United Kingdom
Debt Management
Office

Role Profile

Vacancy Summary			
Job title:	Assistant Private Secretary	Job reference:	HUM1110 - 475
Agency:	UK Debt Management Office	Team:	CEO's office
Reporting to:	Senior Management Team	Closing Date:	15 July 2022
Salary Range:	£40,000 – £45,000		
Contract Type:	Permanent / Secondment / Loan - 18 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. We are a small, friendly and dedicated team working in the heart of the City of London.

About the Role

The Assistant Private Secretary (APS) is a critical and highly rewarding role within the Chief Executive's (CEO) office. The APS will help to ensure the smooth running of the CEO's office, working closely with the Private Secretary (PS) to the Chief Executive. The role is wide ranging and will require the jobholder to work flexibly and at pace. The role has assumed an increased importance as a result of the on-going increase in the scope and activities of the Debt Management Office and the array of issues that require senior management attention and completion to tight schedules. The role has proved invaluable in supporting the huge array of issues that feed into the CEO's office and which require close attention and monitoring.

The Assistant Private Secretary (APS) is responsible for:

- Providing full Private Secretary support and advice to the Senior Management Team (comprising the Deputy Chief Executive, the Chief Operating Officer and the Co-Head of the Policy and Markets Team), managing a wide variety of issues and actively distilling and tailoring information for the Senior Team.
- Providing analytical support on an array of DMO-related issues to the Senior Management team.
- Leading a variety of critical projects which support the core objectives of the DMO
- Building and maintaining strong working relationships with senior stakeholders, both within the DMO and externally.
- Supporting the administrative requirements of the DMO's Board
- Supporting the Private Secretary (PS) in the smooth running of the CEO's office.
- Acting as cover for the PS during absences.

The role is very active and requires analytical, problem solving, organisational, strategic thinking, project planning and communication skills. As a great deal of sensitive information is processed by the CEO's office and 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.

About the Team
The CEO's office is a small yet critical team working at the heart of the DMO. The team currently comprises five members of staff, including the Private Secretary to the Chief Executive, Personal Assistant (PA) to the Chief Executive, Assistant Private Secretary to the Senior Management Team, Personal Assistant to the Senior Management Team and an Administrator. Although each team member has their own area of responsibility, the team works very flexibly and closely together in support of the Chief Executive and Senior Management team.

Key Responsibilities/Accountabilities
• Support the PS in the day-to-day running of the CEO's office, working as required with the rest of the CEO's office and the PAs, 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 service and first line support and advice to the Senior Management Team. • Provide analytical and problem solving support to the Chief Executive and Senior Management team 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 other Senior Management Team members 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 other Senior Management Team members are kept abreast of progress. • Provide support to the PAs within the CEO's office, providing practical advice and supporting their skills development. • Build and maintain strong working relationships with senior stakeholders, both within the DMO and externally at, for example, HM Treasury, ministerial private offices, and other government departments as required; • Work closely with teams across the office on the co-ordination, prioritisation, escalation (if necessary) and completion of actions generated by the DMO's senior committees. • Support Senior Management Team members with the co-ordination of, and analytical input into, 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
For this vacancy, we will use the Civil Service Success Profiles to assess you against the following Behaviours, Experience and Technical Skills: 1. **Behaviour:** Delivering at pace. Required to manage multiple workstreams accurately at the same time in a fast-paced environment; 2. **Behaviour:** Communicating and influencing. Must have strong interpersonal, influencing and stakeholder management skills. 3. **Behaviour:** Changing and improving. Developing solutions often at short notice to ensure that the work of the Senior Management Team and the DMO more generally continues to be delivered to the highest standards. 4. **Behaviour**: Making effective decisions. Ability to be flexible and filter salient information, to act quickly and judge when issues are sensitive and require handling with discretion 5. **Technical**: Proficiency in use of MS Office. 6. **Experience:** Knowledge and understanding of an array of policy and technical issues that are presented to the Senior Management Team. Lead criterion – At least one year's experience in a comparable role. 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

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.
- **Stage 2**: Candidates may be asked to undertake a test/presentation/ psychometric test and will be assessed against the elements of the Success Profiles listed above.

Application deadline: 23:55 on 15 July 2022
Shortlisting: Week commencing 25 July 2022
Interviews: Week commencing 8 August 2022
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 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. Now that we have concluded the Brexit transition period applicants from the EU must provide proof of their eligibility to work in the UK.

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

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.

Civil Service Commission