



## Role Profile

| Vacancy Summary |  |                |                         |
|-----------------|--|----------------|-------------------------|
| Job title:      | Private Secretary to the Chief Executive Officer (CEO) | Job reference: | HUM1110- 553            |
| Reporting to:   | CEO  | Team:          | CEO's Office            |
| Closing Date:   | 8 <sup>th</sup> March 2026                             | Interviews w/c | 16/03/2026 (indicative) |
| Salary Range:   | £60,000 – £75,000                                      | Contract Type: | Permanent               |

| About the Role   |
|--|
| <p>The Private Secretary to the Chief Executive is a critical role within the DMO. The Private Secretary will be responsible for the smooth running of the CEO's office, providing first line support to the Chief Executive Officer (CEO) by managing a wide array of issues and actively distilling information for the CEO. This role is both very busy and also strategic, requiring a pro-active approach along with superlative organisational, problem-solving, strategic thinking and communication skills. Furthermore, as a great deal of sensitive information passes through the CEO's office, it also requires the jobholder to observe the highest levels of confidentiality and possess the personal characteristics to operate with the utmost integrity and discretion. The post-holder will also assume line management responsibility for the rest of the CEO's office, including the Assistant Private Secretary, Personal Assistant to the CEO and Personal Assistant to the Senior Management Team.</p> <ol style="list-style-type: none"> <li>1. Provide first line support and advice to the CEO, identifying possible briefing needs and anticipating the CEO's requests for further analysis, actively distilling and tailoring information and working closely with teams across the office to ensure that the CEO receives effective, accurate and clear advice.</li> <li>2. Maintain a strategic awareness of a wide array of operational and policy issues affecting the DMO, while horizon-scanning for potential future issues, including across government and the financial sector, to ensure that the CEO is fully briefed ahead of meetings.</li> <li>3. Line management. Working with and mentoring the current Joint Private Secretary to develop and motivate the team including the Personal Assistant (PA) to the CEO and PA to the senior management team.</li> <li>4. Provide the lead secretariat support for the Advisory Board (AB), liaising with the Non-Executive Chair of the Board and commissioning papers, managing the Terms of References for AB and the Executive Committee, working closely with teams across the office on the co-ordination, prioritisation, escalation (if necessary) and completion of actions generated by the AB and other senior-level committees.</li> <li>5. Co-ordinate briefing and preparation for key meetings (e.g. Parliamentary Committee hearings), conferences, overseas visits etc. and working with the CEO's PA to oversee the provision of administrative and logistical support in preparation for these meetings as necessary.</li> <li>6. Define and develop the desired culture for the DMO. Work with stakeholders including the CEO, ExCo, HR, Heads of department, Staff Council and employees to establish a plan to move from current to desired future</li> </ol> |

state.

Essential Skills:

**Delivering at pace:** Required to manage multiple workstreams at the same time in a fast-paced environment, prioritising effectively and remaining calm under pressure.

**Managing a quality service:** Ensuring that solutions are developed, often at short notice, to ensure that the work of the CEO and the DMO more generally continues to be delivered to the highest standards.

**Working together:** Strong interpersonal, influencing and stakeholder management skills: the job holder will need to establish and manage effective relationships with a wide array of (often very senior) stakeholders.

**Making effective decisions:** Ability to be flexible and filter salient information, to act quickly and judge when issues are sensitive and require handling with discretion.

**Communicating and influencing:** Ability to communicate clearly and concisely both orally and in writing, with excellent drafting skills. Able to be assertive to ensure others are clear and meet commitments expected of them

Desirable Skills:

**Technical:** Knowledge of how financial markets, and ideally fixed income markets, work would be beneficial

## Sift Criteria

For this vacancy, we will use the [Civil Service Success Profiles](#) to assess you against the following Behaviours, Experience and Technical Skills:

**Experience:** Minimum of 3 years' experience managing a Private Office or working in a similar high paced environment supporting Board level leaders or Directors – Lead criteria

**Experience** of commissioning, drafting and quality assuring high quality briefing and correspondence with high attention to detail for a senior audience

**Delivering at pace:** Experience managing multiple priorities at pace while maintaining accuracy and discretion

**Communicating & Influencing:** Excellent written and verbal communication skills

**Working together:** Ability to build effective relationships and influence across organisational boundaries, including with senior stakeholders

