

Civil Service Administrator - Fast Stream

Civil Service administrators (Fast Stream) work for the government, preparing and carrying through government policies. They deal with some of the most important and complicated matters. Fast Stream entrants are all graduates. They gain rapid promotion to management posts.

The Work

You could be:

- carrying out research, analysing different options and preparing policies
- working out the details of how policies will be carried out
- advising ministers on policy and helping them answer questions in parliament
- managing a department or a part of a department
- negotiating with officials and managers from public and private organisations
- keeping cabinet ministers up to date
- perhaps working in the private office of a minister.

As a policy officer in the Foreign, Commonwealth and Development Office (FCDO) (see [Diplomatic Service Operational Officer](#)) you might be:

- contacting foreign governments on behalf of the British Government to discuss political, economic and business matters
- working with government ministers to plan foreign policy.

Pay

The figures below are only a guide. Actual pay rates may vary, depending on:

- where you work
- the government department in which you work
- the demand for the job.

The current salary for Civil Service Fast Stream is £31,186 a year (October 2023). After training, you may earn £45,000 to £55,000 a year or more. There is a good pension scheme.

Conditions

- You would be based in a government office.
- Although you would officially work regular office hours, you would have to be prepared to be flexible when your department or section is under pressure and there are deadlines to be met.
- Therefore, you may have to work outside normal hours, including some evenings and weekends.

Getting In

- There are a number of Fast Stream routes available (see 'More information' below). You need at least a second class Honours degree, usually a 2:1 or a 2:2. The degree discipline required depends on the route you choose. See the Civil Service Fast Stream website below for specific details.
- Entry to a degree course usually requires 4-5 Highers, plus English at least at National 5.
- Entry to the Fast Stream is by written tests and competitive interviews, designed to examine your intellectual and leadership abilities.
- Dates for registering interest and applications vary according to the Fast Stream route. Details on how to apply are on the [Fast Stream website](#).

What Does It Take

You should be:

- tactful and diplomatic
- discreet and able to respect confidentiality
- methodical
- well organised
- willing to work hard
- strong minded and resilient, as this is a demanding job.

You should have:

- a keen interest in politics and current affairs
- sound reasoning skills
- good intellectual ability
- sound judgement
- IT skills
- good written and spoken English.

Training

- You would train on the job through a series of work placements lasting 3 to 5 years.
- Some departments offer you a mentor.
- Fast Stream administrators start as trainees and may attend courses at Civil Service Learning.
- You would be encouraged to study for further qualifications, including the degree of Master of Business Administration (MBA).

Getting On

- You can expect to move on quickly, into a management post.
- Promotion is competitive and is based on your ability and your commitment.
- There are Fast Stream opportunities in Edinburgh within the Scottish Parliament as well as in London and other parts of the UK.

More Information

There are 15 different schemes on the Fast Stream, each with high-quality, structured learning and a career path within a government profession. You can choose up to 4 scheme preferences when you apply. Go to the [Civil Service Fast Stream website](#) to register your interest.

- [Commercial](#)
- [Digital, Data, Technology and Cyber](#)
- [Diplomatic and Development](#)
- [Diplomatic and Development Economics](#)
- [Finance](#)
- [Government Economics Service](#)
- [Government Operational Research Service](#)
- [Government Policy](#)
- [Government Social Research](#)
- [Government Statistical Service](#)
- [Human Resources](#)
- [Operational Delivery](#)
- [Project Delivery](#)
- [Property](#)
- [Science and Engineering](#).

Full details of the Fast Stream and all relevant contact details can be found on the Civil Service Fast Stream website. The Civil Service Fast Stream is ranked among the top five Times Top 100 Graduate Employers.

The Civil Service operates a [Fast Stream Summer Diversity Internship Programme](#) for candidates from diverse backgrounds; ethnic minorities, socially or economically disadvantaged, and those with a disability. Interns spend between six and nine weeks in a government department doing project related work. Interns usually start in June and are paid a weekly training allowance. You must have, or expect to get, at least a 2:2 degree in any discipline, and be in your final two years at university. You would normally apply in October - December of the year before you hope to start an internship.

Also get more information from the [Civil Service Careers website](#).

Contacts

Civil Service Fast Stream

Website: www.faststream.gov.uk

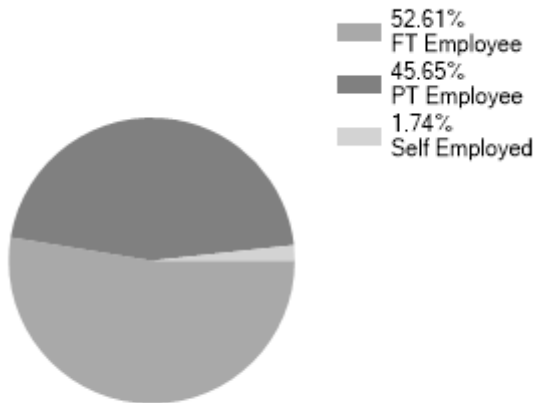
Facebook: www.facebook.com/faststream

GOV.UK

Website: www.gov.uk

Statistics

Employment Status UK %

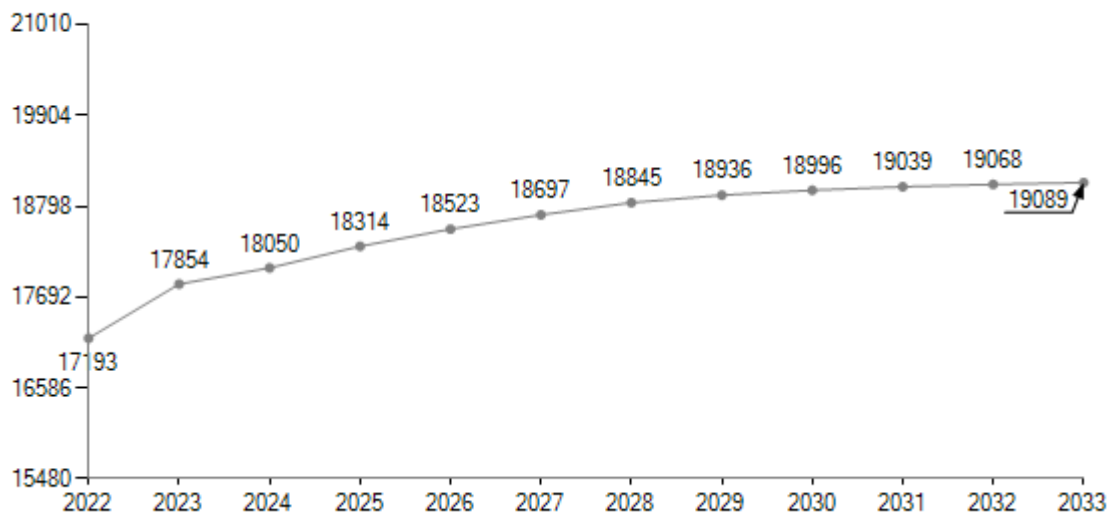


Past Unemployment - Scotland

No Claimant statistics available for Scotland.

LMI data powered by [LMI for All](#)

Predicted Employment in Scotland



LMI data powered by [Lightcast](#)