



Role Profile

| Vacancy Summary | | | |
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| Job title: | Assistant Private Secretary to the Chief Executive and Senior Management Team | Job reference: | HUM1110-398 |
| Agency: | UK Debt Management Office | Team: | Chief Executive's Office |
| | | Responsible For | N/A |
| Reporting to: | Chief Executive Officer | Closing Date: | 26 July 2019 |
| Salary Range: | £40,000 to £45,000 per annum | | |
| Contract Type: | Permanent | | |

About the UK Debt Management Office

The DMO is an Executive Agency of Her Majesty's Treasury and is responsible for debt and cash management for the UK Government, lending to local authorities and managing certain public sector funds.

Key Responsibilities

The job title is Assistant Private Secretary (APS) to the Chief Executive and Senior Management Team.

The APS is be responsible for:

- Supporting the Private Secretary (PS) in the smooth running of the CEO's Office;
- Acting as cover for the PS during absences;
- Providing a comprehensive Private Secretary service to the Senior Management Team (comprising the Deputy Chief Executive/Co-Head of Policy and Markets, the Co-Head of Policy and Markets and the Chief Operating Officer).
- Providing analytical support on an array of DMO-related issues to the Deputy Chief Executive/Co-Head of Policy and Markets, the Co-Head of Policy and Markets and the Chief Operating Officer.
- Supporting the administrative requirements of the Managing Board.
- Supporting the work of the Personal Assistants (PA) within the CEO's Office.
- Leading a variety of critical projects which support the core objectives of the DMO.

The role is very active and requires highly developed analytical, problem solving, organisational, strategic thinking, project planning and communication skills. Furthermore, as a great deal of sensitive information is processed by the CEO's Office and Managing Board members, it also requires the jobholder to observe the highest levels of confidentiality and possess the personal characteristics to operate with the utmost integrity and discretion.

Key Accountabilities

The APS is required to:

- Support the PS in the day-to-day running of the CEO's Office, working as required with the CEO's PA, to ensure that the CEO's Office is managed efficiently and effectively with the highest quality outputs. The APS is also required to provide cover for the PS during the latter's absences.
- Provide a comprehensive PS support to the Senior Management Team (SubMB) - the Deputy Chief Executive/Co-Head of Policy and Markets, the Co-Head of Policy and Markets and the Chief Operating Officer.
- Provide analytical and problem solving support to the Chief Executive and SubMB members on a wide array of operational and policy issues to support the DMO's core objectives.
- Lead an array of DMO-related projects through to successful conclusion using established project management methodologies.
- Provide regular briefing to the Chief Executive and SubMB to ensure that they are fully aware and prepared on DMO-wide issues. The jobholder also needs to prioritise, manage and track completion of such issues, ensuring that the Chief Executive and SubMB are kept abreast of progress;
- Provide support to the PAs within the CEO's Office providing practical advice and supporting their skills development.
- Maintain working relationships with stakeholders, both within the DMO and externally at, for example, HM Treasury, ministerial private offices as required;
- Work closely with teams across the office on the co-ordination, prioritisation, escalation (if necessary) and completion of actions generated by the CEO and DMO's senior committees, such as the Managing Board, SubMb meetings, Business Delivery Committee, Credit and Market Risk Committee etc;
- Support Senior Management Team members with the co-ordination of and analytical input to briefing and preparation for key meetings, conferences, overseas visits etc. and oversee the provision of administrative and logistical support in preparation for these meetings as necessary;
- Manage an array of management information requirements that inform the Senior Management Team members and key stakeholders – such as Managing Board – on key DMO issues.

Sift Criteria – Required Behaviours, Experience and Technical Skills:

Technical: Strong and highly developed analytical and problem-solving skills; Strong organisational and project management delivery skills

Experience: Good knowledge of financial markets and in particular the £ bond and money markets. Good knowledge of working with Civil Service departments and agencies.

