



Working at UKHSA and your benefits

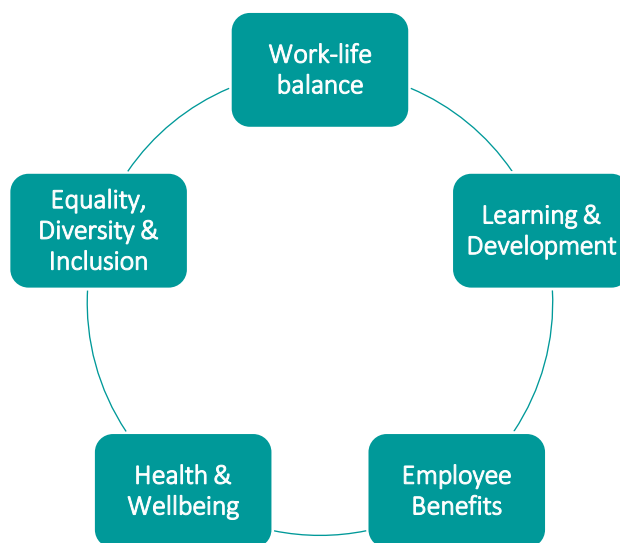
At the United Kingdom Health Security Agency (UKHSA) our mission is to provide health security for the nation by protecting from infectious disease and external hazards.

The UKHSA mission is challenging, innovative and in the spotlight. We work to ensure our people have the diverse skills, experiences and backgrounds we need to thrive, and that staff members feel valued and enabled to play their part in delivering our work.

Creating our working culture is an ongoing process which we are developing by listening and learning together, hearing and acting upon diverse voices and opinions. The work will continue through the first months and years of the organisation to develop a common sense of identity, effective ways of working and a place where everyone feels like they belong.

Within UKHSA there are a variety of benefits available to you, this documents brings a high level overview of the offer that is currently in place, which you can use to find out more about the benefits that matter most to you.

Our offer has been grouped into five key themes, to make information easier to find. Please note that some of the information within this document is based on UKHSA Terms & Conditions.





Work-life balance



Annual Leave

On appointment – **26 days** which can increase up to **32 days** dependent on length of service.

UKHSA recognises previous service from the Civil Service, Local Authorities and the NHS for the some service-related benefits, such as annual leave, sick pay and parental leave. Full details of these can be found on UKHSA Intranet.



Maternity/Adoption Leave

Any colleague who is expanding their family either via maternity or adoption is entitled to 52 weeks leave. How much of this will be paid leave will depend on your length of service.

UKHSA's occupational maternity and adoption offer provides **26 weeks at full pay** dependent on your length of service.



Paternity Leave

UKHSA's occupational paternity offer provides **6 weeks at full pay** dependent on your length of service. For further detailed information please see the guidance.



Shared Parental Leave

We offer the opportunity for eligible new parents to take a combined 52-week period jointly with pay mirroring our occupational maternity offer. More details can be found in the Shared Parental Leave Policy.



Special Leave

We understand that you need to balance your work with your domestic and family responsibilities. You can request to take special leave to support you in meeting these commitments. You can receive an additional **6 days paid leave** in a 12-month rolling period. Please note this is pro rata if you work part time.

There are several types of special leave including dependent care and bereavement leave.



Volunteering

Volunteering provides opportunities for lifelong learning, problem solving, increased awareness of community issues, communications skills and heightened awareness of equality of diversity.

You can take **up to 5 days special leave** with pay for health and social care related activity



Flexible working

We promote flexible working and different working patterns to suit a variety of needs. You can find more detail in our flexible working policy.



Learning & Development

UKHSA is committed to be a learning organisation, where learning and development (L&D) enables all staff to meet personal, professional and business needs.

We have a Strategy, and Policy and Guidance to support staff, as well as a dedicated intranet page, and the expert advisory service provided by L&D and capability professionals in the national People Development team and within Groups.

All UKHSA staff are entitled to access opportunities for L&D of a nature and level to enable them to them undertake their role to the best of their ability, aligning to business needs.



Apprenticeship schemes

Offered as a priority career development and learning route for existing and new staff, available to all UKHSA-employed staff members at all grades.



Civil Service Learning

Extensive learning resource and the starting point for high-quality learning products with delivery methods to suit all learners.



Civil Service Leadership Academy

Provides tailored leadership development to all Senior Civil Service leaders and to facilitated networking and collaborative opportunities



Coaching and Mentoring Scheme

Dynamic coaching and mentoring scheme, providing support to personal, professional and career development that use one-to-one conversations to enhance an individual's skills, knowledge and performance.



