



Role Profile

Vacancy Summary

Job title:	Data & Policy Analyst	Job reference:	HUM1110- 519
Agency:	UK Debt Management Office	Team:	Policy
Reporting to:	Co-Heads of Policy Team	Closing Date:	1 st April 2024
Salary Range:	£40,000 to £50,000		
Contract Type:	Permanent		

About the UK Debt Management Office

The DMO is an Executive Agency of HM 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 DMO's Policy team is looking to recruit a Data & Policy Analyst who will play a key role (alongside the Senior Data & Policy Analyst) in the handling/analysing of data and production of analytical contributions to the development of evidence-based policy advice and recommendations produced within the team. The role would suit a candidate with strong numeracy skills who has a very good working knowledge of analysing data using Microsoft Excel. Related work experience in the financial or government sectors, although useful, is not required.

The successful candidate will also take the lead in monitoring the DMO's operational delivery against its financing remit throughout the financial year, proactively reporting this internally and briefing senior management, and providing recommendations as to how to address any issues.

The post holder will have a key role throughout the year in undertaking various operational duties within the team (alongside others), building team resilience.

The main qualities that the successful candidate will possess are an aptitude for extracting and analysing financial market data, excellent attention to detail including in drafting, the capacity to explain analysis clearly both orally and in writing, the ability to work independently, and taking a proactive and collaborative approach within the team and with colleagues across the Policy & Markets area of the DMO. The applicant should have an interest in financial markets, ideally including government bond markets.

About the Team

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.

The Policy team is part of the Policy & Markets area, which also includes Research & Analysis, the Gilt and Cash Desks and Business Development teams, and the successful candidate will work flexibly alongside colleagues across the area on a variety of topics.

The successful candidate will enjoy working as part of a specialised team in which professionalism and cross-team collaborative working are highly valued.

The Policy team currently consists of seven staff (excluding this role) including two co-heads of the team.

Key Responsibilities/Accountabilities

1. Alongside the Senior Data & Policy Analyst, responsibility for the production of regular and ad hoc quantitative data and analysis for the team, which will include: regular publications setting out statistics on UK government debt; analytical contributions to policy advice; and completion of survey responses and data compilation exercises.
2. Take the lead in monitoring progress in delivery of the DMO's financing remit throughout the financial year, proactively reporting this internally, raising any issues with senior managers and providing recommendations as to how to address those and any related questions.
3. Responsibility for meeting some of the internal and external reporting requirements of the team, producing written summaries/explanations of analysis undertaken, and producing some of the presentations to be used by senior managers.
4. Have a key role in the team's operational duties (routine but important duties around gilt operations), including: (i) auction sizing recommendations; (ii) other operational duties around auctions (e.g. publication of press notices); (iii) promulgation of information after operations; and (iv) updating various operational spreadsheets.
5. On a rota basis, lead internal committee meetings (including preparation of the agenda and chairing the meeting) at which decisions based on data and analyses are made.
6. Respond to ad hoc policy issues or queries (sometimes with a very short turnaround time) from HM Treasury, and from internal and external stakeholders.

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. **Lead criterion:** Either an undergraduate degree with a minimum 2.i or equivalent international qualification (please confirm equivalence to 2.i degree class or above in your cover letter) or a higher degree (e.g. a Master's degree), together with evidence (e.g. in your cover letter) of excellent drafting skills, demonstrating your motivation for applying for the role.
2. Experience with extracting/gathering, analysing and interpreting data (ideally including economic and/or financial market data); including using Microsoft Excel for calculations with the ability to use a wide range of functions, for manipulation of data and for the production of charts and tables.
3. Excellent attention to detail, particularly in data analysis, and a high standard in drafting written material.
4. Aptitude and a proactive approach to develop the knowledge and skills required for the role.
5. Ability to present and explain quantitative information and numerical/analytical outputs clearly to specialist and non-specialist audiences, both verbally and in writing.

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 matters 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 will involve some skills, aptitude and psychometric testing for which you will be given prior notice.	

Interview – Information for candidates
<p>There will be a one stage interview process for this vacancy.</p> <p>Applicants for this post will be assessed against the elements of Success Profiles listed above.</p> <ul style="list-style-type: none"> • Stage 1: Applicants who pass the sifting process will be invited for a face to face interview, and will undergo some skills and aptitude testing. <p>Application deadline: 23:55 on 01/04/2024 Shortlisting: Week commencing 01/04/2024 Interviews: Week commencing 08/04/2024</p> <p>These dates are indicative and may change.</p>

Application details

To apply, please send a **CV and tailored covering letter** to Recruitment@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 licence**. 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/Hybrid working

DMO's offices are located in the City of London.

We are an operational business and delivery of our Remit is a priority. We are a London based organisation and our contracts reflect that our place of work is our London office.

UKDMO is a flexible employer. We work in small teams and individuals have a say in how they do their work. Where employees have health or caring responsibilities we are empathetic to different situations.

We work a hybrid pattern. From 1st April 2024 our expectation is for employees to work remotely for 40% of their time and 60% of their time in the office. This is in line with the rest of the Civil Service and much of the private sector. We measure this over a rolling month so that individuals can plan their time, in agreement with their line manager, and in order to meet business need.

In agreeing how we work, UKDMO has to balance the need to meet all business objectives, including working collaboratively, with our understanding of individual circumstances.

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 in the first period, 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.

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.

