the career opportunities it offers and where to look for vacancies.**

**N.B.** If you are looking for employment beyond the Public Sector, look at our **Graduate Job Search** hand-out, [myhub.leedsbeckett.ac.uk/docs/63/GraduateJobSearch.pdf](https://myhub.leedsbeckett.ac.uk/docs/63/GraduateJobSearch.pdf), or other sector-specific hand-outs relevant to your career interests.

### **What is the public sector?**

The term *Public Sector* covers anything run by the Government and funded by taxpayers and includes local and national councils, the NHS (the sector's biggest employer), teaching, education, law enforcement, emergency services, social services, MI5, MI6 and the armed forces.

It offers a wide variety of jobs, from counsellors to marketing managers, political researchers to administrators and accountants. To get a more detailed picture of public sector jobs, see: [targetjobs.co.uk/career-sectors/public-service-charity-and-social-work/advice](https://targetjobs.co.uk/career-sectors/public-service-charity-and-social-work/advice) and [prospects.ac.uk/jobs-and-work-experience/job-sectors/public-services-and-administration/public-sector-jobs](https://prospects.ac.uk/jobs-and-work-experience/job-sectors/public-services-and-administration/public-sector-jobs).

Separate bodies set up by the government for specific purposes also offer specialist jobs, for example researchers, scientists and engineers are highly valued by environmental agencies. For a list of such organisations, see: [gov.uk/government/organisations](https://gov.uk/government/organisations).

Watch this video to find out more from people actually working in the sector: [careerplayer.com/graduate-jobs/governmentpublic-sector/public-sector-overview/](https://careerplayer.com/graduate-jobs/governmentpublic-sector/public-sector-overview/)

## **What is it like working in public sector?**

- Starting salary: £14-25,000
- Good working conditions, with flexibility, but less job security than previously the case
- Some jobs have strict entry requirements re nationality
- Good training and professional development opportunities
- Opportunity to work abroad in some areas
- Employees are constantly and clearly reminded that they are paid by the taxpayer and therefore have great civic responsibility. The plus side of that is the job satisfaction from feeling that you really are making a difference to society in general and/or your community in particular.

## **Key issues**

- Public sector employment has declined in recent years, but it is still a key graduate employer, especially in skill shortage areas such as IT, social care, Trading Standards and environmental health.
- Another reason behind the drop in public-sector employment is that many services have now been outsourced, e.g. Serco, G4S and Capita. As a result, there are more employers to consider for your job search.
- You will be expected to keep up to date with technological developments

## **Getting a graduate job in the public sector**

Most public-sector graduate schemes, including the Civil Service Fast Stream, are open to graduates of any discipline.

In some areas of the public sector, social sciences and politics degrees are in particular demand, along with IT, law, business, finance, economics, business management and accounting.

## **Skills required**

1. Adaptability and flexibility
2. Interest in global affairs
3. Commitment to improving society and the local community
4. Creativity and flexible thinking
5. Knowledge of latest office technology
6. Strong organisational, planning and leadership skills
7. Teamwork
8. Ability to interpret complex data
9. Time management skills, including prioritising and making decisions
10. Enthusiasm and commitment
11. 'specifically looking for adaptable, resourceful graduates who will embrace and effect change' (NGDP)

## **Work experience**

Various departments of the Civil Service offer structured work experience, including summer internships and 12-month sandwich placements.

Take a look at departments where your degree and interests would be particularly relevant, e.g. the Government Economic Service (GES - [gov.uk/government/organisations/civil-service-government-economic-service/about](http://gov.uk/government/organisations/civil-service-government-economic-service/about)) for economics students; GCHQ ([gchq-careers.co.uk/early-careers/students.html](http://gchq-careers.co.uk/early-careers/students.html)) for STEM subjects and languages.

