



HM Treasury

STRAP Security Officer		Ref: 473619
Grade	Executive Officer	
Salary	£30,310 - £32,962	
Group & Team	Corporate Centre Group Treasury Business Solutions/ Department Security Unit	
Location	Darlington (Feethams House). This role cannot be worked from any other HM Treasury office.	
Contract Type	Permanent	
Working Pattern	Full Time, Part Time, Job Share (Flexible working hours can be accommodated)	
Security Vetting Level	<u>Developed Vetting</u> DV security clearance is required for this role. If DV security clearance is not already held the successful candidate will be required to successfully complete the DV security clearance process before starting in post. This process could take around six months to complete	
Profession	Security	

About the Job

This post manages the secure administration and control of the HMT STRAP service, ensuring that HMT staff can access sensitive material and facilities quickly, reliably and securely. You will deliver a critical, efficient STRAP service to the user community and provide a dedicated reference point for STRAP-related matters.

The key responsibilities of this role are to;

- Provide secure administrative management, storage and control of all HMT STRAP facilities and the sensitive material held within, protecting STRAP assets by implementing and monitoring robust access control procedures and ensuring the facilities and equipment are maintained
- Develop effective working relationships with the various STRAP authorities and work collaboratively with the wider STRAP community and across the government security function, analysing information, establishing resilience processes and providing informed guidance
- Deliver a quality induction service to users, providing professional system training to staff at all levels of seniority, including Director Generals and Ministers
- Support good information management compliance in HMT, supervising the use of, and actions taken on, highly classified security documentation

We would love to hear from you if you have a genuine interest in security and improving departmental security culture. Experience of working within a STRAP environment would be a significant advantage and having experience of security in government is beneficial. We welcome applications from anyone who can bring transferable skills from other fields or sectors.

Our ideal candidate will:

- Be an excellent communicator with a proactive, customer-focused approach, able to lead, and work within, a small team
- Be able to build effective relationships, engage and negotiate with key stakeholders and staff at all levels of seniority
- Have a proactive approach towards staff engagement and to demonstrating the highest standards of security behaviours, with the ability to develop and/or follow security processes and policies
- Have an analytical approach and the ability to make effective decisions, resolve problems and identify areas for improvement
- Have a team player attitude, encouraging collaborative team and cross-department working and demonstrating a commitment to developing others
- Develop and manage candidate vetting applications and oversee the entire vetting process.
- Manage and triage inboxes, ensuring emails are directed to the appropriate team members.
- Ensure compliance with company policies and collaborate with the team to improve procedures.

DV security clearance is required for this role. If DV security clearance is not already held the successful candidate will be required to successfully complete the DV security clearance process before starting in post. This process could take around six months to complete.

In order to meet the nationality requirement for access to STRAP material this post is open to UK nationals only.

The successful candidate will need to reside within a 1.5-hour travel distance to the Darlington office for the provision of emergency STRAP assistance as required

If you would like further details regarding the role prior to the closing date, please email DepartmentalSecurityUnit@hmtreasury.gov.uk

Visa sponsorship is not available for this role.

Selection Process

Application Form

Applications should consist of a CV including your employment history, and a 750-word setting out how you meet the shortlisting criteria below. Your CV and employment history won't be scored. It's used to give context to your application and support discussions at interview.

The panel will review applications and invite those that best demonstrate evidence of the shortlisting criteria for interview. Please keep this in mind when writing your application.

Please note that only applications submitted through Civil Service Jobs will be accepted.

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Interview Stage

If you are successful at the application stage, you will be invited to interview where you will be assessed against the following criteria:

- **Experience**
- **Behaviours:**
 - Changing and Improving
 - Communicating and Influencing
 - Working Together

About the Group

Corporate Centre

The Corporate Centre Group provides the strong foundations that enable Treasury Group to meet its goals and obligations. As experts in our field, we support, protect and enhance Treasury Group at all levels, delivering corporate services guided by Treasury values to our customers in HM Treasury, our ALBs, central government and the public. We are a diverse group, both in terms of our professions and in our ways of working. Our colleagues are based across 3 sites in London, Darlington and Norwich.

The Corporate Centre Group consists of three core teams:

- People and Capability which covers HR and Learning and Development functions
- Finance including Exchequer Funds and Accounts
- Treasury Business Solutions including Technology, Estates, Security and Information Management

About the Team

Department Security Unit

Are you interested in joining a high-performing team of security professionals? If you are ready to challenge yourself and become a sought-after specialist across government then we have a great opportunity for you! The DSU is a friendly, diverse team of individuals with expertise in cyber, information, personnel, resilience and physical security.

This is a crucial, influential role requiring a track record of successfully handling services and people. You will become a valued member of the Government Security Profession and we will encourage you to explore all elements of the security environment to support your growth and development.

HM Treasury Benefits

- Generous Annual Leave – 25 days (rising to 30 after 5 years), plus public holidays and the King's birthday.
- Outstanding Pension Scheme – Defined Benefit pension with employer contributions of 28%
- Parental Leave Packages – Including 6 months' occupational pay for maternity/adoption, shared parental leave options.
- Flexible & Hybrid Working – Options include part-time, job-share, compressed hours, flexitime, and hybrid working (where business needs allow).
- Advance Schemes & Discounts – Rental deposit, cycle-to-work, SmartTech, season ticket loans, and access to HM Treasury's benefits portal for a wide range of discount codes.

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.