

GSG Recruitment, Promotion and Badging

Frequently Asked Questions (FAQs)

General Questions

1. What job titles can a department use when recruiting into staff into the GSG?

Job titles used in the GSG are:

- **Assistant Statistician** - Departments should ensure that the title of Assistant Statistician is reserved for GSG members below grade 7 who have successfully passed the Statistician competition of the Civil Service Fast Stream [note that this does not apply to Scottish Government posts].
- **Statistical Officer** – Departments should ensure that the title of Statistical Officer (including Higher and Senior) is reserved for GSG members below grade 7 who have successfully passed a recognised Statistical Officer recruitment process, or who were accepted by the National Statistician as being a member of the GSG prior to the introduction of this guidance.
- **Statistical Data Scientist** – Departments should ensure that the title of Statistical Data Scientist (including Higher and Senior) is reserved for GSG members below grade 7 who have successfully passed a recognised Statistical Data Scientist recruitment process.

2. Does the GSS Recruitment team run bespoke recruitment campaigns?

The GSS Recruitment Team is happy to discuss the option to run a bespoke recruitment scheme for an individual department in addition to the main rounds (resource permitting) if the department is struggling to fill bids in a particular location.

3. Can departments run their own recruitment campaigns and badge people into the GSG?

Yes. If a Department follows the appropriate recruitment/badging processes that have been set out by the central GSS Recruitment team then the Department will be able to run their own campaign and recruit/badge candidates straight into the GSG. Departments do, however, need to seek sign-off for their recruitment campaign from the Head of GSS Recruitment before they commence.

4. What happens if the department doesn't follow the guidance for recruiting into the GSG as part of their recruitment campaign?

If Departments recruit staff to statistical posts who have been recruited outside of the standards, they will be required to sit a 'badging board' to gain recognised membership to the Government Statistical Group (GSG).

5. How do I become a GSG Assessor?

To be a GSG Assessor, staff need to complete the Assessor Training course that is run by the GSS Recruitment Team. The course is a full day and covers:

- An overview of the recruitment process and employment law;
- A sifting exercise;
- Discussion around the statistical questions asked at interview; and
- Mock interviews and feedback.

Staff who wish to attend this course do not need to have previous recruitment experience as this course will cover the key principles of recruitment, but they do need to have been within the GSG for a least one year.

On completion of this course, staff will be assessed as a qualified GSG Assessor and added to the GSG Assessor list which is held centrally and made available via the GSS website. Assessors will be expected to participate in GSG recruitment campaigns throughout the year. The list is regularly monitored and those who no longer wish to be involved in recruitment campaigns will be removed from the GSG Assessor list with prior agreement. Assessors will need to undertake refresher training to be reinstated. Once a Grade 7 has participated in at least six GSG recruitment campaigns, they may be invited to become a Fast Stream Assessor. Training is provided by the GSS Recruitment Team.

Please note that the GSG Assessor training course does not replace any departmental recruitment training.

6. How can I recruit a temporary Statistical Officer (TSO)?

Please refer to the recruitment guidance for information on recruiting temporary statistical officers.

7. Does a temporary statistical officer have to apply through another recruitment campaign before they are made permanent?

Yes, to become a permanent member of the Civil Service a TSO must apply and be successful through a fair and open recruitment process.

8. Where can I find more information about Arms Length Bodies?

For information regarding arms length bodies, please refer to 'HR Consequences of Arms Length Bodies Coming under the Code of Practice' or email GSS.recruitment@ons.gsi.gov.uk

9. How do I advertise a secondment or loan opportunity for a GSG post?

Secondments and loans are currently organised by individual departments. These should be advertised via Civil Service Jobs (CSJ) to ensure fair and open competition. Secondments can also be advertised via the GSS website in particular for private organisations, Non Departmental Public Bodies (NDPBs) and those government departments that do not currently advertise using CSJ.

