

## Role Profile

Vacancy summary			
Job title	Press officer and Press Secretary to the Exchequer Secretary	Job reference	112436
Group	Ministerial and Communications	Team	Communications
Closing date:	13 <sup>th</sup> May	Range	D

### Salary range and contract type

£32,320 - £38,000

Permanent

The successful candidate will join the weekend and evening duty rota, for which an allowance of £3,751 will be paid

### About HM Treasury

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.

### About the Group

#### Ministerial and Communications

The Ministerial and Communications Group sits at the heart of the Treasury. It provides support to Ministers, through the Ministerial offices; it acts as the external face of the Treasury, through the Press Office and Communications teams; and it is responsible for the management of the department, through its support for the Permanent Secretary, the Treasury Board and the Executive Management Board (EMB), and its ownership of Treasury governance structures. The Group is led by the Permanent Secretary.

### About the Team

The Communications Team is responsible for all communications conducted by HM Treasury and its Ministers. It works closely with Ministers, special advisors and policy teams to communicate the full range of the Treasury's work, through traditional and new media channels.

The team is high-performing, supportive and fun. We work highly collaboratively across the different aspects of communications (press, digital, events). The roles are high-profile and post-holders are given a large degree of ownership for their projects. The team is a flexible resource and the post-holder will need be ready to support

colleagues during busy periods and as responsibilities can move around to reflect government priorities.

### Key accountabilities

There has never been a more exciting and important time to work in Treasury communications. We are supporting people and businesses through the covid crisis, and setting a direction for the future of Britain's economy for the decades to come. Getting this right matters, and we want you to come and play your part by joining the team.

This post is an excellent opportunity for a collaborative person with excellent judgement to develop their career in the heart of government. The post-holder will help to shape the government's communications on infrastructure and the regions – explaining how what we do affects people's every day lives. This will include highlighting how the levelling up agenda – a priority for the Chancellor and Prime Minister – is delivering for people right across the country by ensuring everybody has the same opportunity to get on in life. It will also involve promoting delivery, across Whitehall, of the National Infrastructure Strategy.

The post-holder will play a key role communicating government support for businesses – both during the Covid-19 pandemic and beyond – and will lead on the Exchequer Secretary's media engagement as the minister's Press Secretary.

This is a wide-ranging role and no day is the same. The Infrastructure, Regions and Business Support desk always has issues in the news, and applicants should show they have great prioritisation skills with the ability to balance competing demands. It is a fast-paced and rewarding job, and you will often see your work on the front page of national and regional newspapers, as well as leading broadcast bulletins and online news. The role requires an enthusiastic, can-do person able to link their work with wider Treasury and government activity.

#### **The core responsibilities include:**

1. Developing effective, powerful communications plans to drive the government's agenda forward, from infrastructure investment and the levelling-up agenda, through to business support throughout the Covid-19 pandemic.
2. Delivering high-quality comms activity, including briefing and advising the Exchequer Secretary, accompanying them on ministerial visits, and designing and writing materials for announcements.
3. Building strong partner relationships, including with Number 10, and playing a leading role in Treasury's vital comms work with other government departments.
4. Working flexibly across policy areas, including economy comms, as a core member of the Treasury comms team.

### Sift criteria

Candidates – Please note, you will be asked to give evidence in your application of how you meet these criteria.

#### **Required Behaviours, Experience and Technical Skills:**

1. An ability to communicate complex issues in an easily accessible, eye-catching way – **Communicating and influencing**
2. Excellent judgement and awareness of the broader context – **Seeing the big picture**
3. Someone who thrives working independently in a high-paced environment to deliver key ministerial priorities – **Delivering at pace**
4. Communications or media experience, and/or an understanding of presentational issues in government - **Experience**

The lead criteria is: **number 1**

If we receive a large number of applications, applications will be assessed against this criteria alone first. They will then be assessed against the other criteria if they have met the minimum score on the lead criteria.

## Working arrangements

### Location

The post will be based in London

### Hours of work

This post is available on a full time, part time or job share basis, and flexible working hours can be accommodated.

The working hours of this post are 42 per week (including meal breaks of 1 hour a day) unless you have a legacy agreement as an existing Civil Servant.

### Flexible working arrangements

HM Treasury views flexible working as essential in enabling us to recruit and retain talented people, ensuring that they are able to enjoy a long-lasting career with us. All employees have the right to apply for flexible working and there are a range of options available including; working from home, compressed hours and job sharing. Additionally, we operate flexitime systems, allowing employees to take up to an additional 2 days off each month, providing you work enough hours to meet business need.

