



Role Profile

| Vacancy Summary | | | |
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| Job title: | Legal & Regulatory Affairs Officer | Job reference: | HUM1110-421 |
| Agency: | UK Debt Management Office | Team: | Risk Management |
| Reporting to: | Head of Legal | Closing Date: | 30 October 2020 |
| Salary Range: | £50,000 – £60,000 | | |
| Contract Type: | Permanent | | |

| About the UK Debt Management Office |
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| 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 |
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| <p>This role will be within the DMO's Risk Management team and report to the Head of Legal.</p> <p>The jobholder will be required to carry out high-quality legal work with minimal supervision over a wide range of areas of legal practice, including debt capital markets; derivative and treasury management transactions; financial market regulations; and public law matters, including advice on the powers of the DMO/HM Treasury and the Commissioners for the Reduction of the National Debt (CRND) under statute. Issues of European law, foreign laws and public international law matters also periodically arise. The jobholder will be expected to be fully engaged in both advisory and operational issues and work positively with other Risk team members to avoid a silo approach to the team's various responsibilities.</p> |

| About the Team |
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| <p>In addition to providing legal and regulatory advice and documentation support, the Risk Management team has responsibility for operational risk and control, compliance, credit and market risk. Many of the DMO's activities require close co-operation between different elements of the Risk Management team and a supportive collegiate approach is adopted by all team members.</p> <p>The overall Risk Management team currently comprises fourteen members of which six are within the legal team. The legal team is managed by the Head of Legal who in turn reports to the Head of Risk and this role represents an expansion of the permanent members of the legal team to four.</p> |

Key Responsibilities/Accountabilities

The key responsibilities and main activities will be:

1. To provide robust and professional legal support and advice (in consultation with external legal advisers where necessary) on the DMO/HMT and CRND's activities, including debt management operations, cash management operations, fund management activities and lending to local authorities.
2. To produce relevant documentation relating to the DMO's debt issuance programme, carry out compliance tasks in relation to gilt auctions and Treasury bill tenders and provide legal and transactional support to the DMO's syndication programme, including by coordinating internal and external stakeholders to tight deadlines, using electronic systems and Excel spreadsheets and making listing applications and ensuring accuracy and quality standards.
3. To document and negotiate counterparty agreements including ISDA and GMRA.
4. To monitor financial sector regulatory and best practice developments and other market changes and identify potential impacts on the DMO.
5. To provide advice on the public law matters including the legislative basis of the DMO, CRND and PWLB's activities.
6. To provide legal support and advice in relation to any other matters as they may arise (e.g. commercial agreements with IT providers, suppliers, strategic projects, disputes, premises).
7. To contribute to the further development of the legal team's activities, know-how and documentation.
8. To assist in the procurement, instruction and management of law firms and other external legal advisers.

This list is not exhaustive; the role will require involvement in other non-core responsibilities necessary for the Risk Management team to provide robust support to the business across its range of activities according to business need.

Sift Criteria

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

1. Technical - Qualified to practise law in England & Wales as a solicitor or barrister.
2. Experience – Evidence of a sound understanding of debt capital markets and other financial markets transactions, their documentation, related laws and regulations and market practice.
3. Experience – Evidence of a successful track record managing a complex documentation process with other stakeholders, requiring strong attention to detail, a positive and proactive approach to working with others, and the ability to work accurately and effectively under pressure.
4. Experience – Excellent contract drafting and negotiation, legal research and analytical and reasoning skills, with ability to assimilate and synthesise information quickly and interpret and apply statutes, case law and other sources of law.
5. Experience - Excellent oral and written communication skills in order to deal with the DMO's internal and external stakeholders (e.g. senior managers, dealers, policy team, HM Treasury, external advisors, market counterparties, suppliers and other external parties in the private and public sector) in a confident, well-reasoned manner.

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

Behaviours:

- Seeing the big picture
- Changing and Improving
- Making effective decisions
- Leadership
- Communicating and Influencing
- Working Together
- Developing self and others
- Managing a quality service
- Delivering at pace

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| 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, 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. | |
| Technical skills | ☑ |
| The interview panel will ask you questions about your understanding of technical and practical operation on 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. | |

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| Interview – Information for candidates |
| <p>There will be a two stage interview process for this vacancy.</p> <p>Applicants for this post will be assessed against the elements of Success Profiles listed above. <u>Candidate guidance on Success Profiles, and how you will be assessed, is available here.</u></p> <ul style="list-style-type: none"> • Stage 1: Applicants for this post will be assessed against the elements of the Success Profiles recruitment framework listed above during a telephone interview. • Stage 2: Candidates successful in Stage 1 will be invited for a face to face or video call interview. As part of this, candidates will undergo psychometric testing for which you will be given prior notice. <p>Application deadline: 23:55 on 30/10/2020 Shortlisting: Week commencing 02/11/2020 Interviews: Week commencing 09/11/2020 These dates are indicative and may change</p> |

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 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.