The Civil Service Fast Stream has two schemes:

- Summer Diversity Internship Programme - [faststream.gov.uk/summer-diversity-internship-programme/](http://faststream.gov.uk/summer-diversity-internship-programme/) - is for students in their final 2 years of study and runs for 6-9 weeks over the summer.
- Early Diversity Internship - [faststream.gov.uk/early-diversity-internship-programme/](http://faststream.gov.uk/early-diversity-internship-programme/) - is a 1-week taster for first years.

The European Commission (EC) offer 5-month traineeships in law, HR and environmental policy - [ec.europa.eu/stages/](http://ec.europa.eu/stages/). Graduates of all disciplines are eligible but must have an excellent command of English, French or German, plus a second foreign language.

The United Nations (UN) offers unpaid internships: [careers.un.org/lbw/home.aspx?viewtype=ip](http://careers.un.org/lbw/home.aspx?viewtype=ip).

The UN High Commissioner for Refugees (UNHCR) offers unpaid internships: [unhcr.org/uk/internships.html](http://unhcr.org/uk/internships.html).

## **Where to look for jobs**

If you are wanting to work in local government, take a look at the National Graduate Development Programme (NGDP - [ngdp.org.uk/](http://ngdp.org.uk/)).

Some local authorities, including Leeds City Council, run their own schemes – so keep a look out on their webpages and social media accounts.

Councils also recruit for specific vacancies, again advertised on their websites.

If you want to work in central government, check out the Civil Service Fast Stream - [faststream.gov.uk/](http://faststream.gov.uk/).

Public bodies, while not integral parts of government, recruit graduates to specialist roles. Some also run their own graduate schemes. For a list go to: [gov.uk/government/organisations](http://gov.uk/government/organisations).

**Job sources:**

<b>ARMED FORCES AND EMERGENCY SERVICES</b>	
For information on job roles see:	Prospects - <a href="https://prospects.ac.uk/jobs-and-work-experience/job-sectors/law-enforcement-and-security">prospects.ac.uk/jobs-and-work-experience/job-sectors/law-enforcement-and-security</a> TargetJobs: <a href="https://targetjobs.co.uk/career-sectors/public-service-charity-and-social-work/advice">targetjobs.co.uk/career-sectors/public-service-charity-and-social-work/advice</a>
Careers with UK Police	<a href="https://recruit.college.police.uk/Pages/home.aspx">recruit.college.police.uk/Pages/home.aspx</a>
Police Now Graduate Leadership Development Programme	<a href="https://policenow.org.uk">policenow.org.uk</a>
The Ambulance Service – Prospects: becoming a paramedic	<a href="https://prospects.ac.uk/jobs-and-work-experience/job-sectors/healthcare/how-to-become-a-paramedic">prospects.ac.uk/jobs-and-work-experience/job-sectors/healthcare/how-to-become-a-paramedic</a>
The Army	<a href="https://army.mod.uk/join/">army.mod.uk/join/</a>
The Fire Brigades Union	<a href="https://fbu.org.uk/join-us">fbu.org.uk/join-us</a>
The Royal Air Force	<a href="https://raf.mod.uk/recruitment/">raf.mod.uk/recruitment/</a>
The Royal Navy and Marines	<a href="https://royalnavy.mod.uk/Careers/Royal-Marines">royalnavy.mod.uk/Careers/Royal-Marines</a>
West Yorkshire Police – police officer and staff opportunities:	<a href="https://westyorkshire.police.uk/joinus">westyorkshire.police.uk/joinus</a>

