



Role Profile

Vacancy Summary			
Job Title	Policy Adviser – Tax Administration and Reform	Job Reference	366499
Group	Personal Tax, Welfare and Pensions	Team	Tax Administration, Spending and Reform
Approach	External	Range	SEO
Contract Type	Permanent	Working Pattern	Full Time, Part Time, Job Share (Flexible working hours can be accommodated)
Salary	<b>London:</b> £42,500 - £48,720 <b>National:</b> £39,500 - £45,720	Location	London (1 Horse Guards Road) or Darlington (Feethams House)
Security Vetting Level	<u>Security Check</u>	Closing Date	Wednesday 11 <sup>th</sup> September 2024

Recruitment Timeline		
Closing Date	Shortlisting	Interviews
11 <sup>th</sup> September 2024	w/c 16 <sup>th</sup> September 2024	w/c 23 <sup>rd</sup> September 2024

## About HM Treasury

If you're interested in making a difference to people's lives, the Treasury can offer you an exciting opportunity to influence decision making that affects the whole of the UK. Working at the heart of government, we collaborate across government to promote responsible public spending and drive strong and sustainable economic growth.

Our work ranges from protecting customers through the regulation of the financial sector, helping to reduce carbon emissions and creating a greener economy, to promoting British trade around the world and supporting people across the country on jobs, growth and more.

We are part of the [Darlington Economic Campus](#), a pioneering new cross-government policy making hub which brings people together to play an active role in the most important issues of the day whilst working closer to the communities we serve. The campus provides the opportunity for people from all over the UK to help shape the future of the country, and our flexible working practices ensure you can collaborate effectively with our partners. It's central government, made more accessible to you!

## About the Group

### Personal Tax, Welfare and Pensions

We work to build a tax and welfare system that supports the government's goals of fiscal sustainability, economic growth, and fairness. We look after high-profile areas including personal taxes, labour markets, welfare, tax administration, pensions, tax avoidance, and savings. We also coordinate spending controls for HM Revenue & Customs, Department for Work and Pensions. The Group is responsible for over £400bn in tax receipts and £300bn in welfare spending, impacting the lives of millions of citizens across the UK.

Our work means that we are often at the centre of ministers' decision making, and we play a significant part in the Budget and the Spending Review. We work closely with HMRC, DWP and Number 10, and with a wide variety of external stakeholders.

PTWP is a friendly, diverse, and inclusive Group, with a wide range of backgrounds and specialisms. We have an active 'Wellbeing Plan' focussed on learning and belonging.

## About the Team

### The Tax Administration, Spending and Reform (TASR) team

TASR is an outstanding, friendly, and diverse team of around 20 people based across the London and Darlington offices. We are the HM Treasury team responsible for supporting HMRC to play its critical role in delivering Government priorities - including raising revenue to fund public services and reducing tax avoidance and evasion.

TASR's work is of fundamental importance to HM Treasury, the Chancellor and wider government. We collaborate with a wide range of HMRC and HM Treasury teams to deliver tax policy. We also act as the spending team for HMRC, ensuring that HMRC spending is sustainable and meets the government's wider objectives. The team is committed to equality and diversity. We seek to attract diverse, skilled, and impactful people and are keen to encourage applications from candidates with various backgrounds and ranges of experience.

## About the Job

We are recruiting for two stretching and exciting SEO posts within TASR, one leading on **tackling the tax gap** and the other on **modernisation and reform of the tax system**. **Both postholders will play critical roles in delivering on priority tax commitments for the Chancellor and other Ministers.**

**Closing the tax gap:** The post holder will advise Ministers on how to achieve the government's commitment to reduce the tax gap, which is the difference between the amount of tax legally due to HMRC and the amount HMRC actually receive. This will involve building relationships with policy, delivery and central coordination teams across HM Treasury and HMRC to influence and shape a range of policies into an ambitious package that raises substantial revenue.

**Modernising and reforming the tax administration system:** The post holder will drive forward policy and advise Ministers on how to modernise the tax administration system. This will involve close collaboration with a range of HMRC teams to support detailed strategic policymaking in key areas: championing digitisation; making the tax system simpler and easier to use; and ensuring taxpayers are protected from the consequences of bad tax advice.

