



Department for
Science, Innovation
& Technology

SCS External by Default Recruitment Policy

Summary

External by Default Policy Summary

The Government Declaration on Reform set out the Government's commitment to further open up Civil Service recruitment by strengthening the implementation of "External by Default". Since 13 May 2022, **all SCS1 and SCS2 roles have been advertised externally by default unless a Minister has authorised an exemption** with clear and justifiable business needs. This approval cannot be delegated.

Exemptions may be considered by Ministers where:

The timeframe required to fill the role is so short that it would not enable a full external competition to be run and business needs are still to be met. This includes emergency resourcing for urgent and critical roles. This does not apply to circumstances where there has been insufficient workforce planning within a department.

The essential criteria are such that only an existing civil servant would be able to perform the role effectively within a reasonable timeframe. This includes circumstances where the role would have a direct impact on national security.

The role is time bound e.g. cover for periods of parental leave.

DSIT has previously operated with two automatic delegated

exceptions to the policy, which are outlined on the following slide.

Expressions of Interest

Expressions of Interest (EOIs) are considered an exception to External by Default for and therefore approval, prior to advertising, **must** be sought. Below is an exhaustive list of scenarios where an EOI can be used. Any circumstances which cannot be attributed to one of these scenarios would not warrant the use of the EOI:

redeployment situations in consultation with the Recruitment and Redeployment Working Group (RRWG)

cover for short to medium term absence, for example, parental leave, career break, and long-term sick leave

covering an interim vacancy filling whilst an external recruitment campaign is ongoing

short-term inter-departmental loan

priority resourcing, e.g. in situations of national emergency

workforce planning moves.

In the interest of streamlining the approvals process where possible, automatic exceptions have previously been granted in the following two circumstances:

1. Once a role has been advertised externally, an exception to “external by default” is applied automatically which allows you to fill the role temporarily, for a maximum of 6 months, via an expression of interest process whilst the recruitment process to fill the role permanently is run.
2. An exception to “external by default” is applied automatically to requests for a role to be filled temporarily to cover short-term periods of absence fill (e.g., parental leave, short-term sickness, and other short-term absences), where there is no permanent role to be filled, up to a maximum of 9 months.

Please note, however, that these types of requests will still require Permanent Secretary approval. Therefore, vacancy holders must still ensure any temporary recruitment goes through the usual approval process.

DSIT SCS Resourcing Approvals Process

