



HM Treasury

Policy Adviser – Defined Contribution Pensions		Ref: 479731
Grade	Senior Executive Officer	
Salary	London: £47,600 - £50,906 National: £44,600 - £47,906	
Group & Team	Personal Tax, Welfare and Pensions – Pensions and Savings Team	
Location	London (1 Horse Guards Road) or Darlington (Feethams House)	
Contract Type	Permanent	
Working Pattern	Full Time, Part Time, Job Share (Flexible working hours can be accommodated)	
Security Vetting Level	<u>Counter Terrorist Check</u>	
Approach	External	
Profession	Policy	

About the Job

Reforming the UK pensions landscape is a key priority for this government. Shortly after taking office the government announced a landmark review of the pensions system. The postholder will have responsibility for shaping and driving reform of the pensions system including by supporting the work of the independent Pensions Commission. The first Pensions Commission, 20 years ago, was transformative in establishing the Automatic Enrolment that now has 9 in 10 eligible employees saving for retirement. The second Pensions Commission is a once in a generation opportunity to shape pensions policy for the coming decades, with a particular focus on ensuring individuals are saving enough for retirement alongside ensuring the system remains fiscally sustainable. This will mean working closely with DWP and HMRC to review the Automatic Enrolment framework, as well as developing innovative proposals to adapt the pensions system to a changing labour market.

The DC Branch are also responsible for pensions tax policy, working with HMRC policy partners to ensure that pensions tax policy continues to support government objectives and advising on potential measures ahead of each Budget. In the past the branch has led major reforms to the way we tax pension contributions, including raising the Annual Allowance and abolishing the Lifetime Allowance.

We will also shape policy and control spending relating to DWP arm's length bodies: The Pensions Regulator, The Pensions Ombudsman and Nest.

The team's work involves a significant amount of face-to-face contact with ministers and senior officials.

You do not need to be a policy professional or have any specific qualifications to succeed in the role. We encourage applications from all backgrounds and previous knowledge of pensions or policy making is not necessary. We are seeking candidates who can collaborate effectively to deliver against shared objectives, analyse information to draw evidenced conclusions and position their work in a wider context. We're also looking for an individual who will bring enthusiasm and motivation to the role, thereby contributing to a positive team dynamic.

The postholder(s) will be responsible for developing policy in their area, advising Treasury ministers on developments, and providing recommendations that will help ministers achieve their priorities. This is likely to include presenting your ideas and explaining pensions and savings issues to ministers, and working with special advisers, press office and parliamentary teams to prepare Budget and/or Spending Review briefing for ministers. The postholder(s) will work closely with HMRC, DWP and other Treasury colleagues. Seeking input from and maintaining good relationships with both internal and external stakeholders is a crucial part of the job. All members of the team are expected to work flexibly, moving between policy projects as ministerial priorities change.

The key responsibilities are:

1. **Leading and co-ordinating HMT's input to the Pensions Commission**, including on the future of Automatic Enrolment policy taking into account DWP ambitions, cost of living issues for affected people and the fiscal and economic impacts. The postholder will advise the Pensions Commissioners on matters of HMT policy, ensuring that relevant teams in HMT have the opportunity to input, seeing the Commission through to conclusion in early 2027. The postholder will also advise Ministers on responding to the Pensions

Commission's recommendations, and eventually on legislative change to deliver landmark reforms.

2. **Advising HM Treasury ministers on policy changes related to taxation of pension contributions**, including pensions tax relief thresholds and pensions tax relief administration ahead of each Budget. The postholder will advise ministers on policies to deliver a fair and affordable pensions tax system, and coordinate analysis that supports recommendations. This involves working closely with HMRC through the policy partnership as well as other teams in HMT.
3. **Advising Ministers on matters relating to DWP arm's length bodies including spending control** and classification.
4. **Communicating government policy on the taxation of pension contributions** through drafting responses to queries received by HM Treasury, working closely with other policy teams.

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.

Monday 12 October 2026 @ 17:00 – 17:30 [Join the meeting here](#)

If you would like to speak to the hiring manager informally prior to the closing date, please contact Siobhan Amutharasan – Siobhan.Amutharasan@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 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. **Making Effective Decisions:** Ability to look at complicated information, weigh up different options and clearly explain your recommendation
2. **Communicating and Influencing:** Ability to communicate effectively with senior leaders and break down complicated information
3. **Working Together:** Ability to build good relationships with colleagues from different teams and use these connections to drive goals forward

The lead criterion is: Making Effective Decisions

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:**
 - Making Effective Decisions
 - Communicating and Influencing
 - Working Together
 - Seeing the Big Picture

Interview Task / Presentation

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

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 Pensions and Savings Team is one of five teams in PTWP. We are responsible for policy that supports people to build savings and pensions throughout their working life and for the state pension and connected benefits paid to people once they retire. The team is responsible for significant annual tax reliefs (totalling over £70bn) and AME expenditure (exceeding £100bn). To deliver our policies, we work closely with other teams within HM Treasury and also with other departments, particularly DWP and HMRC. These are exciting policies that are meaningful across the population. The size and influence of these policies mean that they are always of interest to ministers.

We are a small and friendly team. We play an active role in making sure that PTWP has an inclusive, positive working environment. We are committed to ensuring a good work-life balance and currently have people with a variety of working patterns and part-time roles.

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.