

APPENDIX 2



HM TREASURY

United Kingdom
Debt
Management
Office



TREASURY GROUP SHARED SERVICES

Role Profile (HMT)

Vacancy Summary			
Job Title:	Business Support	Job Reference:	OC001638B
Directorate:	MFP	Team:	Government Economic Service
Line Manager	Alison Cookson-Hall	Range:	B
PSG Career Grouping:	Operational Delivery	Closing Date:	21 November 2008

Salary Range £17,461 – £19,706

This is initially a six month fixed term appointment to cover a long term sick absence. There may be scope for the contract to be extended, or to be made permanent.

About HMT & Background Information

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.

The Government Economic Service team is a small, friendly team and the central management unit for all government agencies & departments employing economists – there are currently around 1,600 economists in the Government Economic Service (GES). The team leader is Andy Ross. The post holder will report to Alison Cookson-Hall who is head of GES Operations. A major part of the GES team's work is recruiting economists for some 30 government departments but our remit also includes: interdepartmental transfers via the GES trawling process; collating detailed information about departmental economist staff- in- post, providing professional development opportunities for economists and providing a network of information for the GES. We organise lots of events for government economists including seminars, conferences and training courses and open days for economics students. Although the GES team is based in HM Treasury, we are jointly funded by GES departments and most of our work is outward facing.

The role involves helping to run, on a day to day level the student recruitment programme. This includes dealing with all aspect of the recruitment process from advertising through to setting up and running the interviews. The postholder will be expected to work flexibly across the Team, supporting other colleagues as required. This will be a varied role to use the best of your skills, including budgets, website, and face to face contact with applicants. Within core constraints of the job, the duties and tasks can be adapted to meet the needs of the team and the individual post holder so you will need to be flexible.

Job Specification

Key Responsibilities:

- To provide support for the annual sandwich student and summer student recruitment exercises & one Economic Adviser competition, including updating university contacts lists, advertising schemes on Civil Service Gateway, acknowledging & logging applications, producing spreadsheet with details of applicants, issuing invitations to interview, admin arrangements for interviews, dealing with technical equipment, (loading power point presentations) and issuing results, dealing with queries. During interview times this will require the ability to start work at 8.30 am.
- Ad hoc administrative tasks such as collating information for the annual pay survey and compiling the pay survey spreadsheet.
- Budget work including monitoring expenditure, entering costs on spreadsheets, liaison with finance.
- Publishing internal job adverts on the GES members' website ensuring trawled posts meet essential GES criteria. Updating the external GES website on an ad hoc basis.
- To set up and ensure all the necessary administrative arrangements are in place for spring open days, including issuing invitations to universities, acknowledging and logging replies within two days of receipt, produce list of attendees for security, booking accommodation & refreshments, dealing with presentations, arranging Hotel and Travel bookings
- Working flexibly to support the Team e.g. through responding to external enquiries via the external GES Int inbox and assisting when the Recruitment Team run student events. This may involve the occasional trip outside London e.g. Warwick or Nottingham

Person Specification

Essential Criteria

Knowledge Requirements

- Good IT skills are important. Candidates will need to be able to demonstrate the ability to use packages such as Outlook, Word, Excel, Powerpoint
- Good numerical skills to be able to work

Skills Requirements

- Excellent attention to details, good organisational skills and the ability to prioritise to meet operational deadlines
- Excellent communication and inter-personal skills are required as you will be

with budgets and do simple calculations	in regular contact with students, members of the public, and Chief Economists.
Desirable Criteria	
<ul style="list-style-type: none"> • Previous HR experience would be useful 	

Key Competencies					
Thinking Strategically		Managing People		Managing Resources	X
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 flexible working hours can be accommodated.

Application Details
To apply for this post, you should send a covering letter, explaining how you meet the person specification for this post and your Curriculum Vitae to Alison.Cookson-Hall@hm-treasury.gov.uk ; copying in 4741@hm-treasury.x.gsi.gov.uk , (HR Central Services) quoting the job reference number in your request. We plan to interview w/b 8 December 2008

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 on the HMT website. All are eligible to apply regardless of employment/contract status. This is a 6 month fixed term contract. There may be scope for the contract to be extended or made permanent.	X
Open on Promotion?	N

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