Exact distribution of responsibilities will be agreed on appointment but will include:

1. **Lead on developing and delivering a package of policy and investment measures to raise significant tax revenue from closing the tax gap.** Advise Ministers on potential measures they could announce at the Budget and at future fiscal events. Ensure proposals align with wider government priorities by collaborating closely with Ministerial offices, Special Advisers, press office and the central Strategy, Planning and Budget group. Coordinate the delivery of these measures at fiscal events and through the passage of the Finance Bill.
2. **Lead on the development of key policies to modernise and reform the tax system, to reduce the tax gap and support economic growth and wider government priorities.** Work with departments including HMRC, Cabinet Office, Department for Work and Pensions, Office for National Statistics and Department for Energy Security & Net Zero to consider how to improve the use of HMRC data in policymaking with a view to honing the government's resilience in providing economic support in times of crisis.
3. **Lead for HM Treasury on developing government policy to deter promoters of tax avoidance** to raise tax revenue and protect taxpayers from harm. Work closely with HMRC Counter Avoidance experts to understand the complex legislative and operational landscape, generating a long-term strategy and pipeline of measures to effectively address the risks posed by promoters.
4. **Lead on producing advice to Ministers on simplifying the tax system**, an area with substantial stakeholder interest. Collaborate with HMRC to develop policies to increase HMRC efficiencies and improve taxpayer experience. Provide leadership to a network of HM Treasury and HMRC tax colleagues on embedding the principles of simplification in tax policymaking.
5. **Lead engagement with colleagues from across HMRC's compliance teams to build a robust assessment of risk.** Draw from key products such as the Measuring Tax Gaps report and HMRC's Strategic Picture of Risk and disseminate findings effectively across HM Treasury to ensure compliance risks are actively considered during the policy development process.
6. **Play a key role in the design and delivery of relevant cross-HM Treasury/HMRC governance groups.** Set clear direction, ensure meetings are well-prepared for and outputs are completed in a timely manner to support robust decision making. Communicate plans, actions and commissions effectively across a large and diverse group of stakeholders.

7. **Contribute to making TASR a great place to work.** Work flexibly to help the wider team and department to respond to challenging, high-profile requests. Promote a vibrant, supportive and engaging corporate life in TASR, the directorate and the department.

### Candidate Drop-In Session

The hiring manager will be running a candidate drop-in session for this role to give you greater insight about the role as well as the chance to learn more about HM Treasury and ask any questions you may have. If you would like to join us, then use the appropriate link below to join the call at the right time.

Wednesday 4<sup>th</sup> September 2024 @ 16:30 [Join the meeting now](#)

If you would like to speak to the hiring manager informally prior to the closing date for applications to find out more about the job, please contact Evie Gracie ([Evie.Gracie@hmtreasury.gov.uk](mailto:Evie.Gracie@hmtreasury.gov.uk))

### About Your Application

We are looking for the below skills, experience and behaviours and we will ask you to demonstrate these in your application form. Please review the Candidate FAQ document that is attached to the advert for guidance on how to complete your application form.

1. **Making Effective Decisions** – Ability to gather and analyse a range of complex and often incomplete information to support decision-making and produce evidence-based recommendations in a timely manner.
2. **Working Together** – Strong collaboration and teamwork skills, with an ability to deliver through others, to influence senior stakeholders, and to work constructively and collaboratively with peers and teams who may have differing views to achieve a positive shared outcome.
3. **Delivering at Pace** – A strong record of working independently with proven organisational skills to deliver high quality work to competing short-term and long-term deadlines.

The lead criterion is: **Making Effective Decisions**

If we receive large volumes of applications, we will conduct an initial sift on the lead criterion only.

### Candidate Guidance Support Session

We will be running an overview of Success Profiles and the STAR approach including top tips for the application and interview process and an opportunity to ask general questions around our recruitment practices. Please note that this session is not role specific, so we will be unable to answer specific questions about roles we are advertising. If you would like to join us, please use the link below to join the call at the right time.