<b>CIVIL SERVICE AND CENTRAL GOVERNMENT</b>	
Civil service graduate scheme	<a href="https://faststream.gov.uk/">faststream.gov.uk/</a>
Details of public bodies which recruit graduates to specialist roles. Some also have their own graduate schemes	<a href="https://gov.uk/government/organisations">gov.uk/government/organisations</a>
General civil service jobs	<a href="https://civilservicejobs.service.gov.uk/csr/index.cgi">civilservicejobs.service.gov.uk/csr/index.cgi</a>
Government social research sandwich year placement:	<a href="https://gov.uk/government/publications/how-to-apply-for-a-government-social-research-sandwich-student-placement">gov.uk/government/publications/how-to-apply-for-a-government-social-research-sandwich-student-placement</a>
Government social research summer placement scheme	<a href="https://gov.uk/government/publications/how-to-apply-for-a-government-social-research-summer-student-placement">gov.uk/government/publications/how-to-apply-for-a-government-social-research-summer-student-placement</a>
Job vacancies at Parliament	<a href="https://parliament.uk/about/working/jobs/">parliament.uk/about/working/jobs/</a>
MI5 Security Service graduate jobs	<a href="https://mi5.gov.uk/careers/opportunities/graduates">mi5.gov.uk/careers/opportunities/graduates</a>
MI6 - Secret Intelligence Service careers	<a href="https://sis.gov.uk/explore-careers.html">sis.gov.uk/explore-careers.html</a>

<b>EUROPEAN COMMISSION and UNITED NATIONS</b>	
European Personnel Selection Office - information on career opportunities in the European Institutions	<a href="https://epso.europa.eu/">epso.europa.eu/</a>
EU institutions and bodies	<a href="https://europa.eu/european-union/about-eu/institutions-bodies_en">europa.eu/european-union/about-eu/institutions-bodies_en</a>
United Nations	<a href="https://un.org">un.org</a>
UN jobs board	<a href="https://unjobs.org/">unjobs.org/</a>

<b>LOCAL GOVERNMENT</b> (includes public housing, consumer protection and environmental health, roads and traffic management, planning and building control, and the arts, recreation and leisure)	
A-Z of local councils. Some local authorities, including Leeds City Council, run their own schemes – so keep a look out on their webpages and social media accounts. Councils also recruit for specific vacancies, again advertised on their websites.	<a href="https://gov.uk/find-your-local-council">gov.uk/find-your-local-council</a> <a href="https://leeds.gov.uk">leeds.gov.uk</a>
Jobs Go Public - Jobs in local government, charity, education, housing etc.	<a href="https://jobsgopublic.com">jobsgopublic.com</a>
Leeds City Council	<a href="https://jobs.leeds.gov.uk/">jobs.leeds.gov.uk/</a>
Local Government Jobs - Local government jobs site advertising vacancies across the UK	<a href="https://lgjobs.com/">lgjobs.com/</a>
National Graduate Development Programme (NGDP)	<a href="https://ngdp.org.uk/">ngdp.org.uk/</a>
Working for an MP - jobs relating to politics (working for an MP), charities and not-for-profit organisations	<a href="https://w4mp.org/">w4mp.org/</a>

<b>NATIONAL HEALTH SERVICE</b> (offers over 350 careers)	
Details of various programmes available if your first degree is not directly related to a career in health	<a href="http://healthcareers.nhs.uk/i-am/considering-or-university/training-opportunities-degree">healthcareers.nhs.uk/i-am/considering-or-university/training-opportunities-degree</a>
Health Careers - the information service about the range of 350 or so careers available in health	<a href="http://healthcareers.nhs.uk">healthcareers.nhs.uk</a>
Health Service Journal - particularly good for management related jobs in NHS	<a href="http://hsjobs.com/">hsjobs.com/</a>
NHS Graduate Management Training Scheme – you can choose the General Management Scheme, Finance Management, Human Resources, Policy & Strategy, Health Analysis or Health Informatics	<a href="http://nhsgraduates.co.uk">nhsgraduates.co.uk</a>
NHS jobs website	<a href="http://jobs.nhs.uk">jobs.nhs.uk</a>
NHS Scientist Training Programme (STP) – 3-year training programme with work-based and academic learning, including part-time Masters	<a href="http://nshcs.hee.nhs.uk/join-programme/nhs-scientist-training-programme">nshcs.hee.nhs.uk/join-programme/nhs-scientist-training-programme</a>

