



## Role Profile

Vacancy Summary			
Job title:	Operational and Policy Analyst	Job reference:	HUM1110 - 411
Agency:	UK Debt Management Office	Group:	Policy and Markets
		Team:	Policy
Reporting to:	Co-Heads of Policy Team	Responsible for	n/a
Salary range:	£30,000 to £47,000 per annum	Closing date:	Friday 10 July 2020
Contract type:	Fixed Term Appointment to 31 March 2021		

### About the UK Debt Management Office

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

### About the Group

#### Policy & Markets

The Policy and Markets area of the DMO includes the Policy team and Research team as well as the Dealing Desk. It is the area of the DMO that is responsible for debt and cash management policy and related transactions including sales of government bonds and transactions on behalf of the Exchequer in the sterling money markets. The area is also responsible for on-lending by central government to local authorities and management of certain public sector funds.

## About the Team

### **Policy**

The Policy team's main responsibility is to develop robust evidence-based advice to HM Treasury on the Government's wholesale debt management strategies, taking account of the Government's debt management policy objective and framework, investor preferences and developments in financial markets.

Some of the specific functions carried out by the team are:

- preparation and presentation (including to HM Treasury) of advice for the DMO's annual debt financing remit published by HM Treasury alongside the Spring Statement;
- formulation and implementation of initiatives relating to the development of HM Government securities markets;
- preparation of external publications; and
- provision of specialist advice on technical features of the gilt market.

The successful candidate will enjoy working as part of a small team in which professionalism and collaborative working are highly valued. The Policy team currently consists of seven staff including two co-heads of the team.

## Key Responsibilities/Accountabilities

To facilitate the government's financing needs related to the government's interventions to support the economy through the period of disruption caused by COVID-19, the DMO has significantly scaled up its financing operations. This has led to an increase in the workload in all areas of the team's work, including the team's operational activities in the delivery of the remit, provision of policy advice, analytical support and external communications (including via the Press Office).

As a result, a temporary position is now available in the Policy team that will focus primarily on helping with the operational side of the team's work during the remainder of financial year 2020-21 (i.e. to end March 2021) where we expect the exceptionally high number of gilt sales operations to continue. Ideally, a new recruit would also have the capability to contribute in a flexible way across the range of the team's activities.

Key skills sought are: (i) ability to work rapidly to strict deadlines; (ii) strong attention to detail including in drafting; (iii) very good organisational/communication skills; (iv) ability proactively to manage your own work programme; (v) ability to handle numbers confidently together with a good working knowledge of Excel; (vi) willingness and ability to respond rapidly to changing priorities, demands and deadlines; and (vii) calmness under pressure. The applicant should have an interest in financial markets, ideally including government bond markets.

In order for the successful candidate to be able to contribute effectively to the wider work of the team, we would also look for: (i) strong drafting skills; (ii) strong analytical skills; and ideally (iii) experience in formulating policy advice.

## Sift Criteria – Required Behaviours, Experience and Technical Skills:

### Technical - Qualifications

- Good academic background with demonstrably strong performance in chosen discipline(s). Minimum of a 2.i awarded in your first degree

### Experience

- Experience with handling numbers confidently and using Excel
- Demonstrable interest in the UK Government's debt management policy
- Strong attention to detail, including in drafting
- Aptitude and willingness to develop the knowledge and skills required for the role

## Interview Criteria – Behaviours

Seeing the big picture	<input checked="" type="checkbox"/>
Changing and improving	<input checked="" type="checkbox"/>
Making effective decisions	<input type="checkbox"/>
Leadership	<input type="checkbox"/>
Communicating and influencing	<input 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"/>

### Strengths



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.

### Technical skills



The interview panel will ask you questions about your understanding of technical and practical activities across a range of relevant areas

### Experience



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.

### Ability



The selection process may involve some skills, aptitude, and psychometric testing for which you will be given prior notice.

## Interview

There will be a **two** stage interview process for this vacancy.

Applicants for this post will be assessed against the elements of Success Profiles listed above. **Candidate guidance on Success Profiles, and how you will be assessed, is available here.**

- Stage 1: Applicants who pass the sifting process will be invited for a telephone interview.
- Stage 2: Candidates who pass Stage 1 (telephone interview) will be invited for a face to face or video call interview. As part of this, candidates will undergo some skills, aptitude testing and psychometric testing for which you will be given prior notice.

Application deadline: 23:55 on 10/07/2020

Shortlisting: Week commencing 13/07/2020

Interviews: Week commencing 27/07/2020

*Please note that these dates are indicative and may change.*

[Candidate guidance on Success Profiles, and how you will be assessed, is available here.](#)

## Working arrangements

### Location

Given the current situation with regard to Covid-19, the role is currently expected to be conducted remotely (from home) until at least such time as government advice on working arrangements changes.

### Hours of work

- This post is available on a full time or part time (to include Tuesdays to Thursdays) basis, and flexible working hours can be accommodated.
- The working hours of this post are 36 per week.
- This post is also open to loans and secondments.

### 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.

### Working for the Civil Service

The [Civil Service Code](#) sets out the standards of behaviour expected of civil servants.

### 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

You will normally be subject to a period of probation for the first three 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 (**preferably no more than two pages**) and covering letter (**which should be no more than one page**), providing evidence and examples that demonstrate your relevant experience and skills in support of your application as detailed in the sift criteria, to [HR@dmo.gov.uk](mailto:HR@dmo.gov.uk). During the initial sift candidates will mainly be assessed against the lead criterion mentioned. **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 submit:

- 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 provide a UK or EU passport, you will need to provide other documentation demonstrating 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 Department 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 department, recruiting and retaining diverse, talented and high-performing people who support and develop one another.

The DMO is a Disability Confident Employer. This means we've been recognised as an employer which is confident in ensuring that disabled people and those with long term health conditions have the opportunities to fulfil their potential and realise their aspirations. 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 person specification. If you need any reasonable adjustments to take part in the selection process, please let us know. If you would like to speak to the HR team regarding this, you can contact us at [HR@dmo.gov.uk](mailto:HR@dmo.gov.uk)

## Data Protection

The DMO will keep your personal details and other information relating to your application for a maximum of two years following the close of the campaign, for audit purposes only after which time it will be securely destroyed. All data is held securely and takes account of our obligations under the General Data Protection Regulation (GDPR).

## Civil Service Code

The Civil Service Code sets out the standards of behaviour expected of civil servants. The Civil Service Commission has two important roles in relation to the Civil Service Code. The Commission hears complaints under the Code from civil servants. The Commission also works with Departments to help them with their promotion of the Code.

The Civil Service Code outlines the core values of the Civil Service:

- Honesty
- Integrity
- Impartiality
- Objectivity

It describes the standards of behaviour expected of individual civil servants against each of these four values.

## 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

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. <http://civilservicecommission.independent.gov.uk/civil-service-recruitment/>

If you feel at any time your application has not been treated in accordance with the Civil Service Commissioner's Recruitment Principles, you may make a complaint, by contacting us at [HR@dmo.gov.uk](mailto: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](mailto:info@csc.gov.uk), alternatively they can be contacted at the following address: G/8, 1 Horse Guards Road, London, SW1A 2HQ.