Thursday 5<sup>th</sup> September 2024 12:30 – 13:15 [Join the meeting now](#)

### Your Interview

At interview stage, you will be assessed on the below criteria:

- Behaviours:
  - Making Effective Decisions
  - Working Together
  - Delivering at Pace
  - Communicating and Influencing

## Flexible Working Arrangements

HM Treasury views flexible working as essential in enabling us to recruit and retain talented people, ensuring that they can enjoy a long-lasting career with us. All employees have the right to apply for flexible working and there are a range of options available including; part-time, compressed hours and job sharing. Additionally, we operate flexitime systems, allowing employees the flexibility to adjust their working patterns throughout the week which is subject to operational needs and line management approval.

At HM Treasury we have an incredibly broad remit; our work touches every citizen of the country. So, it's important our employees come from the widest possible range of backgrounds, bringing us the widest possible range of perspectives and ways of thinking. We are committed to ensuring that all staff can realize their potential and achieve a healthy work-life balance.

HM Treasury operates an office based working approach across all Treasury sites - Darlington, London, and Norwich, and along with the rest of the Civil Service, has an expectation of a minimum of 60% attendance in the office, along with working remotely. This blended working approach allows you to work collaboratively, meet stakeholders face to face, support others and promotes a healthy work life balance (please be aware that this role can only be worked in the UK and not overseas). Some roles will not be suitable for Hybrid Working. Similarly, Hybrid Working will not suit everyone's circumstances. Arrangements will be discussed and agreed with the successful candidate(s) and subject to regular review. All our offices have been recently modernised and designed to collaborate and connect with colleagues as well as desk and quiet space to allow a range of ways to work.

The office working expectation is linked to location of the role, if you apply to a post in a single location then you will not be able to meet this expectation at any of our other sites or be able to move your role to another location.

## Benefits

- 25 days annual leave (rising to 30 days after 5 years), plus 8 public holidays and the King's birthday (unless you have a legacy arrangement as an existing Civil Servant). Additionally, we operate flexitime systems, allowing you to take up to an additional 2 days off each month.
- Flexible working patterns (part-time, job-share, compressed hours).
- Generous parental leave and adoption leave packages.
- A Civil Service Pension which provides an attractive pension, benefits for dependants and average employer contributions of 28%
- Access to a cycle-to-work salary sacrifice scheme and season ticket advances.
- A Rental Deposit Advance Scheme to help meet the total costs of deposits for privately rented homes.

- Access to HM Treasury's benefits portal allowing you access to a range of discount codes for online shopping.
- A range of active staff networks, based around interests (e.g. analysts, music society, sports and social club) and diversity
- Access to a range of allowances if eligibility applies. These include profession related allowances.

### Equal Opportunities and Reasonable Adjustments

HM Treasury is a Disability Confident Leader. This means we've been recognised as an employer which is confident and leading the way in recruiting and retaining staff with disabilities. We will offer an interview to any applicants with a disability who have indicated they wish to take part in the disability confident scheme, provided they meet the essential criteria for the post set out in the person specification.

HM Treasury is committed to being an Equal Opportunities Employer. We wish to ensure that all applicants are treated fairly and appointed solely on their suitability for the role. We welcome the opportunity to speak with you to discuss what adjustments can be made to help you demonstrate your full potential whatever the type of assessment used.

**If you need any reasonable adjustments to take part in the selection process, please tell us about this in your online application form. If you would like to speak to the recruitment team regarding this, you can contact them on [hrrecruitment@hmtreasury.gov.uk](mailto:hrrecruitment@hmtreasury.gov.uk) .**

### Complaints Procedure

Our recruitment process is underpinned by the principle of recruitment based on fair and open competition with decisions made on the basis of merit, as outlined in the Civil Service Commissioners' Recruitment Principles. If you feel your application has not been treated in accordance with these principles and you wish to make a complaint, you should in the first instance contact HMT by email: [hrrecruitment@hmtreasury.gov.uk](mailto:hrrecruitment@hmtreasury.gov.uk)

If you are not satisfied with the response you receive, you can contact the Civil Service Commission, which regulates all Civil Service recruitment.