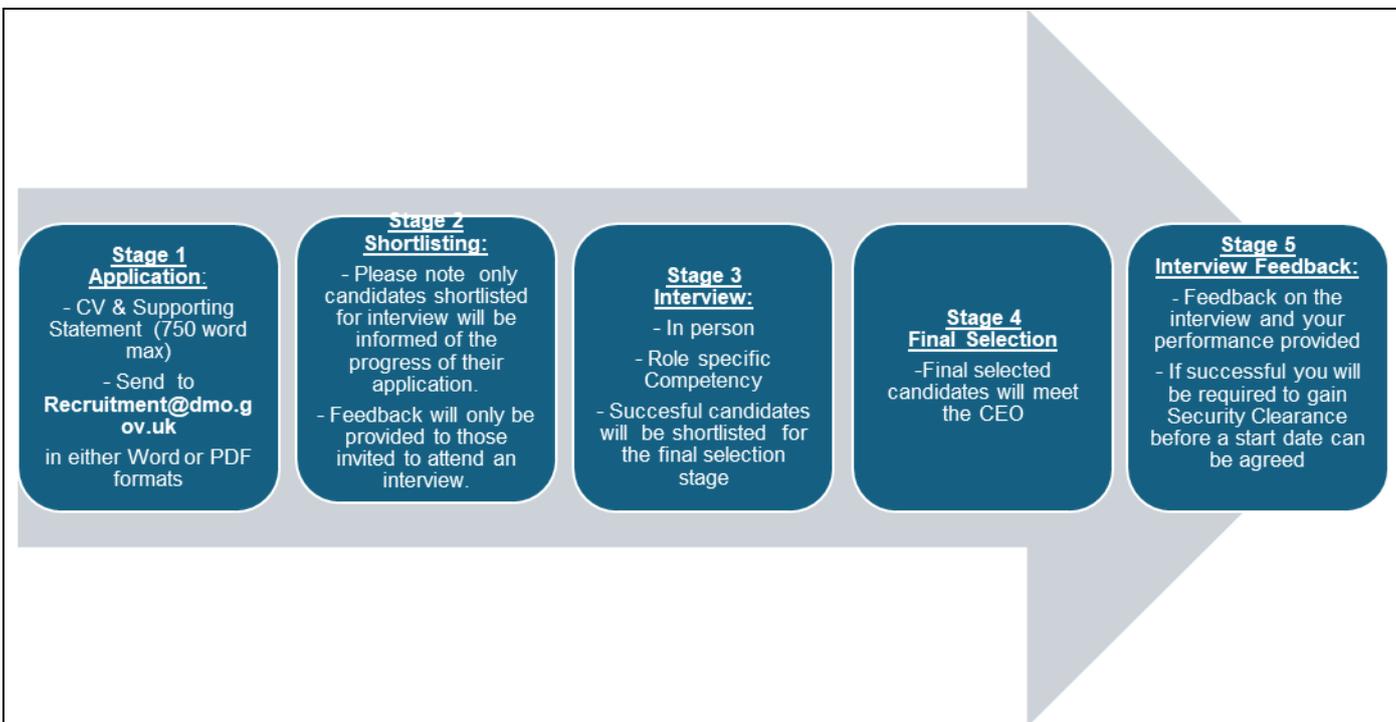
**To apply:**

**Please send a CV and supporting statement to [Recruitment@dmo.gov.uk](mailto:Recruitment@dmo.gov.uk)**

Candidates – Please ensure your supporting statement and CV clearly demonstrate how you meet the Essential skills and criteria. The supporting statement and CV will be assessed.

*Please note a sift based on the lead criteria may be conducted if in the event of a large number of applications being received. Candidates who pass the initial sift may be progressed to a full sift or progressed straight to interview.*

Application details



### **Supporting statement and CV**

It is essential when submitting your personal statement that you provide as much detail as possible, and utilise the full word count given, explaining your motivation for the role and against the essential criteria outlined above as this will be used in conjunction with your CV to assess candidate suitability to move to the next stage of the recruitment process. Incomplete applications will not be reviewed.

### **AI**

Artificial Intelligence can be a useful tool to support your application, however, all examples and statements provided must be truthful, factually accurate and taken directly from your own experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by artificial intelligence, as your own) applications may be withdrawn and internal candidates may be subject to disciplinary action. Please see our [candidate guidance](#) for more information on appropriate and inappropriate use.

## **Interview**

The interview process will consist of two stages. The first stage will be a panel interview, with successful candidates then being invited to interview with the CEO.

Applicants for this post will be assessed against the elements of the Success Profiles recruitment framework listed above.

At interview you will be assessed on the following behaviours

- Leadership
- Communicating & Influencing
- Working Together
- Managing a quality service
- Delivering at pace

Please visit the following pages to find out more:

- [UK DMO Careers](#)
- [Career FAQ Page](#)

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 [Recruitment@dmo.gov.uk](mailto:Recruitment@dmo.gov.uk). A reserve list may be held for up to 12 months from which further appointments may be made for the same or similar roles.

## **Timetable**

**These dates are indicative and may be subject to change.**

Applications close 23:55 on 8<sup>th</sup> March 2026

Sifting. w/c 9<sup>th</sup> March 2026

First interviews w/c. 16<sup>th</sup> March 2026

Second interviews w/c 23<sup>rd</sup> March 2026

## Working arrangements

### Hours of work/Hybrid working

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.

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 1<sup>st</sup> 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.

## 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.

## 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 Commission

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/>

