

Information Policy Specialist: Information pack

HM Treasury

HM Treasury employs about 1,100 people and is right at the heart of Government, responsible for formulating and putting into effect the UK Government's financial and economic policies. Our aim is to raise the rate of sustainable growth, and achieve rising prosperity through creating economic and employment opportunities for all.

Our agenda is huge: ranging from social reform to financial stability at home and abroad; from promoting competition and enterprise to improving public services; and improving the quality of life for all.

We're based in recently refurbished offices in Westminster - a single site for all our staff.

We have around 60 different teams grouped into seven business areas called "Directorates". Many of the teams will have differing needs and priorities.

Permanent Secretary's Directorate	HM Treasury's Ministerial support, Communications and Strategy
Budget and Public Finances	Maintaining sound public finances, promoting fair and efficient tax and benefit system with incentives to work, save and invest.
Public Services	Improving the quality and the cost effectiveness of public services and expanding economic and employment opportunities for all.
Macroeconomic Policy and International Finance	Maintaining a stable macroeconomic framework with low inflation; promoting UK economic prospects by pursuing increased productivity and efficiency in the EU; international financial stability and increased global prosperity, including protecting the most vulnerable.
Financial Regulation and Industry	Increasing productivity of the economy and securing an innovative, fair dealing, competitive and efficient market in financial services, whilst striking the right balance with regulation in the public interest.
Financial Management Reporting and Audit	Achieving a high standard of regularity, propriety and accountability in public finances.
Corporate Services & Development	Committed to ensuring the Treasury can deliver on its policy objectives through professional people, professional management and professional tools.

Information Rights Unit

The Information Rights Unit of three staff is part of the Information Gateway team. The Information Gateway team is made up of around 31 information professionals, and provides information and knowledge management, library, records and information policy services to the Treasury and a library service to the Cabinet Office. The wider Information Services team, with whom we work closely, provides IT, communications and information management infrastructure.

The Unit's biggest challenge is to champion and lead the change that will deliver the culture of openness required by the new Freedom of Information legislation. This will require a candidate who can:

- promote and implement a programme to raise departmental awareness;
- drive forward the FOI change agenda;
- contribute to policy development in this key area;
- influence the processes for developing policy information to take account of the need to disclose the facts and analysis underpinning the policy decisions; and
- represent the Treasury in inter-departmental meetings and other forums to maintain a clear understanding of current issues and priorities and to influence the development of information policies

Information Policy Specialist: the job

To help us deliver our vision we are looking to recruit an Information Policy Specialist up drive forward the FOI change agenda. The postholder will work with the Head of the Information Rights Unit and an Administrator to plan and deliver a programme for change, working alongside policy makers and other staff.

This is an exciting post, playing a leading role in a programme of organisational change on Freedom of Information as well as leading on other information policy issues. The challenges are numerous and the balance of work will change as the post evolves and as the Freedom of Information Act comes into force.

Principle activities will include:

- Understanding the business needs of the department and adapting your approach to reflect these needs.
- Developing partnerships between the Unit and Treasury teams to deliver information policies that meet their needs within the governing legal and regulatory framework
- Contributing to the development of a Treasury wide strategy on freedom of information taking into account strategies in other areas such as records management and training.
- Contributing to the development of an information toolkit to enable teams to select a suitable portfolio of activities and incorporate these into their business planning, objectives and ways of working
- Winning hearts and minds to embed a culture of openness in the Treasury
- Raising awareness of information legislation including Freedom of Information and Data Protection and helping the Treasury respond to specific information requests

- Understanding good practice and procedure around record keeping and championing these activities
- Developing web based knowledge pools and other databases to share knowledge and good practice of information policy across the Treasury
- Helping to structure and maintain content on our Intranet site
- Contributing to the development and maintenance of the Treasury's publication scheme and information asset register
- Developing and using effectively formal and informal networks both externally and internally

We are currently engaged in a large change programme in the Treasury to implement robust policies and good practice around how we create, store and archive our documents and records. We need to effect a significant culture change in time for the implementation of the new Freedom of Information legislation in January 2005.

Type of Appointment

This appointment will be offered on a permanent basis but we will also consider a two-year fixed-term appointment (with the possibility of extension or conversion to permanency) or a two-year secondment if you are already employed. The successful candidate who joins us permanently or on a fixed-term contract will be expected to serve a probation period of one year.