Developing managers and leaders

Provision of tools, guides, courses and support to help develop your leadership skills and learn crucial management techniques



Induction

The UKHSA onboarding programme gives you dedicated time, and comprehensive support and induction when you first join the organisation, and before you join your new team. This ensures you the best start with UKHSA, and to thrive in your career.



Mandatory Training

We take our responsibilities for your safety, wellbeing, and the legal and regulatory requirements as an employer very seriously. Our mandatory training is tailored to meet the needs of all staff, and specifically for your role, and is an essential part of your continuous L&D, keeping yourself and others safe.



Talent Management and Accelerated Development Schemes

Our starting point is that everyone is talented, and talent is not predetermined or static. Our talent programmes provide support for career development, alongside the Civil Service Future and Senior Leaders Schemes, and other great, inclusive, development schemes.



Performance Development

We provide a holistic approach to performance, including the importance of wellbeing in our working lives. The performance approach enables improvements and support for our personal and professional skills, capabilities, and performance, and to ensure delivery of our business needs and priorities.



Employee Benefits



Cycle to Work

Employees can hire up to £4,000 worth of bike and/or bike equipment a year. The hiring costs are deducted from their gross salary over a period of 12 months, allowing them to make substantial Tax and NI savings.



Give as you Earn

Employees can choose to support any charity of their choice with a regular donation direct from their pay.



Season Ticket Loan

We offer an interest free season ticket loan to anyone who has at least 3 months' service with UKHSA and a ticket value of up to £10,000.



Rent Support

The rental deposit salary advance helps colleagues meet the cost of deposits for privately rented homes. We understand that this cost can be a barrier to people moving location, particularly during times of organisational change.



The Charity for Civil Servants

Everyone at UKHSA is a Civil Servant which ensure that you are eligible to apply for help from The Charity for Civil Servants.



The Charity for Civil Servants helps you and your financial dependants cope with issues or difficulties by offering information, advice and financial support during your working life and in retirement. (even after you retire or leave the Civil Service).

The charity offers help in 3 areas: Health & Wellbeing, Money & Debt Advice.



Civil Service Sports Council & Gym Discounts

CSSC offers participation in a wide range of sports clubs, social activities and heavy discounts across a range of goods and services, such as cinema tickets. It also offers free entry to all English Heritage and Historic Royal Palaces sites, and a free Tastecard for money off at restaurants, access to its own gyms and discounted rates at nearly 3000 other gyms.

UKHSA colleagues also have exclusive discounts to The Gym Group and Anytime Fitness.



Pensions

Pension contributions paid to the pension scheme attract tax relief and you will pay a percentage of your pensionable earnings into the pension scheme. UKHSA will also contribute a generous equivalent percentage of your salary into your pension.



Eye Tests

If you regularly use display screen equipment (DSE) at work (daily, for continuous periods of an hour or more), you are entitled to an eye test and corrective lenses, if necessary, for DSE use at our expense.

Further details, including claiming for expenses, are available from the guidance for eye tests policy.



Health & Wellbeing

The UKHSA believe staff are the organisation's most important asset. UKHSA and are committed to supporting the Health & Wellbeing of all staff.



Occupational Health (OH)

Occupational Health Services are available to all staff via OH doctor and nurses supported by experienced administrators.

The Occupational Health Service also provides clear practical specialist advice for managers and staff incl. return to work from a period of sickness.

Self-referrals or agreed referrals from your line manager can be made at any time and then, appointments are arranged by Telephone and OH are happy to provide room access from these consultations if required/available.

There are many other services that are provided within the OH space including;

- COVID-19 advice (Managing the long-term effects and recovery)
- Pre-placement Work Health Assessments
- New Starters Assessments
- Vaccination & Immunisation Programmes
- Travel Health Advice
- Health Surveillance
- Night Work Assessment
- Workplace Exposure incidents
- Physiotherapy Services (Musculoskeletal)



Flu Vaccines

UKHSA offer staff free flu jabs via various methods based on the your working arrangements (whether you are currently working on -site/off-site). Please note that staff must be paid by UKHSA to qualify.

Staff who meet the national flu programme's eligibility criteria (including colleagues with underlying medical conditions) should request their flu vaccination from their GP



Staff working on-site will have access to on-site flu clinics from mid-September and colleagues not working on-site can request flu vaccine vouchers from their receiver organisations from 1 October.



Employee Assistance Programme (EAP)

UKHSA staff have access to counselling support and a 24-hour confidential information and advice service.



