



Role Profile

Vacancy Summary			
Job Title	Policy Adviser – Debt Management	Job Reference	366245
Group	Fiscal	Team	Debt and Reserves Management
Approach	External	Range	SEO
Contract Type	Permanent	Working Pattern	Full Time, Part Time, Job Share (Flexible working hours can be accommodated)
Salary	London: £42,500 - £48,720 National: £39,500 - £45,720	Location	London (1 Horse Guards Road) and/or Darlington (Feethams House)
Security Vetting Level	Counter Terrorist Check	Closing Date	Sunday 15 th September 2024

Recruitment Timeline		
Closing Date	Shortlisting	Interviews
15 th September 2024	w/c 16 th September 2024	w/c 30 th 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

Fiscal Group

Fiscal Group works on a wide-ranging set of issues at the heart of the Treasury's objectives and of fiscal events such as Budgets. We are responsible for ensuring the sustainability of the government's finances, overseeing its macroeconomic policy framework, and stable and efficient financing of government liabilities. Work includes advising the Chancellor on the appropriate levels of borrowing and debt (as well as broader commitments like guarantees & insurance), providing analysis of the government's finances, overseeing financing raised for the government by the Debt Management Office and National Savings & Investments. We work with teams across the Treasury to support decisions on the full range of policy. We also have a particularly wide and deep range of relationships beyond the Treasury including the Office for Budget Responsibility, Bank of England, and the Office for National Statistics.

Delivering these objectives requires a range of skills and backgrounds, and we are proud of our diversity.

About the Team

The Debt & Reserves Management (DRM) team manages key financial assets and liabilities on the public sector balance sheet – using analysis, oversight and our stakeholder links to Bank of England, the Debt Management Office, National Savings & Investments and the Royal Mint.

This role is part of the Debt and Liabilities Branch in DRM which is team of around 7 people. We are responsible for advising ministers on debt and cash management policy, ensuring the government can raise the money it needs to fund public services both over the course of a year and on a day-to-day basis. We work closely with the Debt Management Office (DMO), an Executive Agency of the Treasury responsible for debt and cash management operations, such as gilt (UK government bond) auctions.

About the Job

As a policy adviser, you will help shape and implement the government's debt management policy. Key responsibilities include:

1. Being a trusted source of advice across the department on government financing. Lead on aspects of the process to set the DMO's financing remit at Budget such as producing the annual Debt Management Report publication, planning stakeholder engagement, project management and contributing to ministerial advice. This will require building effective relationships with colleagues at the Debt Management Office, critical assessment of the available policy options and excellent organisation skills.
2. Lead on timely and impactful projects relating to debt management policy and analysis. Conduct high quality research projects, lead on the branch's input to high priority cross-cutting workstreams and feed into broader fiscal strategy work. Recent examples from the branch include improving the Treasury and DMO's understanding of access to gilts for retail investors and providing impactful advice on the gilt market impacts of cross-government reforms to the pension system.
3. Support the effective functioning of the DMO as an organisation through the sponsorship role DRM plays. Develop solutions to DMO organisational challenges (e.g. relating to its budget or recruitment and retention), lead on appointments to the DMO Advisory Board (liaising with the DMO Chair) and lead input to, and action recommendations from, any reviews of the DMO or Arms' Length Body sponsorship.
4. Form part of the Treasury financial markets team. The role holder will be on the rota to produce regular updates on financial markets for ministers and senior officials and will be expected to contribute to ad-hoc financial market monitoring and analysis as required.

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.

Monday 9th September 2024 @ 12:30 [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 Sophie Battison
Sophie.battison@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. Ability to prioritise and progress varied pieces of work in a timely and effective way (**Delivering at Pace**)
2. Experience of communicating complex issues to a variety of audiences (**Communicating and Influencing**)

3. Ability to collaborate effectively with a range of stakeholders, including other organisations
(Working Together)

The lead criterion is: **Delivering at Pace**

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 5th September 2024 @ 12:30 [Join the meeting now](#)

Your Interview

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

- **Behaviours:**
 - Delivering at Pace
 - Communicating and Influencing
 - Working Together
 - Making Effective Decisions
 - Seeing the Big Picture

Interview Task/Presentation

Prior to your interview, we will contact you about a task/presentation that the interview panel would like you to complete as part of the assessment. The exact details will be communicated to you nearer the time.

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.

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

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