

APPENDIX 2



HM TREASURY

United Kingdom
Debt
Management
Office



TREASURY GROUP SHARED SERVICES

Role Profile (HMT)

Vacancy Summary			
Job Title:	Ministerial Support	Job Reference:	OC001627B
Directorate:	PERM	Team:	Chancellor and Chief Secretary's Offices
Line Manager	Torsten Henricson-Bell	Range:	B
PSG Career Grouping:	Operational Delivery	Closing Date:	27 November

Salary Range

£17,461 to £19,706
(permanent/fixed term)

About HMT

The Treasury is the United Kingdom's economics and finance ministry. It is responsible for formulating and implementing the Government's financial and economic policy. Its aim is to raise the rate of sustainable growth, and achieve rising prosperity and a better quality of life with economic and employment opportunities for all.

Job Specification

Key Responsibilities:

- To be a key part of achieving the team's goal: to provide efficient and effective support to the Chancellor and Chief Secretary, who are currently the Rt Hon Alistair Darling MP and the Rt Hon Yvette Cooper MP.
- Ensuring ministers are well prepared for meetings, including preparing briefings.
- Handling correspondence with stakeholders within and beyond government.
- Managing email accounts to facilitate ministerial decision making, and ensuring excellent quality record keeping.
- Providing effective administrative support to the Chancellor/Chief Secretary and team.
- We are keen to support the development of team members. For the right candidate potential responsibilities include minuting ministerial meetings, experience of event management and drafting of correspondence.

Person Specification	
Essential Criteria	
Knowledge Requirements	Skills Requirements
<ul style="list-style-type: none"> • Good time management and communication skills • Proficiency with Outlook, Word and Excel. Ideally also familiarity with Jigsaw. • Core business support skills including document handling, and arranging meetings. 	<ul style="list-style-type: none"> • Open Communication: This post involves constant contact with internal and external stakeholders. It is vital that the post holder has strong communication skills to deal with people at all levels and a strong commitment to customer service. • Delivering Together: There is strong emphasis on working closely with other members of team to deliver results. The post holder will need to show ability to build effective working relationship with colleagues within the team and across the Treasury. • Achieving Results: Post holder will need to be enthusiastic and flexible to demonstrate an ability to organise themselves in an environment with constantly changing demands and priorities, while often required to deliver a number of results under tight timescales.
Desirable Criteria	
<ul style="list-style-type: none"> • Experience of working with ministers. 	<ul style="list-style-type: none"> • Thinking and Developing Professionally: The team is committed to constant improvement so it would be desirable if the post holder was committed to identifying areas for change and implementing appropriate responses.

Key Competencies					
Thinking Strategically		Managing People		Managing Resources	
Analysis & Use of Evidence		Open Communication	x	Achieving Results	x
Thinking and Developing Professionally		Appreciating People	x	Delivering Together	x

Working Arrangements
This post will be based in London. This is a full time post, and will require some long hours during Parliamentary session. We actively promote flexi-leave and operate an early and late shift system to minimise overall working hours.

Application Details

To apply for this post, you should complete an application form and submit it to torsten.henricson-bell@hm-treasury.gov.uk copying in 4741@hm-treasury.x.gsi.gov.uk, (HR Central Services) quoting the job reference number in your request.

Two posts are available, one in each ministerial office. Applications will be considered for both roles.

Diversity Statement

HM Treasury has a strong commitment to equality and diversity, as shown in the Ten-Point Diversity Delivery Plan. Our aim is to be a department which is open and accessible, recruiting and retaining diverse, talented and high-performing people who support and develop one another.

HM Treasury guarantees to interview any disabled applicants, provided they meet the minimum criteria for the post, and inform HR Central Services of their eligibility for a guaranteed interview in their covering letter/application form.

Eligibility

This post is being advertised via the following process:

External Competition This post is subject to a full open competition and will be advertised internally and externally via a civil service trawl and media advert. All are eligible to apply regardless of employment/contract status.	X
Civil Service Trawl This post is being advertised internally and via a civil service trawl. Only permanent employees and staff employed on a fixed term basis via open competition are eligible to apply for this post.	
Internal Only This post is being advertised internally. Only permanent employees and staff employed on a fixed term contract via open competition are eligible to apply for this post.	
Open on Promotion?	Y

If in doubt about your eligibility to apply for this post please contact HR Central Services on 0207 2704741 for further advice.