United Kingdom
Debt Management
Office

Role Profile

Vacancy Summary			
Job title:	Senior Policy Advisor	Job reference:	HUM1110- 557
Reporting to:	Co-Heads of Policy Team	Team:	Policy
Closing date:	20 September 2026	Interviews w/c	28/09/2026 (indicative)
Salary range:	£65,000-- £75,000	Contract type:	Permanent

About the Role

The DMO is an Executive Agency of HM Treasury. We are responsible for debt and cash management for the UK government, lending to local authorities and managing certain public sector funds.

The DMO's Policy team is looking to recruit a Senior Policy Advisor.

The jobholder will develop expertise on a portfolio of specific topics in the area of sovereign debt markets. The jobholder will contribute to, and in some cases lead on, the development of policy, including managing individual policy projects and preparing analysis and advice. The applicant should have a strong interest in financial markets including government bond markets, and an aptitude for and interest in financial market analysis and policy development, particularly government debt and cash management policy.

The key responsibilities of the successful candidate will, therefore, be to contribute high quality evidence-based policy analysis and advice in the form of written reports, quantitative evidence and analysis on a variety of policy issues, as well as putting forward ideas persuasively to colleagues internally.

About the Team

The Policy team's main responsibility is to develop robust evidence-based advice to HM Treasury on the government's wholesale debt management strategies, taking account of the government's debt management policy objective and framework, investor preferences and developments in financial markets. This is a highly important role within the team and the DMO – the successful candidate will lead on a wide range of high profile and high impact workstreams, acting as a senior and trusted advisor and contributing to maintaining and enhancing the UK's reputation and credibility as a borrower of the highest international standing.

The Policy team is part of the Financing Strategy area, which also includes the Gilt and Cash Dealing Desks, and the Research, Investor Engagement and Strategic Research, and Business Development teams. The successful candidate will work flexibly alongside colleagues across the area on a variety of topics.

The successful candidate will enjoy working as part of a specialised team in which professionalism and cross-team collaborative working are highly valued.

Essential skills:

1. **Policy analysis and advice**
   - Ability to develop high-quality, evidence-based policy analysis and recommendations.
   - Experience contributing to, or leading, policy projects or strategic workstreams.
2. **Strong analytical capability**
   - Comfortable gathering, analysing and interpreting data.
   - Ability to use quantitative evidence to support policy advice and decision-making.
   - Confident using Excel to analyse data and produce charts/tables.
3. **Excellent written communication**
   - Ability to draft clear, concise and accurate written advice, reports and briefing material.
   - Strong attention to detail, particularly when communicating complex policy issues.
4. **Interest in financial markets / debt management policy**
   - Demonstrable interest in sovereign debt markets, fiscal policy and monetary policy.
5. **Stakeholder engagement and collaboration**
   - Ability to work collaboratively across teams and with internal/external stakeholders.
   - Confidence putting forward ideas persuasively to colleagues and senior stakeholders.
6. **Independent working and delivery**
   - Ability to work independently, take ownership of work areas and drive activity forward.
   - Ability to respond effectively to ad hoc issues or urgent requests, sometimes at pace.
7. **Leadership of workstreams / meetings**
   - Ability to lead elements of policy work, strategic initiatives and committee discussions.
   - Comfortable preparing agendas, chairing meetings and supporting decision-making based on evidence.

Desirable:

1. Some familiarity with UK debt management policy and the role of relevant institutions would be beneficial.

Key Responsibilities and Accountabilities:

1. Lead in the development of policy analyses and recommendations that will contribute to the DMO's remit advice to HM Treasury.

2. Prepare analysis and advice for senior management at the DMO to inform decisions on the operational delivery of the gilt and Treasury bill borrowing programme within the financial year.

3. Contribute to, and at times lead, the Policy team's involvement in joint policy projects and key strategic initiatives.

4. On a rota basis, lead internal committee meetings (including preparation of the agenda and chairing the meeting) at which decisions based on data and analyses are made.

5. Respond to ad hoc policy issues or queries (sometimes with a very short turnaround time) from HM Treasury, and from internal and external stakeholders.

