

## TECH ENGAGE

### Event frequently asked questions

#### **Q: Who can I ask about accessibility in Exeter?**

For information about Exeter's accessibility, public transport and local places to stay, please visit [our website](#).

#### **Q: Can I park at the Met Office?**

Parking is very limited at the Met Office HQ so please try to take public transport where possible. [Our website](#) will provide you with more details on how to get here and what transport is available. If you would like to reserve a parking space at the Met Office, please contact us at [MyTech@metoffice.gov.uk](mailto:MyTech@metoffice.gov.uk).

Disabled parking is also available in the Met Office grounds if you require space and would like to reserve one please contact us at [MyTech@metoffice.gov.uk](mailto:MyTech@metoffice.gov.uk).

#### **Q: Arriving at the Met Office, where do I go?**

On arrival please follow signs for parking and then reception where you should go to check-in. Entry and exit of the Met Office building should always be via this route.

#### **Q: Why do I need to bring photo ID?**

We have a strict security policy which requires you to bring up-to-date photo ID so that we know 'you are who you say you are'.

We require a passport or UK driving license are acceptable forms of ID, if you do not bring your ID it could result in you being refused entry so please don't forget to bring it!

#### **Q: Can anyone assist me during the event?**

The Event Crew will be available to assist all attendees with navigation, meal service, or any other accessibility needs.

Attendees who require personal care assistance should make their own arrangements, Companions are required to register for the event as unfortunately there are limited spaces available.

#### **Q: What is the event space like?**

Our main conference rooms are large, fully accessible spaces with accessible restroom facilities located just outside on the same floor. The larger room will be used for the introductions and most of the interviews, and the smaller conference room will be used for the question and answer session. [Text here...](#)

**Q: Will the event be accessible by wheelchair or power scooter?**

Yes, the event will be accessible to wheelchair users. The entire building has been designed to accommodate wheelchair users and there will be no offsite events held.

**Q: Can I bring my guide dog?**

Yes, Guide dogs and other service animals are welcome at the Met Office HQ. Please contact us at [MyTech@metoffice.gov.uk](mailto:MyTech@metoffice.gov.uk) if you anticipate bringing a service animal to the event. Pet bowls will be available upon request.

**Q: How much walking or standing will be needed?**

The event is being held within the building with movement expected over short distances only. Between rooms on the same floor it is step free with elevators and stairways to get to other floors in the building. There are accessible restrooms on all floors of the building. All meeting rooms are equipped with chairs and are wheelchair accessible. Please contact us at [MyTech@metoffice.gov.uk](mailto:MyTech@metoffice.gov.uk) if you have further questions or special requests.

**Q: Will there be an induction loop in the meeting rooms?**

Yes, the event room will be fitted with an induction loop.

**Q: What catering will be provided?**

The event will provide tea, coffee and water at the start along with cream and jam scones. If you have special dietary needs, please indicate these clearly on your registration form and contact us at [MyTech@metoffice.gov.uk](mailto:MyTech@metoffice.gov.uk).

**Q: What if there is a fire alarm?**

There is no fire alarm test due on the event day, so if a fire alarm sounds it should be treated as a real incident and you should follow the instruction given by the automated Voice Alarm System. This will either advise you to stay where you are (this means you are in a safe area) or to evacuate the building immediately and calmly.

Fire exits are signposted but the Event Team will be there to assist a safe evacuation in the event this happens.

If you have any concerns or require a personal emergency evacuation plan, please contact us at [MyTech@metoffice.gov.uk](mailto:MyTech@metoffice.gov.uk).

**Q: Where can I put my belongings?**

Space for storing your baggage will be available but space is limited so please keep what you bring to a minimum. We cannot accept any responsibility for lost/stolen items so anything left will be at your own risk.

Please note: bag searches may be undertaken for security purposes.

**Q: Can I take videos or photos?**

We politely ask that you do not take videos or photos during your time at the Met Office HQ.

**Q: Will the event be a smoke-free environment?**

Yes, the building is a smoke-free environment. Smoking areas are designated outside of the building.

**Q: What if I have a medical emergency or health problem during the event?**

In an emergency call, 999 for an ambulance and immediately advise one of the Event Crew members as they will need to notify the duty Security staff to facilitate access to the site for the emergency services.

The Royal Devon and Exeter hospital is 2.4 miles away. If you require non-urgent medical care on the day, please speak to one of the Event Crew members and they will either provide a First Aider or escort you to the first aid room on site.

If you have any illnesses or health conditions that you need to make us aware of, please contact us at [MyTech@metoffice.gov.uk](mailto:MyTech@metoffice.gov.uk). All information will be handled in confidence.

**Q: Will this event lead to a formal offer of employment?**

This event will allow the relevant managers to decide if they wish to have a quick follow-up interview with you that could then lead to an offer of employment that would be subject to satisfactory pre-employment checks.

**Q: How many jobs are on offer?**

We have a wide range of jobs in our Technology, Science and Business Group areas which we hope to fill through this event. There are often further unforeseen vacancies which arise during a year due to new business, staff leaving for personal reasons or maternity leave. Successful applicants may be considered for these vacancies.