Mental Wellbeing

Through UKHSA you have free paid access to mental health platforms, including Headspace & Togetherall. You can also sign up to free access to work mental health support, hire books and audiobooks from the wellbeing library at attend mindfulness sessions.



Mental Health First Aiders

Mental Health First Aiders (MHFAs) are UKHSA staff volunteers who are trained to identify, understand and help someone who may be experiencing a mental health issue. When you need to talk confidentially, they will listen, reassure and signpost you to the appropriate services.



Well-Being Champions

Wellbeing Champions are UKHSA staff volunteers who play an important role in improving the health and wellbeing of staff. They are enthusiastic ambassadors of the healthy workplace initiative who inform colleagues of UKHSA's wellness programmes and resources and champion a healthy workplace culture in their team.



Support Groups & Networks

UKHSA offers a variety of support groups and networks for when you are going through a difficult time, these include; Grief and Bereavement, Cancer Support and Diabetes Support Networks.



Workplace Adjustments

When offered a job in UKHSA if you have reasonable adjustment requirements, please discuss with the recruiting manager so that the adjustments and Workplace adjustment passport can be considered and implemented ahead of the date of joining.



Equality, Diversity & Inclusion

Everyone Matters

Equality, diversity, and inclusion matters at the UKHSA. Our ethos is to be an inclusive organisation for all our people and stakeholders, where everyone can thrive, and our people are at the centre of what we do.

We are committed to create, nurture, and sustain an inclusive and respectful culture, where differences drive innovative solutions to meet the needs of our workforce and wider communities.

We do this through embracing the diversity of thought, celebrating EDI, valuing, and protecting differences by removing bias barriers and leveraging equity to promote equality of opportunity for all across the UK and globally.



Diversity Partnerships

We are award winners and members of numerous diversity partnerships to ensure we benchmark good practice and learn from others to grow and improve on Equality, Diversity and Inclusion. Some of our partners are below:

- [Employers Network for Equality and Inclusion \(ENEI\)](#) – covering topics relevant to all e.g. gender, disability, age, LGBT+, faith and belief.
- [Purple Space](#) - the world's only networking and professional development hub for disabled employees, network and resource group leaders and allies from all sectors and trades.
- [Working Families Top 30 Employer](#) – our commitment to being flexible and family friendly
- [Disability Confident Scheme](#) – Level 3, 'Disability leader'
- [Women in Science and Engineering](#) member to increasing the participation, contribution and success of women in science, technology, engineering and maths (STEM) in the UK.



Staff networks

We have 11 staff networks that value and celebrate difference, provide peer support as well as a platform to ensure all our people have a voice. Joining a network is a great way to learn more about EDI, expand your own network, meet new people, learn new skills and contribute to the success of the business.

Whilst we have umbrella networks, many have sub-networks created by staff themselves. The EDI team welcome any further suggestions on sub-groups to suit other staff needs and interests as they arise (related to EDI).

Details about our staff networks are below.

- **Enable Network** – a network for colleagues affected by disabilities, long-term medical conditions, mental ill health and neurodiversity.
- **Gender Balance and Equality Network** - forum for staff to identify gender issues and develop opportunities for colleagues around gender balance.
- **Age Network** – a network for colleagues to speak about the equality of treatment and inclusion across all age groups.
- **Young Professionals Network** – a forum for staff to share their concerns and priorities, with a focus on supporting staff under the age of 35.
- **Faith and Belief Network** – this network incorporates all faiths and beliefs and promotes a better understanding of different faiths. Current established faith and belief subgroups include the Hindu, Christian and Muslim Networks.
- **Carers, Parents & Flexible Working Network** - this network provides support for colleagues who are carers or require flexible working arrangements.
- **LGBT+ and LGBT+ Allies** - a forum that brings together LGBT+ colleagues and LGBT+ allies to discuss how to support for LGBT+ colleagues in the workplace.
- **Race Equality Network** – a network to discuss issues relating to ethnicity, celebrate ethnic diversity and support BAME colleagues.
- **Socio-economic Diversity and Social Mobility Network** – a network to understand the experiences, raise awareness of the challenges of and provide support to those from lower socioeconomic backgrounds.



- **EU Nationals Network** - a forum for colleagues interested in or affected by the UK's exit from the EU.
- **Science, Technology, Engineering and Mathematics (STEM) Network** – a forum for colleagues with an interest in or working within a STEM profession.



Engagement Agents

Engagement Agents are volunteers across the business who champion our values and behaviours and represent the staff voice, through the support of local line management. They help the organisation achieve its cultural aspirations through encouraging visible leadership and effective two-way communication locally.