We also offer a generous maternity/ paternity and adoption leave package.

At HM Treasury we have an incredibly broad remit; our work touches every citizen of the country. So, it's important our employees come from the widest possible range of backgrounds, bringing us the widest possible range of perspectives and ways of thinking. We are committed to ensuring that all staff are able to realise their potential and achieve a healthy work-life balance.

### Benefits

- 25 days' annual leave (rising to 30 after 5 years), plus 8 public holidays and the Queen's birthday (unless you have a legacy arrangement as an existing Civil Servant)
- Flexible working patterns (part-time, job-share, condensed hours)
- Access to a generous Defined Benefit pension scheme with employer contributions. [Find out more about Civil Service pensions](#)
- Onsite restaurant and coffee bar. The London office also offers a gym, showers and prayer room
- Access to a cycle-to-work salary sacrifice scheme, season ticket advances and payroll giving
- Access to a retail discounts and cashback site
- A Rental Deposit Advance Scheme to help meet the total costs of deposits for privately rented homes
- A range of active staff networks, based around interests (e.g. analysts, music society, sports and social club) and diversity (e.g. women in the Treasury, ethnic minority network, LGBT\* network, faith and belief network)
- Any move across the Civil Service on or after 4 October 2018 may have implications on an employee's ability to carry on claiming childcare vouchers

## Application details

To apply for this role, please follow this [link](#).

As part of our pre-employment security checks, if you are invited to interview and are **not** a current HM Treasury member of staff, 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 address, e.g. a **utility bill or bank statement** issued within the past 3 months
- 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 or EU 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.

Further details regarding acceptable documents will be provided in the invitation to interview. If you cannot provide in the first instance, the above documentation required for employment checks, at interview, please contact [hrrecruitment@hmtreasury.gov.uk](mailto:hrrecruitment@hmtreasury.gov.uk). If you are offered the role, we will require all documentation, as this is part of the security vetting process. If you do not provide this at interview stage, this may slow down the process and delay your start date.

Please let us know if your contact details change at any time during the selection process.

### Complaints Procedure

Our recruitment process is underpinned by the principle of recruitment based on fair and open competition with decisions made on the basis of merit, as outlined in the [Civil Service Commissioners' Recruitment Principles](#). If you feel your application has not been treated in accordance with these principles and you wish to make a complaint, you should in the first instance contact HMT by email: [hrrecruitment@hmtreasury.gov.uk](mailto:hrrecruitment@hmtreasury.gov.uk). If you are not satisfied with the response you receive, you can contact the Civil Service Commission, which regulates all Civil Service recruitment.

### Eligibility Statement

Individuals appointed to the Treasury 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 full 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

HM Treasury has a strong commitment to equality and diversity. Our aim is to be an open and inclusive department, recruiting and retaining diverse, talented and high-performing people who support and develop one another.

HM Treasury is a [Disability Confident Leader](#). 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 essential criteria for the post set out in the person specification.

If you need any reasonable adjustments to take part in the selection process, please tell us about this in your online application form. If you would like to speak to the recruitment team regarding this, you can contact them on [hrrecruitment@hmtreasury.gov.uk](mailto:hrrecruitment@hmtreasury.gov.uk) or 020 7270 6000 (Option 3, Option 1).

Civil Servants who have a current disciplinary warning are not able to apply for roles on promotion in HM Treasury, but can apply for roles on level transfer. This does not apply where an investigation is ongoing.

If in doubt about your eligibility to apply for this post, please contact HR Recruitment on: 020 7270 6000 (Option 3, Option 1) for further advice.

At the interview stage, applicants for this post will be assessed against the following elements of the Success Profiles recruitment framework.

**[Candidate guidance on Success Profiles, and how you will be assessed, is available here.](#)**

## Behaviours

Seeing the big picture	<input checked="" type="checkbox"/>
Changing and improving	<input checked="" type="checkbox"/>
Making effective decisions	<input checked="" type="checkbox"/>
Leadership	<input type="checkbox"/>
Communicating and influencing	<input checked="" type="checkbox"/>
Working together	<input type="checkbox"/>
Developing self and others	<input type="checkbox"/>
Managing a quality service	<input type="checkbox"/>
Delivering at pace	<input checked="" type="checkbox"/>

## 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 and the organisation and job are a good fit. By ensuring that the role is the right fit for you, you are more likely to enjoy it and perform well.

## 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 accountabilities' section above.