



HM Treasury

Personal Assistant to Directors and Deputy Directors		Ref: 486431
Grade	Executive Officer	
Salary	London: £33,310 - £35,962 National: £30,310 - £32,962	
Group & Team	Public Services Group Public Services' Group Management Services (GMS)	
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

This is an important role in an exciting part of the Treasury. We are looking for a highly organised and proactive individual to be a Personal Assistant (PA) to Public Services Group Directors and Deputy Directors. This role will suit somebody who can quickly adapt to changing priorities, manage the busy day-to-day activities of seniors, and ensure smooth and efficient functioning of the Group. There is the opportunity to take on additional responsibilities in role, including contributing to corporate responsibilities.

Key accountabilities include:

1. **Diary management.** Proactively managing diaries to arrange and prioritise the most important meetings, identifying and resolving clashes before they happen, arranging any travel or other logistics, meeting room and desk bookings, and facilitating tech support.
2. **Email management.** Proactively managing email and phone calls to prioritise the most important. Ensure all relevant meeting papers and briefing materials have been provided. Proactively forwarding on/delegating messages to other members of the group where this is appropriate.
3. **Time management.** Ensuring the Directors and Deputy Directors are clear on what their agenda is for the day and the coming week. Clear instructions on arrival time and location for each of their appointments and any additional support required to keep the meetings on track.
4. **Relationship management.** Building good relationships with internal and external stakeholders. At times the post-holder may be asked to provide cover for additional members of the GMT to cover for staff absences in the GMS.
5. **Understanding the political and confidential nature of support** provided and acting with integrity and discretion, with both internal and external stakeholders.
6. **Responsibility for the Directors and Deputy Directors senior recruitments,** from the initial job advertisement to arranging interviews and staff engagement panels.
7. Contribute to the corporate life of the team and wider organisation.

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.

Friday 23rd October 2026 @ 12:00 – 12:30 [Join the meeting here](#)

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 Zoe.Michael@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. The below criteria will be assessed in your application form:

1. **Managing a Quality Service:** deliver a high quality, efficient and professional service to key senior stakeholders, considering diverse needs.
2. **Working Together:** work collaboratively across a range of stakeholders with differing objectives and use strong relationships to deliver outcomes.
3. **Delivering at Pace:** manage a busy workload through planning and prioritisation, delegating effectively while monitoring progress, and handling conflicting demands.
4. **Making Effective Decisions:** apply good judgement, common sense, and discretion in making decisions and solving problems on behalf of senior colleagues.

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
 - Working Together
 - Delivering at Pace
 - Making Effective Decisions

About the Group

Public Services Group

The Public Services Group is at the heart of Treasury's work to secure sustainable public finances and drive economic growth. We manage public spending of more than £250bn across key public services and departments, including health, education, the criminal justice system, local government, housing, defence and the devolved administrations in Scotland, Wales, and Northern Ireland.

We do this by working with other government departments, ministers, and other Treasury teams to ensure that spending plans support high quality public services, help the economy to grow and provide value for money for the taxpayer.

Our roles offer a range of opportunities to work with senior leaders in other government departments and on the frontline of public services and ensure the effective delivery of public services.

The Group is committed to being an excellent place to work, with a relentless focus on good management, learning and development and continuous improvement in everything we do.

About the Team

Public Services' Group Management Services (GMS) are a friendly, flexible and collaborative team. We are a team of 7 who provide an efficient and professional administrative service to the eight teams within the Group, including Executive Assistant support to the Group Management Team (GMT – Directors and Deputy Directors) and administrative support for the wider Group. The post-holder will lead the GMS team so that the team can support the Directors, Deputy Directors and wider group to achieve the group's corporate and management objectives.

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.