

Our Ref: FOI2015-113

Date: March 2015

Subject: Recruitment

This enquiry asked a number of questions about recruitment which are shown in italics below, together with the information provided.

In the last two years, has the SFO used external recruitment agencies to hire for permanent or contract roles?

Yes. In the last two years the SFO has used recruitment agencies to source temporary and contract staff. In 2013 the SFO used an executive search company to help to recruit two non-Executive Directors.

In list format what are the five highest paid external recruitment agencies in the last two years, and what was the total amount paid to each?

Adecco Finance Shared Service Centre	£2274k
Allen Lane	£216k
Reed Specialist Recruitment Ltd	£98k
Serpol Limited	£83k
Capita Resourcing Ltd	£63k

What vacancies are the subject of current or planned recruitment campaigns for permanent or contract roles, what is the salary for these roles?

The SFO is currently running competitions for 9 permanent positions, as follows:

- 3 – AO apprentices
- 3 – EO positions: an Intelligence Officer an Executive Assistant and a Digital Forensic Analyst
- 1 – HEO Software Developer
- 1 – SEO Senior Financial Investigator
- 1 – G7 IT Operations Manager
- 2 – G6 positions: a Senior Lawyer & the Head of Intelligence

Currently planned permanent recruitment exercises are:

- EO Procurement Manager
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- SEO Investigators – up to 10 positions
- SEO Intelligence Officer

The current salary bands are shown in the table below:

Grade	Minimum	Maximum
AO	£20,294	£22,575
EO	£23,800	£29,773
HEO	£30,000	£35,255
SEO	£35,000	£41,707
G7	£48,600	£61,490
G6	£61,900	£73,636

Any enquiries about each of the vacancies should be directed to human.resources@sfo.gsi.gov.uk.

On which websites are these jobs advertised?

All SFO vacancies are advertised on Civil Service Jobs and on the SFO Website. The relevant web addresses are www.civilservicejobs.service.gov.uk and www.sfo.gov.uk/careers/current-vacancies.aspx.

What is the process to selecting new recruitment agencies?

The SFO uses agencies from the Crown Commercial Services framework.

Is there a purchase threshold below which the SFO can use external recruitment agencies which are not on any preferred supplier arrangements or without going through a formal tender process?

No, there is no such threshold.