**Q: Will these jobs also be advertised on your vacancies page at another point?**

Not if we are successful at this point.

**Q If you are interested in my skills when may you contact me?**

If we have a post that immediately suits your knowledge, skills and experience you will be advised at the event or soon after.

**Q Are places limited to the Tech Engage event**

Yes, places are limited to 24 in the morning and 24 in the afternoon

**Q Will places be issued on a first come first placed basis?**

No. Places will be issued following an initial sift of interested applicants at the end of August and if required (due to spaces) early September 2019.

We will offer places based on the number of software engineering places on offer at the end of August 2019.

Places will be offered based on CV's matching our skills requirements. Please see the end of the document.

**Q Is this event covered by the Guaranteed Interview Scheme**

Yes

**Q Where are these posts based?**

This role will nominally be based in Exeter. The Met Office is an equal employer and flexible and UK homeworking requests will be considered within operational requirements. There will be a requirement for staff to attend training and induction in Exeter during their probationary period.

**Q Is VISA sponsorship offered alongside these jobs?**

These recruitment opportunities are not offering UK Visa and Sponsorship and therefore all applicants need to be eligible to work within the UK / EU without restriction. If you are a non-EU candidate, you will be required to provide and attach all relevant eligibility documentation to your application at the time of applying.

Please note that successful candidate/s will be required to satisfactorily undergo security clearance checks. This will generally require the candidate to have lived in the UK for at least three out of the last five years.

**Q Are you supportive of the Equality Act?**

Yes. We are a "Disability Confident" employer, Mindful Employer with an Athena Swan Bronze award for our work on gender equality.

**Please continue over for pay and skills information**

**Q What are the salary scales for the jobs available?**

Role	Min Salary	Max Salary scale	Discretionary Market Supplement	Discretionary long-term incentive plan (subject to periodical review)
Foundation Scientific Software Engineer	£23,673	£26,119	£3,375	n/a
IT Practitioner			£1,125	£2,000
SSE	£30,325	£33,260	£1,125	£2,300
Senior ITP				
Senior SSE	£36,684	£40,352	£2,250	£500
Lead ITP				£3,750

Salary quoted is based on full-time salary (37 hours) and 27.5 days annual leave and 8 bank holidays. Employees can buy or sell up to 5 days leave if full-time or for part-time staff up to their weekly contracted hours. Please note, when joining the Met Office all new employees will start on the salary band minimum.

**Q What skills, experience and knowledge are you looking for?**

**Software Engineers**

Role Essential	Science Foundation SSE	Technology IT Practitioner	Science SSE	Technology Senior IT Practitioner	Science SSSE	Technology Lead IT Practitioner
<b>Software development</b>	An interest in coding with a drive and enthusiasm to learn and apply software tools and/or programming languages.		Experience of developing, modifying and running robust software codes		Experience of leading and/or supporting significant (scientific) software developments/ developing robust and serviceable enterprise level code across a good number of software projects	

<b>Software Quality</b>	A willingness to learn and apply good software engineering discipline leading to improved software quality	Experience of applying best practice software engineering to a range of projects.	Strong at applying established software engineering practices and frequently inputting to process improvement.	
<b>Software coding problems experience</b>	Demonstrable ability to solve software coding problems of a complexity and showing autonomy relevant to your entry level			
<b>Team and customer support</b>	Evidence of team working skills and an understanding of customer support	Evidence of team working skills and an understanding of customer support  Ability to assist in providing technical direction and mentoring.	Ability to train and support people in a specific technical area and align work to strategic aims.	Ability to provide technical team direction and management of team members.
<b>Communication</b>	Written & verbal communication skills that foster great team interaction.	Communication skills that help provide team level technical understanding.	Excellent communication skills enabling team focus and interaction with all project stakeholders.	

### Infrastructure Engineers

<b>Role Essential</b>	<b>Technology IT Practitioner</b>	<b>Technology Senior IT Practitioner</b>
<b>Core technical skills.</b>	An interest in managing Windows or Linux systems and a willingness to develop skills in this area within an enterprise environment	Significant experience of managing Windows or Linux systems within an enterprise environment
<b>Choose from:</b>	An interest in coding with a drive and enthusiasm to learn and apply software tools and/or programming languages.	Experience of developing, modifying and running robust software codes and programming languages (e.g. Python, Java, bash scripting etc)

	An interest in the management of Infrastructure, software applications and databases throughout their lifecycle	Experience in the management of Infrastructure, software applications and databases throughout their lifecycle
<b>Service Improvement</b>	A willingness to learn and apply best practise discipline leading to improved system quality.	Experience of applying best practice disciplines to a range of projects.
<b>Team working skills</b>	The ability to participate in a team environment but also to be able to work independently on allocated tasks	Experience of working effectively in a team environment and also of having worked independently on allocated activities to a successful conclusion Ability to assist in providing technical direction and mentoring.
<b>Communication</b>	Written & verbal communication skills that foster great team interaction and support excellent customer service	Written & verbal communication skills that help provide team level technical understanding and support excellent customer service.
<b>Analytical ability</b>	The ability to diagnose, analyse and solve problems and an organised and structured approach to work	The ability to diagnose, analyse and solve problems autonomously and an organised and structured approach to work