What skills do you need?

The key skills required for this role are around thinking and learning, and communication and interpersonal skills. We are looking for someone who is:

- Able to innovate to develop our services and generate fresh ideas
- Good at managing themselves, their projects and their relationships with other people
- Able to demonstrate good thinking skills such as being able to see the bigger picture and think strategically and analytically
- Able to demonstrate strong communication and interpersonal skills such as mentoring and building communities, teamworking, networking and training and making presentations
- Able to consult, listen, influence and negotiate at senior levels and make the case for and implement significant change in the culture of the organisation
- Customer focussed professionals with excellent oral and written communication skills who will make an impact with audiences inside and outside the Treasury in conveying the benefits of good information policies and in turning complex legislation into layman's guidance
- Delivery focussed and able to demonstrate a track record of getting successful results.

The ability to demonstrate good project management skills and an awareness of general information skills, including archiving, document and records management, search and retrieval, taxonomies and metadata, information auditing and mapping would also be desirable.

The Treasury has a 'competence framework' (appendix 1) which describes 'effective' and 'ineffective' behaviours. The framework is used for selection,

promotion, and ongoing performance measurement. It would be helpful if, when you apply, you could highlight your experience of:

- **Focusing on Results** – working effectively to deliver quality and timely outcomes
- **Valuing Everyone** – valuing every individual's skills and needs
- **Developing Professionalism** – applying skills and knowledge in a professional way
- **Managing Effectively** – motivating and developing people to achieve high performance
- **Communicating Well** – communicating effectively and working collaboratively with key stakeholders
- **Thinking Strategically** – focusing on the bigger picture to achieve long term aims

The Benefits

Salary

The starting salary for this role will be within the range £21,525 - £26,200 for a permanent appointment or a fixed-term appointment, although more may be available for exceptional candidates. Once appointed, pay increases are entirely performance related and based on annual appraisal.

If the post is taken as a secondment, you will be employed on the existing terms and conditions of your current employer, but we will reimburse your salary costs if they come within the salary range of £21,525 to £35,514 (depending on experience)

Extensive training and development opportunities

We achieved Investors in People (IiP) accreditation in December 1999 and maintained our accreditation when we were recently assessed in June 2001, demonstrating that we are fully committed to the training and development of all employees. We offer every opportunity to our employees to acquire the necessary skills and knowledge to do their jobs well.

Working environment

The facilities are first class, with modern office and IT equipment; a wide selection of food and drink in our internet café and restaurant; well equipped meeting rooms and alternative informal work spaces; a 200 seat auditorium; a prayer room for people of all faiths; and a discounted professional gym. We also have a sports and social club offering a variety of activities from gardening and music to football, snooker and yoga, and many more to choose from.

Working hours and family-friendly policies

This role has been designed as a full time post where you will work 41 hours a week (including daily lunch breaks of one hour) but we are happy to consider other working patterns.

Achieving a good work-life balance is important to us and you will not be expected to work excessive hours. We give generous parental and other special leave and successfully operate alternative working patterns including: flexible working, part-time, job sharing, 9-day fortnight and home/remote working. We also offer career breaks to those wishing to study (for a relevant qualification) or look after their children.

Holiday allowance

On appointment, permanent and short term employees will have at least 25 days' leave rising to 30 days after 4 years of service, plus a further 10 ½ days of privilege and public holidays each year. Secondees will continue to use their existing leave arrangements as specified by their current employer, but will get the additional 2.5 privilege days.

Generous pension scheme

The Treasury offers a choice of final salary and stakeholder pensions to permanent and fixed-term employees, giving you the flexibility to choose the option that suits you the best.

The “premium” scheme (final salary) provides a pension based on 1/60th of your final pensionable earnings for each year of reckonable service in the scheme. Contributions will be based on 3.5% of your pensionable pay.

The “partnership” scheme (stakeholder) allows you to decide how much you want to contribute. We will make a contribution as a percentage of your pensionable earnings. The level of contribution varies according to your age.

Further information about these pension schemes will be made available to successful candidate.

Secondees will remain on their existing terms and conditions from their current employer.

Diversity and equal opportunities policies

HM Treasury believes a diverse workforce makes a positive impact on what we can achieve. We want to do everything we can to ensure that we reflect the society we serve, valuing diversity every step of the way.

We take our commitments seriously. If you are disabled we will make any reasonable adjustments to help your career with us.

