



## Role Profile

### Vacancy Summary

Job title:	Junior Client Service Associate (Maternity Cover)	Job reference:	HUM1110- 422
Agency:	UK Debt Management Office	Team:	Business Operations and Development
Reporting to:	Business Operations Manager	Closing Date:	13 November 2020
Salary Range:	£27,000 – £29,000		
Contract Type:	Fixed term contract for 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

The Business Operations team are responsible for all operational functions and relationship management for counterparties either:

- borrowing through the PWLB lending facility (PWLB) or
- arranging deposits through the Debt Management Account Deposit Facility (DMADF)

Furthermore, the team are also responsible for effecting the investment requirements of the Commissioners for the Reduction of the National Debt (CRND).

### About the Team

The Business Operations team is made of four staff members and the Manager. This role is a fixed term contract for maternity cover for 12 months. As stated above, the team cover all operational tasks for counterparties who can borrow through the PWLB lending facility and deposit in the Debt Management Account Deposit Facility. In addition, the team manage the operational requirements for a number of public sector funds known as the Commissioners for the Reduction of the National Debt.

The team have many daily, weekly and monthly deliverables and must work closely with internal and external stakeholders to ensure that tasks are completed accurately and queries are responded to timely.

## Key Responsibilities/Accountabilities

1. Process and approve PWLB loan applications for counterparties in accordance with the relevant internal controls and the terms of the current Operational Circular
2. Facilitate the premature repayment of PWLB loans for counterparties ensuring that the settlement of funds is completed timely and accurately
3. Process DMADF applications for counterparties in accordance with the relevant internal controls and the terms of the current Operational Notice
4. Process CRND transactions for all funds in accordance with the relevant internal controls and the terms of the current service level agreements
5. Produce reports (and statistics) regarding operational activity for internal and external stakeholders
6. Maintain and update team procedures

## 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. Experience based criteria: experience of working to tight deadlines while maintaining high quality outputs
2. Behaviour based criteria: making effective decisions
3. Behaviour based criteria: communicating and influencing
4. Technical skills criteria: Intermediate Microsoft Office skills (used for analysis i.e. Excel vlookup or macros)

## **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

## 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.

## Interview – Information for candidates

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 for this post will be assessed against the elements of the Success Profiles recruitment framework listed above. First stage interviews will be conducted by telephone

**Stage 2:** Candidates will be assessed against the elements of the Success Profiles listed above. Second stage interviews will be conducted via video conference (WebEx)

Application deadline: 23:55 on 13/11/2020  
Shortlisting: Week commencing 16/11/2020  
Interviews: Week commencing 23/11/2020  
These dates are indicative and may change

## Application details

To apply, please send a **CV and covering letter** to [HR@dmo.gov.uk](mailto: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](http://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](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.

## 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](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.

