**Hours of work**

The full time working week in DWP is 37 hours (under certain circumstances 36 hours for existing DWP staff based in London). You may be required to work at any time between the hours of:

7.45 am and 8:00 pm on any day between Monday to Friday, and

8.45 am to 5:00 pm on Saturday.

Managers will agree working patterns with successful applicants within these business hours and review these as appropriate.

**Working pattern**

Part time and job sharing working patterns within working hours are available but must meet business needs. We will do our best to let people with existing part time contracts retain their contracted hours provided they are in line with current business needs. Please note that successful part time and job share candidates may be required to work full time for specific periods to complete and consolidate training.

**Existing DWP Employees**

Before applying for this vacancy, current DWP employees should check on the DWP intranet whether a successful application would result in changes to their terms & conditions of employment, e.g. mobility, pay, allowances. If you are successful you must be able to be released from your current post within 4 weeks.

**Applying for a lateral transfer or promotion from outside DWP**

Civil Servants that transfer into DWP from an other government department or organisation, following successful application, will assume DWP's terms & conditions of employment current on the day they are posted, unless DWP has stated otherwise in writing. Assuming DWP’s terms & conditions may result in a change to your entitlements eg leave. Please contact the vacancy holder if you have questions regarding DWP terms & conditions.