<b>PROBATION AND PRISON SERVICE</b>	
HM Prison and Probation Service	<a href="http://prisonandprobationjobs.gov.uk/">prisonandprobationjobs.gov.uk/</a>
National Probation Service	<a href="http://traintobeaprobationofficer.com">traintobeaprobationofficer.com</a>

<b>SOCIAL WORK</b>	
Frontline – two year elite graduate social work programme	<a href="http://thefrontline.org.uk">thefrontline.org.uk</a>
Step up to Social Work - intensive, 14-month, full-time programme for trainee social workers	<a href="http://gov.uk/guidance/step-up-to-social-work-information-for-applicants">gov.uk/guidance/step-up-to-social-work-information-for-applicants</a>
See also our Social Work Career Options factsheet on MyHub:	<a href="http://myhub.leedsbeckett.ac.uk/docs/316/Social-Work.pdf">myhub.leedsbeckett.ac.uk/docs/316/Social-Work.pdf</a>

## Other useful websites / job boards

Bradford Council	<a href="http://bradford.gov.uk/bmdc">bradford.gov.uk/bmdc</a>
Calderdale Council	<a href="http://calderdale.gov.uk/">calderdale.gov.uk/</a>
Fish4jobs	<a href="http://fish4jobs.co.uk">fish4jobs.co.uk</a>
Government Jobs Direct	<a href="http://governmentjobsdirect.co.uk/">governmentjobsdirect.co.uk/</a>
Indeed	<a href="http://indeed.co.uk/">indeed.co.uk/</a>
Kirklees Council	<a href="http://kirklees.gov.uk/">kirklees.gov.uk/</a>
Leeds City Council vacancies	<a href="http://jobs.leeds.gov.uk/">jobs.leeds.gov.uk/</a>
Monster	<a href="http://monster.co.uk">monster.co.uk</a>
North Yorkshire County Council	<a href="http://northyorks.gov.uk/">northyorks.gov.uk/</a>
The Guardian for Public Sector News	<a href="http://theguardian.com/society/public-sector-careers">theguardian.com/society/public-sector-careers</a>
The Guardian Jobs	<a href="http://jobs.theguardian.com/">jobs.theguardian.com/</a>
Total Jobs	<a href="http://totaljobs.com/">totaljobs.com/</a>
Wakefield Council	<a href="http://wakefield.gov.uk">wakefield.gov.uk</a>

**MyHub is home to a wealth of careers resources. For a useful summary and links to the main ones, take a look at Careers FAQs:**

**[myhub.leedsbeckett.ac.uk/students/faqs/detail/198/careers-faqs](http://myhub.leedsbeckett.ac.uk/students/faqs/detail/198/careers-faqs).**

### Connecting with employers

Our team can connect you to a wide range of employers, we also provide up-to-date information about the labour market and what employers are looking for in our students and graduates. When you use MyHub to search for vacancies make sure you check the employer information – this is where we record any specific hints / tips or “extra” information about their recruitment and selection processes. You can do this when you look at [individual vacancies](#), or when you are [researching](#) particular companies or organisations.

We have an active calendar of employer events on campus throughout the academic year. These include our Annual Careers Fair and a number of smaller sector-specific careers events that focus on a particular industry. You can also meet employers at information stands, presentations and our new Spotlight On series. For full event listings and information check our [What's On](#) page and the [MyHub events](#) section.

### Information Team June 2017

**Last updated: July 2017**

We endeavour to update this factsheet annually. However, if you do find any broken links, please report them to [careers@leedsbeckett.ac.uk](mailto:careers@leedsbeckett.ac.uk).

The Careers Information Team would also welcome your feedback on this resource. If you have any comments, please send them to the above email address.

**To request this leaflet in an alternative format, please contact us.**

For further information on the Employability & Progression Team, please go to [leedsbeckett.ac.uk/studenthub/careers](http://leedsbeckett.ac.uk/studenthub/careers).

Alternatively you can contact a member of our team on:

0113 812 5995 (City Campus), 0113 812 7335 (Headingley Campus)