Sift Criteria
For this vacancy, we will use the Civil Service Success Profiles to assess you against the following Experience and Technical Skills: 1. **Experience – Lead criterion:** Either: • an undergraduate degree with a minimum 2.i or equivalent international qualification (please confirm equivalence to 2.i degree class or above in your cover letter); or • a higher degree (e.g. a Master's degree). 2. **Experience – Lead criterion:** Experience of producing clear, accurate and concise written reports or policy papers, demonstrating excellent drafting skills and strong attention to detail. 3. **Experience:** Two years' professional work experience gained in a finance-related environment, or in a policy role, having demonstrated leadership across strategic and/or policy work streams. 4. **Technical Skills:** Demonstrable interest in, and some familiarity with, UK debt management policy, fiscal policy and monetary policy, and the respective roles of the institutions involved. 5. **Technical Skills:** Excellent analytical ability; being comfortable with gathering, analysing and interpreting data, including using Microsoft Excel, for manipulation of data and for the production of charts and tables. Candidates – please ensure your supporting statement and CV clearly demonstrate how you meet the sift criteria. The supporting statement and CV will be assessed. *Please note a sift based on the lead criteria may be conducted 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

<u>To apply:</u>

Please submit a supporting statement (of no more than one page) and CV (of no more than 2 pages), ensuring that you cover the sifting criteria mentioned above. It is essential when submitting your supporting statement that you provide as much detail as possible, explaining your motivation for applying for the role and demonstrating how you meet the essential skills 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.

Candidates are also invited to complete the Equal Opportunities form. This information is collected for monitoring purposes only, will be held separately from your application, and will not be shared with the selection panel or used as part of the recruitment decision.

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 <u>candidate guidance</u> for more information on appropriate and inappropriate use.

Subject to business needs, additional appointments may be made from this campaign. A reserve list may also be held for up to 12 months, from which further appointments may be made for the same or similar roles.

Please visit the following pages to find out more:

- <u>UK DMO Careers</u>
- <u>Career FAQ Page</u>

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 <u>recruitment@dmo.gov.uk</u>.

Stage 1
Application:

- Supporting statement (1 side of A4 max) and CV (2 sides of A4 max)

Send to recruitment@dmo.gov.uk

in either Word or PDF formats

Stage 2
Shortlisting:

- Please note that only candidates shortlisted for interview will be informed of the progress of their application.
- Feedback will only be provided to those invited to attend an interview.

Stage 3
First Interview:

- Data test
- Written exercise
- Interview

Stage 4
Final Interview:

- Informal conversations
- Interview

Stage 5
Interview Feedback:

- Feedback on the interview and your performance provided
- If successful you will be required to gain Security Clearance before a start date can be agreed

Interview

Interview

At interview, we will use the Civil Service Success profiles framework to assess you against your Experience and Technical Skills (at Stage 1), and strength and the following Behaviours (at Stage 2):

- Seeing the big picture
- Changing and improving
- Leadership
- Communicating and influencing
- Working together
- Delivering at pace

There will be a two-stage interview process for this vacancy.

Stage 1:

Candidates who are successful in shortlisting will be invited to attend and complete:

1. Data test - in-person assessments, for which no advance preparation is required.
2. Written exercise - in-person assessments, for which no advance preparation is required.
3. Formal interview.

Stage 2: Only candidates who are successful at Stage 1 will be invited to the final stage of the selection process.

This will consist of:

1. Informal conversations with the Managing Director, Financing Strategy, and/or the Deputy CEO, Financing Strategy. These conversations will not form part of the assessed selection process.
2. Formal interview which will form part of the assessed selection process.

Further information will be provided to the candidates ahead of each stage to the candidates.

Please note that feedback will only be provided to those invited to attend an interview.

Timetable

These dates are indicative and may be subject to change:

Applications close at: 23:55 on Sunday 20 September 2026

Sifting: w/c 21 September 2026
Stage 1 interviews: w/c 28 September 2026
Stage 2 interviews: w/c 12 October 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.

The DMO 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. Our expectation is for employees to work at least 60% of their time in the office. This is in line with the rest of the Civil Service and much of the private sector.

In agreeing how we work, the DMO 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.

Diversity

The DMO has a strong commitment to equality and diversity. Our aim is to be an organisation which is open and accessible, recruiting and retaining a diverse, talented and high-performing workforce who support and develop one another.

Women in Finance Charter
The DMO is a signatory to the Women in Finance Charter which reflects the government's aspiration to see gender balance at all levels across financial services firms. More information on the Charter can be found here.

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.

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 are held securely and we take 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/.

Civil Service Commission