Our aim is to create an inclusive culture in which diversity is fully valued. We want to reflect the diversity of society generally, as well as benefiting from the talents a diverse workforce brings to us. Valuing diversity also brings benefits for individuals, recognizing that the use of flexible and alternative patterns of working assists people to achieve a better balance between work and their other activities.

If you would like further details about our Diversity policies, feel free to contact our Diversity Officer, Mary Gillespie on 020 7270 4523 (email: mary.gillespie@hm-treasury.gsi.gov.uk).

Eligibility

This post is open to those UK nationals, Commonwealth citizens, nationals of EC and EEA states, and nationals of Switzerland who have the right to live and work in the UK.

The successful candidate will normally be expected to serve a probation period of one year.

We guarantee an interview to any candidate who declares themselves as disabled on their application and who meets the minimum selection criteria for the job as shown under "the skills required". Such candidates will be considered on their abilities in competition with other candidates invited for interview.

Further Information

If you would like to find out more about this job please call Kate Jenkins, Head of the Information Rights Unit on 020 7270 6408 (Tues-Thurs).

How to apply

The closing date for applications is **12 January 2004**.

Applicants should submit:

- A CV
- A covering letter explaining why you are interested in this role and what you will bring to the job
- A nationality statement
- A diversity monitoring form

The last two are available from our website www.hm-treasury.gov.uk/careers or from the address below in hard copy or alternative formats.

- [PDF file of nationality statement and diversity monitoring](#)
- [Word file of nationality statement and diversity monitoring](#)

If you have a disability please include brief details of what arrangements, if any, you would require if called for interview.

Electronic applications should be sent to:

baljit.phamber@hm-treasury.gov.uk

Postal applications should be sent to:

Baljit Phamber
HR Services Team
HM Treasury
1 Horse Guards Road
SW1A 2HQ

Selection Process

Selection will be by interview, which we expect to hold in late January/early February 2004. Please let us know if there are any dates between that you cannot make.

We guarantee an interview to any candidates who declare themselves as disabled on the application form and who meet the minimum selection criteria for the job as shown under 'the skills required' above. Such candidates will be considered on their abilities in competition with other candidates invited for interview.

Pre-appointment enquiries

If you are successful, there will be some pre-appointment enquiries, e.g. references, security, nationality and health checks before HM Treasury can make you a formal offer of appointment. Your application may be rejected or you may be dismissed if you withhold relevant details or give false information.

Data protection

Any data about you will be held in secure conditions, with access restricted to those who need it in connection with your application and selection. Data may also be used for the purposes of monitoring the effectiveness of the recruitment scheme; in these circumstances, all data will be kept anonymous. If you are unsuccessful, your application will be destroyed after 12 months. If you are successful, data will be passed to the Treasury's personnel team and will form part of your personnel file.

Appendix 1 – HM Treasury’s Competence Framework

Please note that the statements below are examples of how each competence might be demonstrated. It is not an exhaustive list. Although the framework primarily refers to examples based on experience at the Treasury, these should be taken as a guide. You will be able to use examples from your own experiences either at work or from your leisure interests, to demonstrate your abilities against these competencies in an alternative context.

EFFECTIVE BEHAVIOUR	INEFFECTIVE BEHAVIOUR
FOCUSING ON RESULTS Working effectively to deliver quality & timely outcomes	
<ul style="list-style-type: none"> ✓ Delivers results on time and within the resources allocated ✓ Identifies objectives, and remains focussed on them ✓ Creates practical & achievable plans, and monitors them ✓ Prioritises & manages own work and projects effectively ✓ Evaluates outcomes & carries out follow-up where necessary 	<ul style="list-style-type: none"> ✓ Easily distracted; loses sight of the objectives ✓ Carries out open-ended meetings with no clear purpose, or delays meetings by arriving late ✓ Makes the same mistakes (that he/she is aware of) repeatedly ✓ Fails to build in evaluation to tasks or find time for review
VALUING EVERYONE Valuing every individual's skills and needs	
<ul style="list-style-type: none"> ✓ Deals with people & issues honestly, fairly & with respect ✓ Acknowledges that others have different needs outside work ✓ Is approachable, actively seeks out & is willing to listen to the views of others irrespective of grade/gender/cultural background ✓ Understands & shows commitment to diversity ✓ Challenges inappropriate behaviour 	<ul style="list-style-type: none"> ✓ Fails to appreciate abilities & objectives of others, or does not realise they differ from own ✓ Is not receptive to alternative/flexible working patterns ✓ Denigrates others for their new ideas ✓ Offers criticism without offering any solutions

