



HM Treasury

Engagement Officer		Ref: 480371
Grade	Executive Officer	
Salary	£30,310 - £32,962	
Group & Team	International Group Office of Financial Sanctions Implementation (Economic Crime and Sanctions)	
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>Security Check</u>	
Approach	External	
Profession	Government Communication Service	

About the Treasury

Working at HM Treasury puts you at the heart of government, making a difference to the UK economy and ultimately to people's lives right across the UK.

Jobs at the Treasury are fast-paced, fun and can offer unparalleled perspective – not least the opportunity to advise Ministers on the decisions which directly determine the UK's prosperity. Deep in our DNA is a commitment to empowering our people: maximising individual and collective impact, with interesting work no matter your role or seniority.

Day-to-day you could be supporting Ministers to decide the right level of a specific tax or line of government spending; helping maintain the stability of financial markets; analysing the long-term

trends impacting the future of the economy; or enabling this work as part of our vital corporate functions.

We are a high-performing department and proud to have outstanding staff from a wide range of backgrounds. We are also a friendly, inclusive and sociable workplace that prides itself on fostering great team spirit. Our two largest offices are 1 Horse Guards Road in London, opposite St James' Park, and the Darlington Economic Campus, which also contains eight other departments. We work seamlessly across all our sites, including Norwich, Birmingham and Leeds, as one Treasury.

We are both a 1,000-year-old institution and dynamic, forward-looking economics and finance ministry, with a strong direction set by our organisational strategy, the Future Treasury Vision. The 21st century offers huge opportunities and poses new challenges for the UK. Working at the Treasury is your chance to help the country chart the right course.

About the Job

Engagement Officer Role

As an Engagement Officer, you will help support OFSI's engagement with industry and contribute to work that sits at the heart of the UK's financial sanctions regime. Working across a busy and collaborative team, you will coordinate stakeholder enquiries, support events and engagement activity, prepare briefing materials, and help ensure the team delivers a high-quality service to internal and external stakeholders. This is an excellent opportunity for someone who is organised, proactive and enjoys building relationships, while developing valuable experience in a fast-paced and high-profile area of government.

Key Responsibilities:

1. Manage the general OFSI and OFSI Engagement mailboxes, triaging enquiries, coordinating responses and ensuring industry stakeholders receive a timely, professional and high-quality service.
2. Build and maintain effective working relationships with colleagues and external industry stakeholders, acting as a reliable point of contact and collaborating across OFSI and HM Treasury to support shared objectives.
3. Support the delivery of OFSI's engagement programme, helping to arrange webinars, roundtables, events and external engagement activity, including managing invitations, logistics and attendee communications.
4. Support effective engagement delivery through accurate record keeping, drafting communications and briefing materials, maintaining stakeholder databases and trackers, and assisting with statutory obligations such as Frozen Asset Reporting, Freedom of Information requests and Parliamentary Questions to ensure timely and accurate responses.

Candidate Drop-In Session

The hiring manager will be running a candidate drop-in session to give you greater insight about the role and HM Treasury and ask any questions you might have. If you would like to join us, use the link below to join the call at the right time.

Wednesday 14th October 2026 @ 12:00 [Join the meeting](#)

If you would like to speak to the hiring manager informally prior to the closing date, please contact Pav Dhaliwal (pav.dhaliwal@hmtreasury.gov.uk).

Visa sponsorship is not available for this role.

Selection Process

Application Stage

Application Form

Applications should consist of a CV including your employment history, and a 250-word statement demonstrating evidence of each of the below shortlisting criteria. 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 below for interview. Please keep this in mind when writing your application.

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

1. **Managing a Quality Service** – provide an efficient, responsive and professional service that meets diverse stakeholder needs and reflects the organisation's values.
2. **Communicating and Influencing** - demonstrate excellent interpersonal skills with the ability to work with a diverse range of colleagues and be able to express information and ideas clearly and tailored to audiences.
3. **Delivering at Pace** - ability to work independently and manage a busy workload to deliver changing deadlines and priorities.

The lead criterion is: **Managing a Quality Service**

If we receive a high volume of applications, we'll first sift using the lead criterion only. Those meeting the minimum score will then be assessed against all remaining criteria.

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:

- **Strengths**
- **Behaviours:**
 - Managing a Quality Service
 - Communicating and Influencing
 - Delivering at Pace

About the Team

This is an excellent opportunity to join a diverse, friendly and welcoming team, supporting International Group SCS to deliver the Chancellor's priorities. This is a fascinating time to work on international affairs, and this post would suit someone interested in providing high quality administrative and industry engagement support and those looking for a first opportunity working on international affairs or operational policy.

This post sits in the **Economic Crime and Sanctions (ECAS) Group**, which is comprised of 2 teams, the Office of Financial Sanctions Implementation (OFSI) and Sanctions, Illicit Finance and Security (SIFS):

The Office of Financial Sanctions Implementation (OFSI)

OFSI sits within HM Treasury, has been operational since March 2016 and in its first six years quickly established itself as a world-leader in financial sanctions, a key area of financial, foreign and national security policy. It remains front and centre of an unprecedented financial sanctions response to the Russian invasion of Ukraine.

HM Treasury implements financial sanctions in the UK, and OFSI fulfils this role on its behalf. It leads on the implementation of UN and UK financial sanctions and domestic terrorist asset freezing, providing a high-quality service to the private and charitable sectors, and guidance to

help them follow the law. It works closely with law enforcement, intelligence agencies and strategic policy colleagues across Whitehall and beyond to help ensure that financial sanctions are accurately understood, implemented and enforced. OFSI has important partner relationships in the regulated financial services sector, the primary implementers of financial sanctions, and is an integral part of the sanctions community worldwide.

Robust enforcement of financial sanctions helps to maintain the integrity of and confidence in the UK financial sector, a priority for the Prime Minister and the Chancellor. We have strong powers, including to impose monetary penalties, and is in the front line in the fight against this serious crime.

OFSI is a diverse and dynamic team of over 130 people, from a variety of backgrounds and professions. We offer an **outstanding environment** to broaden your experience and develop new skills, whilst working on some of the highest profile international issues the UK faces. We strongly support a good work-life balance and flexible working is actively encouraged.

OFSI is a professional and expert organisation that values, and invests significantly in, our staff. To recognise this, OFSI provides an allowance, the level of which is dependent on grade held. Eligibility to receive the allowance begins after an initial 12 months in post for new joiners to OFSI, including those joining from other parts of HM Treasury, the wider Civil Service or the private sector. The allowance is linked to a minimum time in post expectation (the minimum time we expect you to carry out this role) of 2.5 years for Range C roles. This supports your career development by building your depth of expertise while helping OFSI maintain the specialist capability needed to deliver its objectives. As part of accepting this role, and the associated OFSI Allowance, you will be agreeing to the expected posting period set out above and this will be discussed further during the interview process. This will not result in a contractual change to your terms and conditions. If you have any questions about this, please contact the vacancy manager.

You can read more about OFSI on our gov.uk page here: <https://www.gov.uk/ofsi>

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.