



# Job information pack



# Welcome

We're delighted that you're considering furthering your career with the Office of Rail and Road (ORR). This pack contains everything you need to get started with your application, as well as information about our organisation.

You can find out even more by visiting the [ORR careers](#) section of our website.



# Why join us?



## Generous annual leave

This starts at 25 days, rising incrementally up to 30 days on your work anniversary. You also have an extra privilege day for the official birthday of King Charles III.



## Civil Service Pension Scheme

All employees are enrolled onto the Civil Service Pension Scheme to which ORR currently contributes a substantial 28.97%.



## Hybrid working

We currently spend a minimum 40% of our working week in the workplace, including other offsite locations for official business. Working arrangements are continuously reviewed.



## Family-friendly leave

Maternity, adoption and shared paternity leave offer 26 weeks at full pay, followed by 13 weeks of statutory pay, and a further 13 weeks of unpaid leave. We also offer three weeks of fully paid paternity leave.



## Interest-free season ticket loans

You can apply for an interest-free loan to help you pay for an annual season ticket for journeys to and from work – including rail, London Underground and bus travel.



## Wellbeing initiatives

Our wellbeing offer includes a cycle to work scheme, a supportive sick pay scheme, access to a specialist occupational health service, annual flu vaccinations, a free eye test and discount on glasses. Our Employee Assistance Programme also provides free, 24/7 counselling and advice.



## Development opportunities

Your career progression is important to us. We support this through various vocational courses and development opportunities, alongside regular performance reviews.



## Time off for volunteering

You can take up to five days paid leave each year to volunteer for community/charity projects, or other causes that provide a public service benefit.



# Our purpose and impact

- Our role is to protect the interest of rail and road users, improving the safety, value and performance of the railways and road today and in the future.
- We do this by overseeing how Network Rail, London St Pancras High Speed and National Highways perform, and by providing assurances about how they spend their money.
- We make a difference to rail passengers at every stage of their journey through our roles in consumer protection, competition, and engineering/safety oversight.
- We also regulate how motorways and main 'A' roads in England are built, maintained and improved for the people who use them.

Find out more about [what we do](#).



# Our culture and values

We improve the safety, value and performance of railways and roads, and protect the interests of those who use and pay for them. But we can only do this because of the quality of our people, and the variety of experiences, perspectives, skills and ideas they bring.

We're committed to creating a welcoming culture, making sure every individual feels like they belong. And we'll support your development – so you can perform at your best and achieve your goals.

At ORR, you'll be surrounded by friendly and supportive, yet hard working and professional colleagues who collaborate in flexible teams.



By working here, you'll help us uphold our values of being:



## Inclusive

We value and support each other, and treat everyone with fairness and respect



## Professional

We recognise each other's skills, take pride in our work and aspire to be experts



## Ambitious

We challenge ourselves and each other, always looking for innovative ways to improve and make a difference



## Collaborative

We share ideas and expertise to achieve better outcomes and build solid networks





## Working in the Civil Service

ORR is part of a much bigger family. By working with us, you have access to development opportunities, learning platforms and leadership schemes offered by the wider Civil Service. Plus, you have the opportunity to work alongside like-minded people in partner organisations, and make a tangible and positive impact on society.

The [Civil Service Code](#) indicates the standards of behaviour expected of its employees. We recruit by merit based on fair and open competition as outlined in the Civil Service Commission's [recruitment principles](#).

### Existing civil servants

If you're joining us on a level transfer, you keep your current salary. On transfer, you may adopt modernised terms and conditions of employment which came into force in 2013.

## Equality, diversity and inclusion

We're committed to the principles of [equality, diversity and inclusion](#). Whatever your background, if you have the skills and passion to make a difference, we want to hear from you.

We work most effectively when people with different backgrounds, experiences and viewpoints come together. By working in teams that truly reflect the diversity of modern Britain, we are better at serving everyone in society.

As such, we especially welcome applications from women, disabled people, and those from Black, Asian and other ethnic minority heritage to ensure these groups are represented.

We'll ensure your personal details are removed from your applications before shortlisting.

We are also an accredited Disability Confident Employer and therefore guarantee to interview anyone with a disability whose application meets the minimum criteria for the role.

# How to apply

[Apply online](#) by completing our application form. It will automatically save the information you enter so you can come back to it at a later date, and we'll email you a link to your form.

We use [Success Profiles](#) to assess applications and help us find the right person for the job. You'll find lots of guidance online to help you when writing your application form and preparing for your interview.

If you have any technical issues, please try a different browser. If you're still having problems, email [peopleservices@orr.gov.uk](mailto:peopleservices@orr.gov.uk) quoting the vacancy reference and your application number. Please also contact us if you need any reasonable adjustments to the application process.



## Nationality requirements

You will be asked to confirm that you have the right to work in the UK. This job is broadly open to the following groups:

- UK nationals
- nationals of the Republic of Ireland
- nationals of Commonwealth countries who have the right to work in the UK
- nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities with either settled or pre-settled status or who have
- made a valid application for settled or pre-settled status under the [European Union Settlement Scheme \(EUSS\)](#)
- individuals with limited leave to remain or indefinite leave to remain who were eligible to apply for EUSS on or before 31 December 2020
- Turkish nationals, and certain family members of Turkish nationals, who have accrued the right to work in the Civil Service

[Further information about nationality requirements.](#)

## Education

Please only detail your highest (unless relevant) vocational or professional qualification. For example, if you have a degree, you don't need to tell us about your secondary education (unless relevant to the role). We'll ask for proof of all essential qualifications.

## Work history

Please list the last three years of your work history, explaining any gaps of 28 days or more. If you've worked for less than three years, please provide details of all employment since you left full-time education.

## Supporting information

Your supporting statement (10,000 characters maximum) is a vital part of your application. The person specification in the job description details the important requirements of the role, so please provide relevant examples that show how you meet each one, whether that relates to work, volunteering, training or education. You probably want to draft and save your supporting statement outside of the application in case your connection times out.

# What happens next?

After the closing date, we'll review your application against the role's essential criteria using the [Success Profiles](#) recruitment framework.

If you've been shortlisted for an interview, we'll email you the relevant details within fourteen days of the closing date (this can take longer if there's a high number of applicants.) You might be asked to complete a test (e.g. situational judgement – a problem solving challenge connected to the real life aspects of the job) or give a presentation as part of your interview. Some roles involve two-stages.

## Offers of employment

Before we can confirm a job offer to you, we will:

- contact the people you gave us as referees (covering your last three years of employment and/or education).
- ask to see documents that prove your identity and that you can work in the UK.
- carry out a criminal record check for unspent convictions. For some roles that need higher security clearance, we may carry out further checks.
- ask you to fill in a health questionnaire so we understand what adjustments or support you might need if you join us.
- check you hold a mandatory licence or qualification(s), if needed for your job.

## Further information

We don't reimburse travel expenses for interviews.

We sometimes hold a reserve list for 12 months in case more opportunities for this or similar roles arise.

If you move to ORR from another employer or a different government department, you can no longer get childcare vouchers. However, you might be able to apply for other [government schemes](#) such as Tax Free Childcare.

## Feedback and complaints

If you have any issues or complaints, or if you feel your application hasn't been treated in line with our [recruitment principles](#), please email [peopleservices@orr.gov.uk](mailto:peopleservices@orr.gov.uk). If you're not satisfied with our response, you can contact the [Civil Service Commission](#).







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