



Role Profile

Vacancy Summary			
Job title:	HR Advisor & Assistant Private Secretary (Apprentice)	Job reference:	HUM1110-414
Agency:	UK Debt Management Office	Team:	HR/ CEO Office
Reporting to:	Head of HR/ Private Secretary to Robert Stheeman	Closing Date:	19 August 2020
Salary Range:	£26,000 – £30,000		
Contract Type:	Fixed Term Appointment of 12 months		

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 Role
<p>As the Government's debt and cash manager, the DMO aims, with HM Treasury, to lead, develop and deliver the Government's debt, cash and balance sheet management objectives. It also administers the Public Works Loan Board's lending to local government and provides fund management services for a number of public sector clients.</p> <p>The DMO operates at the centre of the financial markets, interacting with major financial institutions to balance the cash flows to and from Government on a daily basis and transacting in Government bonds (gilts) and Treasury bills to meet the Government's financing requirements. It is based in the City of London and its turnover in 2016-2017 was around £3.7 trillion.</p> <p>The DMO has around 114 staff. About a third of the staff work in the Policy and Markets area which is responsible for debt, cash and balance sheet management policy and related transactions as well as for local government lending and for fund management. The rest of the office work in the Operations and Resources team which comprises finance, settlements, risk management, business delivery, HR and facilities teams. Although organised into a number of functional teams, staff operate flexibly to deal with issues as they arise and the office operates with few management layers. All staff have access to training and development opportunities and are encouraged to take them; the DMO is an accredited "Investor in People".</p> <p>The DMO website (www.dmo.gov.uk) contains further information including details of our business plan.</p>

About the Team
<p>The DMO has a requirement for an Apprentice to work on a 12 month contract to support the small HR Team and CEO's office. It is envisaged that the post holder will support in all aspects of HR and CEO private office work</p> <p>The HR department and CEO's office report directly to the Chief Executive and consist of a team of 7. As the DMO is a relatively small organisation some role flexibility is required and may additionally provide support for the corporate governance arrangements with team members also providing administrative support to the Chief Executive and senior management team members.</p>

Key Responsibilities/Accountabilities

1. Employee Services – providing day to day HR support to staff and managers in accordance with DMO policies and procedures, legislation, Civil Service requirements and best practice.
2. Updating absence and sickness lists, answering queries from HR inbox.
3. Filing of all HR records
4. Providing flexible support to the Private Secretary and Assistant Private Secretary in assisting Sub MB members with the co-ordination of briefing and preparation for key meetings, conferences, overseas visits etc., overseeing the provision of administrative and logistical support in preparation for these meetings as necessary.
5. 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, Business Delivery Committee, Credit and Market Risk Committee etc;

Sift Criteria

For this vacancy, we will use the [Civil Service Success Profiles](#) to assess you against the following Behaviours, Strengths, Experience and Technical Skills:

1. Behaviour based criteria: (making effective decisions)]
2. Behaviour based criteria: (working together)
3. Experience based criteria: minimum two years office based administrative experience
4. Technical skills based criteria: Min GCSE Maths and English at grade 4 or above 5. Technical Skills – MS Office experience including intermediate level Excel

LEAD criteria – 2 years office based administrative experience

Candidates – Please note, you will be asked to give evidence in your application of how you meet these criteria.

Interview Process

At interview stage, we will use the [Civil Service Success Profiles](#) to assess your behaviours,, strengths technical skills, experience and ability as part of the interview.

Behaviours
<p>Behaviours:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Seeing the big picture <input checked="" type="checkbox"/> Changing and Improving <input checked="" type="checkbox"/> Making effective decisions <input type="checkbox"/> Leadership <input checked="" type="checkbox"/> Communicating and Influencing <input checked="" type="checkbox"/> Working Together <input type="checkbox"/> Developing self and others <input type="checkbox"/> Managing a quality service <input checked="" type="checkbox"/> Delivering at pace

Strengths	<input 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, the organisation and the job will be 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>	
Technical skills	<input checked="" type="checkbox"/>
<p>The interview panel will ask you questions about your understanding of technical and practical operation on a range of relevant areas</p>	
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>	
Ability	<input checked="" type="checkbox"/>
<p>The selection process may involve some skills, aptitude and psychometric testing for which you will be given prior notice.</p>	

Interview – Information for candidates

There will be a **one** 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 for this post will be assessed against the elements of the Success Profiles recruitment framework listed above.

Application deadline: 23:55 on 19/08/2020
Shortlisting: Week commencing 24/08/2020
Interviews: Week commencing 07/09/2020
These dates are indicative and may change

Application details

To apply, please send a **CV and covering letter** 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. Feedback will only be provided to those invited to attend an interview.**

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.

For more information on the DMO visit: www.dmo.gov.uk

Working arrangements

Location

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

Hours of work

- The working hours of this post are 36 hours per week excluding lunch breaks
- This post is available on a full-time basis although part time/job share/flexible working hours may be considered.

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.
- Civil Service Pension
- Subsidised gym membership
- Interest free season ticket loan
- Family friendly HR policies including paid maternity, paternity and adoption leave
- A working culture which encourages inclusion and diversity

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.

Probationary Period

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 by a further three months where considered necessary

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

DMO has a strong commitment to equality and diversity. Our aim is to be a department which is open and accessible, recruiting and retaining a diverse, talented and high-performing people who support and develop one another.

We are a Disability Confident Employer. This means we've been recognised as an employer which is confident and leading the way 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 sift criteria set out for this post.

If you need any reasonable adjustments to take part in the selection process, please tell us about this in your application form. If you would like to speak to the DMO recruitment team regarding this, you can contact them via email at 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.

Complaints Procedure

The DMO's recruitment processes are underpinned by the recruitment principles of the Civil Service Commissioner, which outline that selection for appointment is made on merit on the basis of fair and open competition. <https://civilservicecommission.independent.gov.uk/recruitment/recruitment-principles/>

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's recruitment principles.

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.