Behaviour: Strong interpersonal, influencing, senior stakeholder management and personal integrity skills:

Please note either behaviours and strengths will be assessed throughout the recruitment process which are highlighted below:

Interview Criteria – Behaviours

Seeing the big picture



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| Changing and improving | <input checked="" type="checkbox"/> |
| Making effective decisions | <input checked="" type="checkbox"/> |
| Leadership | <input checked="" type="checkbox"/> |
| Communicating and influencing | <input checked="" type="checkbox"/> |
| Working together | <input checked="" type="checkbox"/> |
| Developing self and others | <input type="checkbox"/> |
| Managing a quality service | <input checked="" type="checkbox"/> |
| Delivering at pace | <input checked="" type="checkbox"/> |

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| Strengths | <input checked="" type="checkbox"/> |
| <p>The interview panel will ask you questions about what you enjoy doing and what you do well and often. When looking at your strengths, we want to find out whether you and the organisation and job are a good fit. By ensuring that the role is the right fit for you, you are more likely to enjoy it and perform well.</p> | |

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| Technical skills | <input checked="" type="checkbox"/> |
| <p>The interview panel will ask you questions about your understanding of technical and practical operation of a range of relevant areas</p> | |

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| Experience | <input checked="" type="checkbox"/> |
| <p>The interview panel will ask you questions about what you have previously achieved or your knowledge in a particular field. The questions will relate to the areas of work outlined in the 'key responsibilities/accountabilities' section above.</p> | |

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| Ability | <input checked="" type="checkbox"/> |
| <p>The selection process may involve some skills, aptitude, psychometric testing for which you will be given prior notice.</p> | |

Working arrangements

Location

The post will be based at the DMO's office in the City of London

Hours of work

This post is available on a full time, part time or job share basis, and flexible working hours can be accommodated. The working hours of this post are 36 per week.

[note that all posts are advertised as open to part time/job sharing/flexible working]

Benefits

Annual Leave - You will have an annual leave allowance of 27.5 days (pro-rata (length of contract/dependent on start date) plus paid bank holidays.

Access to a generous Defined Benefit pension scheme with employer contributions. [Find out more about Civil Service pensions](#)

Subsidised gym membership

Interest free season ticket loan

Family friendly HR policies including paid maternity, paternity and adoption leave

Investors in People – As an Investor in People, the DMO values skills and expertise and is committed to training and development. It is a rewarding place to work, respecting people, with an open management culture and a common sense of purpose.



Professional Qualifications, Training & Development - The DMO provides financial support to employees undertaking professional qualifications, skills training and development that are relevant to the role. The DMO will also pay individual subscriptions to professional bodies.

Terms

Probation - You will normally be subject to a period of probation for the first six months of the appointment. The DMO may exercise its discretion in extending the probationary period beyond three months where considered necessary.

Application details

To apply, please send a CV and covering letter (providing evidence examples that demonstrate your relevant experience and skills in support of your application as detailed in the sift criteria) to HR@dmo.gov.uk. The candidates who are assessed, from the information provided as best meeting the requirements of the role will be invited to interview. **Please note that only candidates shortlisted for interview will be informed of the progress of their application.**

As part of our pre-employment security checks, if you are invited to interview, you will need to bring:

- Proof of identity, e.g. your **passport or driver's license**. Documents must be in date and valid.
- Proof of your National Insurance (NI) number, e.g. **letter from DWP confirming your NI number, or P60**

If you do not bring a UK or EU passport, you will need to bring other documentation of your right to work in the UK, e.g. your visa, biometric residence permit or birth certificate.

Further details regarding acceptable documents will be provided in the invitation to interview.

Eligibility Statement

Individuals appointed to the DMO will be subject to National Security Vetting. To allow for meaningful checks to be carried out applicants will normally need to have lived in the UK for at least 3 out of the past 5 years. A lack of UK residency in itself is not always a bar to security clearance but the DMO will need to consider eligibility on a case by case basis using all information that can be obtained following a successful application.

Diversity

The DMO has a strong commitment to equality and diversity. Our aim is to be an open and inclusive organisation, recruiting and retaining diverse, talented and high-performing people who support and develop one another. The DMO is Disability Confident – Committed. This means that we have been recognised as an employer which is committed 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 role profile.

Interview

At the interview stage, applicants for this post will be assessed against the Success Profiles recruitment framework

Recruitment Principles

The DMO's recruitment processes are underpinned by the recruitment principles of the Civil Service Commissioner, which outline that selection for appointment be made on merit on the basis of fair and open competition.

Complaints Procedure

If you feel at any time your application has not been treated in accordance with the values in the Civil Service Code and/or if you feel the recruitment has been conducted in such a way that conflicts with the Civil Service Commissioner's Recruitment Principles, you may make a complaint, by contacting us at HR@dmo.gov.uk in the first instance. If you are not satisfied with the response you receive you can contact the Civil Service Commissioners via info@csc.gov.uk, alternatively they can be contacted at the following address: G/8, 1 Horse Guards Road, London, SW1A 2HQ.