10. Can I move on level transfer within the GSG?

Level transfer within the GSG is a very straight forward process for all involved. Recruiting Managers are advised to produce a person specification and job description for the post and also to use the CS jobs portal (where possible) with the post opened out across the GSS to encourage inter-departmental moves. It is recognised, however, that some posts may start off as intra-departmental, only being opened out more widely when the post cannot be filled internally.

Since candidates will already be members of the GSG, the interview can be more informal however still checking to ensure that the candidate has the required skills for the post. Where there are gaps a candidate's competencies and skills, the candidate may still be offered the post based on their ability to develop the required skills quickly with appropriate training and guidance.

11. Can a GSG member of staff transfer from other organisations?

Staff from a number of agencies, including the Health and Social Care Information Centre (HSCIC), have agreed with the Civil Service Commissioners that their staff can apply for posts advertised in

Civil Service trawls. These staff should consequently be treated in the same way as staff from other government departments (OGDs).

Fast Stream recruitment

1. How long does an Assistant Statistician stay in post?

Please see separate guidance on the Fast Stream programme ([link](#))

2. What happens to candidates that fail the FSAC?

Candidates that are near misses at Fast Stream may be offered a Statistical Officer post if they have passed the Statistical Officer Assessment Centre (SAC) but narrowly failed the Fast Stream Assessment Centre (FSAC). Other candidates may be offered a temporary statistical officer post.

3. Can Assistant Statisticians (AS) transfer to other professional Fast Stream schemes?

ASs are not allowed to transfer to other professional Fast Stream schemes.

4. What does the Statistical Assessment Centre (SAC) consist of?

Please refer to the recruitment guidance for information on the SAC process

5. What does the Fast Stream Assessment Centre (FSAC) consist of?

All core non-statistical skills are assessed via the Civil Service Fast Stream process run by the Civil Service Resourcing team, now based in HRMC. Assistant Statisticians are assessed as having the potential for early promotion to Grade 7.

6. How long will an AS stay in a post?

Under current Fast Stream arrangements, it is expected that they will remain in their initial department for two years, although they should be offered at least two postings in that time.

7. How often are Assistant Statisticians (AS) recruited?

Assistant Statisticians are only recruited via the Civil Service Fast Stream. There are two rounds of Fast Stream recruitment each year – typically September (R1) and February (R2). The GSS Recruitment Team is responsible for managing the statistical part of the assessment process.

Statistical Officer recruitment

1. How can a department recruit a statistical officer?

Typically Statistical Officers are recruited centrally by the GSS Recruitment team, however some departments will run their own campaigns following the guidance set out by the GSS recruitment team to recruit staff into the GSG.

2. What does the statistical officer recruitment consist of?

Please refer to the recruitment guidance for more information on the statistical recruitment requirements.

3. What is the process for applying for a statistical officer post?

- candidates complete an online application form (via Civil Service Jobs) demonstrating their knowledge, skills and experience of their statistical skills
- Online multiple choice test
- Application form is sifted by two Statisticians- only those that pass the test
- Candidates that pass the multiple choice & sift test will be invited to interview
- At interview they will complete a dissemination test and present their findings to the interview panel
- Candidates that are successful at interview will be allocated to departments

4. How is a candidate allocated to a department?

Candidates who are successful at interview will be allocated to departments based on the agreed criteria:

- departments have the first refusal to keep their employee if the candidate is on a temporary / permanent contract
- the candidate location preference
- the department bid request / priority
- previous bids met

Glossary

GSG – Government Statistical Group

GSS – Government Statistical Service

StO – Statistical Officer

SDS – Statistical Data Scientist

TStO – Temporary Statistical Officer

HStO – Higher Statistical Officer

HSDS – Higher Statistical Data Scientist

SStO – Senior Statistical Officer

SSDS – Senior Statistical Data Scientist

AS – Assistant Statistician

CV – curriculum vitae

SCS – Senior Civil Servant

OGD – Other Government Department