

# Joining us

A guide for those interested in working for  
Genomics England

January 2017

## About us

Genomics England was set up by the Department of Health to deliver the 100,000 Genomes Project. This ambitious consent-based project is the largest national genome sequencing effort of its kind in the world. Participants are NHS patients with a rare disease, plus their families, and patients with cancer. We are creating a new genomic medicine service for the NHS to support better diagnosis and better treatments for patients. We are also enabling medical research and aim to kick-start a UK genomics industry.

## What's it like to work here?

"I love the culture here and the people. The environment is really friendly. When I first joined everyone was really welcoming... I also think the project is really great, it's going to change the way patients receive personalised care going forward in the NHS so I'm really glad to be working here."

"It's always challenging, but you get to work with people who are experts in their field and ultimately it's for a good cause."

"You get to work with a whole host of different people from all sorts of different backgrounds and experiences"

"The best thing is being involved in such a cool project at the cutting edge of science that is really going to make a difference to people"

## How to apply

Visit the 'Job Opportunities' section of our [website](#). Where appropriate we also use agencies, search firms and on line job boards and other media.

You can view our current vacancies on our website and apply online where you will be guided through the process.

Found a vacancy you would like to apply for? The following information may be helpful.

## We offer:

- An opportunity to make your mark in a progressive organisation, to contribute to challenging initiatives and deliver real results that will transform the NHS for the benefit of patients.
- A commitment to learning and development and helping colleagues achieve their potential.
- Competitive salaries.
- A range of attractive benefits (including 30 days annual leave, a generous pension scheme, interest free season ticket loans, cycle to work scheme, and childcare vouchers). Excellent office location – based in central London at a unique location with great transport links.

## How do we select applicants?

We use a structured, competency-based approach to recruitment and selection. In addition to a number of business and technical elements, we take behaviours and attributes into account. We believe that this allows a systematic approach to this extremely important aspect of our work as well as a fair framework within which we can consider all applications.

Initially we use the CV and your covering letter to shortlist candidates against our criteria for the role.

If you are shortlisted we will ask you to come along to an interview with us. Our structured interview gives you an opportunity to demonstrate the required skills and attributes for the role. It's also an opportunity for you to meet us and find out more about the role.

We will combine the results of your interview with the information we already have from your CV to consider your suitability for the job. We may also use other assessment methods to help with the selection process – for example psychometric testing, ability assessments and presentation preparation. For some roles we may also carry out phone or video interviews prior to shortlisting.

Please note that it is not always possible for us to respond to all applications and if you have not heard from us within a reasonable period of applying, it means that you have not been shortlisted for interview, on this occasion.

## Our interviews

We use structured interviewing during which all candidates are asked about the same topics. These are designed to gather consistent information about the match between the candidate's skills, attributes and behaviours and those needed for the job.

The interviewer will take notes to ensure that your responses are clearly recorded and can be distinguished from other candidates. We usually have at least two people on the interview panel, and depending on the role, we may ask candidates to attend a series of interviews.

For us, behavioural skills and attributes are the key to job performance. Interviewers will ask candidates about these areas to see how they ‘match’ the requirements of the job.

If you are shortlisted for interview please come prepared to promote yourself. Make sure that you have enough information about the role and using the job advert details, take note of the behaviours and attributes as well as the technical skills needed and the accountabilities of the job. Take a look at our [website](#) to find out more about our organisation, its aims and our strategic objectives.

Start by thinking through how your abilities and experience match our needs, particularly:

- Your past achievements
- Situations you feel you have handled particularly well, and the way in which you have contributed to the success of an organisation as a whole
- The behavioural skills and attributes these achievements suggest
- Any activities you undertake outside of work that could be relevant.

Example interview questions:

“Tell me about a time when you have had to plan a project. What was the outcome?”

“Describe an occasion when you came up with a creative solution to a complex problem.”

“When has it been important to work as part of a group to achieve a particular goal?”

When answering questions, your examples should be recent and relevant. Try to answer the questions as specifically as possible, but be prepared to have to explain some of your experiences in depth.

There will be an opportunity at the end for you to add any information that you think is relevant but which has not been covered during the interview. This is also the point at which you should ask any outstanding questions you have about the role.

This type of interview usually lasts for approximately one hour and we aim to provide feedback to you usually within ten days, if not sooner.

## Equal opportunities

In line with our commitment to equal opportunities, we recruit and select staff on the basis of their demonstrated ability, qualifications and suitability for work. We will not discriminate against applicants on the basis of their age, colour, disability, ethnic or national origin, marital status, race, sex, sexual orientation or religion or belief or on the basis of a criminal

record that does not make the applicant unsuitable for the work with us or on any other unjustifiable basis.

## Contact us

For queries please email us at [HR@genomicsengland.co.uk](mailto:HR@genomicsengland.co.uk)

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