EFFECTIVE BEHAVIOUR	INEFFECTIVE BEHAVIOUR
<p>DEVELOPING PROFESSIONALISM Applying skills and knowledge in a professional way</p>	
<ul style="list-style-type: none"> ✓ Develops relevant specialist knowledge, and effectively applies it to work issues ✓ Seeks out opportunities to learn & keep up-to-date with latest developments in own area of work ✓ Demonstrates appropriate knowledge of the workings of Treasury, other departments, agencies, government and parliament, the EU and the role of the media ✓ Shares knowledge and best practice openly with others for wider HMT benefit ✓ Gives advice based on sound evidence and analysis 	<ul style="list-style-type: none"> ✓ Makes unqualified assumptions rather than gathering the facts/evidence ✓ Doesn't put new learning into practice ✓ Ignores development opportunities (e.g., seminars, industry events) ✓ Refuses to consider alternative ways to solve problems or issues
<p>MANAGING EFFECTIVELY Motivating and developing people to achieve high performance</p>	
<p><i>For individuals with formal line management responsibilities:</i></p> <ul style="list-style-type: none"> ✓ Builds an effective team, encouraging flexibility & mutual support ✓ Delegates to lowest appropriate level, taking account of the workloads of others ✓ Gives regular, constructive feedback to all staff ✓ Tackles poor performance & conflict in the team <p><i>For all individuals:</i></p> <ul style="list-style-type: none"> ✓ Contributes fully to effective team performance ✓ Actively promotes & supports fairness & equality of opportunity ✓ Takes time to effectively train/tutor individuals in new skills ✓ Ensures knowledge sharing & keeps good records ✓ Works to understand the reasons for change & helps engage others in the change process 	<ul style="list-style-type: none"> ✓ Fails to delegate challenging or interesting work, not allowing for development ✓ Double checks every detail of work that has been delegated ✓ Engages in bullying behaviour ✓ Takes credit for work of others (not acknowledging their contribution) ✓ Leaves people to "flounder around" without providing assistance

EFFECTIVE BEHAVIOUR	INEFFECTIVE BEHAVIOUR
COMMUNICATING WELL Communicating effectively and working collaboratively with key stakeholders	
<ul style="list-style-type: none"> ✓ Builds and maintains effective working relations, internally & externally to HMT, to share best practice & achieve best practical outcomes ✓ Identifies & consults key stakeholders ✓ Represents the team, department or the UK confidently & professionally at meetings, presentations, conferences and events ✓ Makes and presents a case persuasively/convincingly & negotiates effective outcomes ✓ Drafts & presents material/policy effectively, highlighting constraints where applicable ✓ Seeks to avoid information overload, using the most effective method of communication 	<ul style="list-style-type: none"> ✓ Does not appreciate the differing views of colleagues ✓ Fails to consult key stakeholders ✓ Fails to prepare adequately before meeting with others
THINKING STRATEGICALLY Focusing on the bigger picture to achieve our long-term vision	
<ul style="list-style-type: none"> ✓ Focuses on the long-term goals/business plan to ensure the organisation's aims and objectives are met ✓ Takes a strategic approach to planning within the team ✓ Considers the implications of wider issues - political, team, directorate, and departmental priorities ✓ Anticipates and manages risks and consequences ✓ Thinks creatively and develops practical solutions to problems, and encourages others to do the same 	<ul style="list-style-type: none"> ✓ Judges issues from purely theoretical perspectives without thinking through practical issues of implementation ✓ Over-analyses insignificant details/gets caught up in the small details ✓ Accepts other's position on an issue without question ✓ Is cynical towards all new ideas, or is resistant to any suggested change ("I have always done it this way")

HM Treasury Recruitment - Nationality Statement

Name:

Job applied for:

Nationality at birth:

Present nationality:

Have you ever possessed any other nationality or citizenship? Y/N *(If yes, please specify)*

Are you subject to immigration control? Y/N *(If yes, please specify)*

Are there any restrictions on your continued residence or employment in the UK?
Y/N *(If yes, please specify)*

Are you lawfully resident in the UK? Y/N

Declaration:

The details given above are correct to the best of my knowledge and belief.

Signature *(can be electronic)*

Date

Note on eligibility: *HM Treasury vacancies are open to those UK nationals, Commonwealth citizens, nationals of EC and EEA states who have the right to live and work in the UK. If you are appointed, documentary evidence will be sought to confirm your answers.*

HM Treasury Recruitment: Diversity Monitoring Form

The Treasury is an equal opportunities employer. We want to ensure that all staff are treated fairly irrespective of their gender, marital status, race, colour, nationality, ethnic origin, disability, religion, sexual orientation, age (except in relation to the Treasury's retirement policy) or background. Information on this questionnaire will be treated in the strictest confidence. We request it in order to produce statistics on the number of applicants from ethnic minority groups and those who are disabled to ensure that the Treasury's recruitment processes are not disadvantaging anyone.

Name..... Job applied for

Do you consider yourself to be covered by the definition of disability in the Disability Discrimination Act? (please see definition below) Y/N

Gender: M/F

Which of the groups do you most identify with?

Please put a cross in only **ONE** box in **section A** and **ONE** box in **section B** (the options are listed alphabetically).

Section A: National Identity

(i.e. how you identify with the main national groups within the UK. Please put a cross in one box in this section).

- | | | | |
|------------------------------|--------------------------|------------------------------|--|
| (A) <input type="checkbox"/> | British or Mixed British | (B) <input type="checkbox"/> | English |
| (C) <input type="checkbox"/> | Irish | (D) <input type="checkbox"/> | Scottish |
| (E) <input type="checkbox"/> | Welsh | (F) <input type="checkbox"/> | Or Another? (specify if you wish)
..... |
-

Section B: Ethnic Identity (Please put a cross in one box in this section).

ASIAN

- (A) Bangladeshi
(B) Indian
(C) Pakistani
(D) Any other Asian background
(specify if you wish)
.....

MIXED ETHNIC BACKGROUND

- (I) Asian and White
(J) Black African and White
(K) Black Caribbean and White
(L) Any other Mixed ethnic background
(specify if you wish)
.....

BLACK

- (E) African
(F) Caribbean
(G) Any other Black background
(specify if you wish)
.....

WHITE

- (M) Any White background (specify if you wish)
.....

CHINESE

- (H) Any Chinese background
(specify if you wish)

ANY OTHER BACKGROUND

- (N) Any other ethnic background (specify if you wish)

Definition of Disability

The Disability Discrimination Act 1995 introduced a new definition of disability. As a result, disability is not defined by whether someone has a particular condition, but about the effect of the condition on normal day to day activities.

The Act defines disability as follows:

A person is disabled if they have a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities.

This means that to be covered by the Act a person must have a condition which:

- *is not just temporary*
- *adversely affects their ability to carry normal day to day activities*
- *has a substantial effect – not just a minor or trivial one*

The Act covers people who have a disability or have had a disability in the past (even if they have fully recovered).

The main concepts used in the Act's definition are:

- **impairment**

This covers physical or mental impairments, and includes sensory impairments such as those which affect sight or hearing. Mental impairments include those that affect mental functioning, including learning disabilities. It includes clinically well-recognised mental illness – that is to say mental illness that is recognised by a respected body of medical opinion.

- **substantial adverse effect**

This means that the disability must have had an adverse effect which is more than minor or trivial.

- **long term effect** *This means an effect which;*
 - *has lasted at least 12 months; or*
 - *is likely to last for a total period of at least 12 months; or*
 - *is likely to last for the rest of a person's life, even if that person isn't expected to live for 12 months.*
- **normal day to day activities**

Broadly speaking these are activities which people do, fairly frequently or regularly. The Act says there must be an effect on the person's ability to carry out normal day to day activities, not necessarily an effect on the activities themselves.

Additional information

The Act's definition also covers: disabilities being treated (examples include epilepsy corrected by medication or diabetes controlled by insulin), people who were disabled in the past but have recovered (e.g. past history of cancer or mental illness), severe disfigurements, progressive conditions and people who were formally registered as disabled.

What the DDA does

In brief, the Disability Discrimination Act makes it unlawful for employers with 15 or more staff to discriminate against current or prospective employees with disabilities, because of a reason relating to their disability. Employers may also have to make reasonable adjustment, if their employment arrangements or premises substantially disadvantage a disabled employee or applicant.