



Briefing pack for the position of Managing Director, Financing Strategy

UK Debt Management Office

Salary: Up to £170,000 per annum

Closing Date: Sunday 7 December 2025

Contents

Opening message from Jessica Pulay, Chief Executive Officer.	Page 3
Context	Page 4
Role Overview	Page 5
About UK Debt Management Office	Page 7
About the role	Page 7
About the teams	Page 8
Key Responsibilities	Page 9
Person Specification	Page 10
Sift criteria	Page 14
Interview information for candidates	Page 15
How to apply	Page 16
The Seven Principles of Public Life	Page 18
Detailed Terms	Page 19
FAQs	Page 25

Opening message from Jessica Pulay, Chief Executive Officer, UK DMO



Thank you for your interest in the exciting role of Managing Director – Financing Strategy at the UK Debt Management Office (DMO).

The DMO is an Executive Agency of HM Treasury, operating at the heart of the UK's debt and cash markets to meet the Government's wholesale borrowing and cash management needs. Its objectives are to implement the annual gilt sales programme, meet the Exchequer's daily cash needs, provide loans to local authorities for capital purposes, and manage the funds of selected public sector bodies.

Since its establishment in 1998, the DMO has successfully established itself as an integral part of wholesale capital markets, raising in excess of £3.7 trillion in total gilt issuance, while annual turnover in its cash management operations is currently around £5 trillion.

This is a vitally important and high-profile role. The Managing Directors, Financing Strategy contribute to ensuring that the Government is able to meet its financial obligations smoothly and cost effectively. You will act as a senior and trusted advisor on the gilt market, as well as being responsible for the Government's continued ability to run a world class debt management programme; acting to safeguard the UK's reputation and credibility as a borrower of the highest international standing.

You will need to demonstrate the ability to build credibility and strong relationships with Ministers, the top officials in HM Treasury and senior leaders in market participant firms alike. You will be a key public representative of the gilt market, advocating for the DMO and the UK's interests.

As Managing Director, your role is to ensure the DMO is able to work effectively with both the public sector (especially HM Treasury and the Bank of England) and private sector institutions (notably the Gilt-Edged Market Makers (GEMMs) and the DMO's counterparties in the money markets) with which it interacts and transacts on a daily basis.

You will also be expected to lead and manage the DMO teams that deliver this work. These range from the Research and Policy experts who provide analysis and strategic advice, to the Cash and Gilt dealing teams and the Client Service team who ensure transactions are processed accurately and at pace. You will be expected to demonstrate the Civil Service values and help lead the DMO in an inclusive, collaborative, and open manner.

If this sounds like you, we want to hear from you.

Context

This role is based in the UK Debt Management Office (DMO), an Executive Agency of HM Treasury. Treasury Ministers determine the policy and financial framework within which the DMO operates. Treasury Ministers delegate operational decisions on debt and cash management and the day-to-day management of the DMO to the CEO. Treasury Ministers will set, with advice from the CEO of the DMO and Treasury officials, an annual financing remit for the volume of gilts and Treasury bills to be sold (i.e. amount, structure, and timing of issuance). The DMO is uniquely placed to offer specialist advice to inform these decisions.

The Managing Director, Financing Strategy is a senior executive role. If you have never worked in the Civil Service, as a general guide, each Department is headed by a Permanent Secretary, and their direct reports are Directors General who oversee an area of internal operations. The Chief Executive Officer of the DMO is a Director General. This role reports to the Chief Executive Officer.

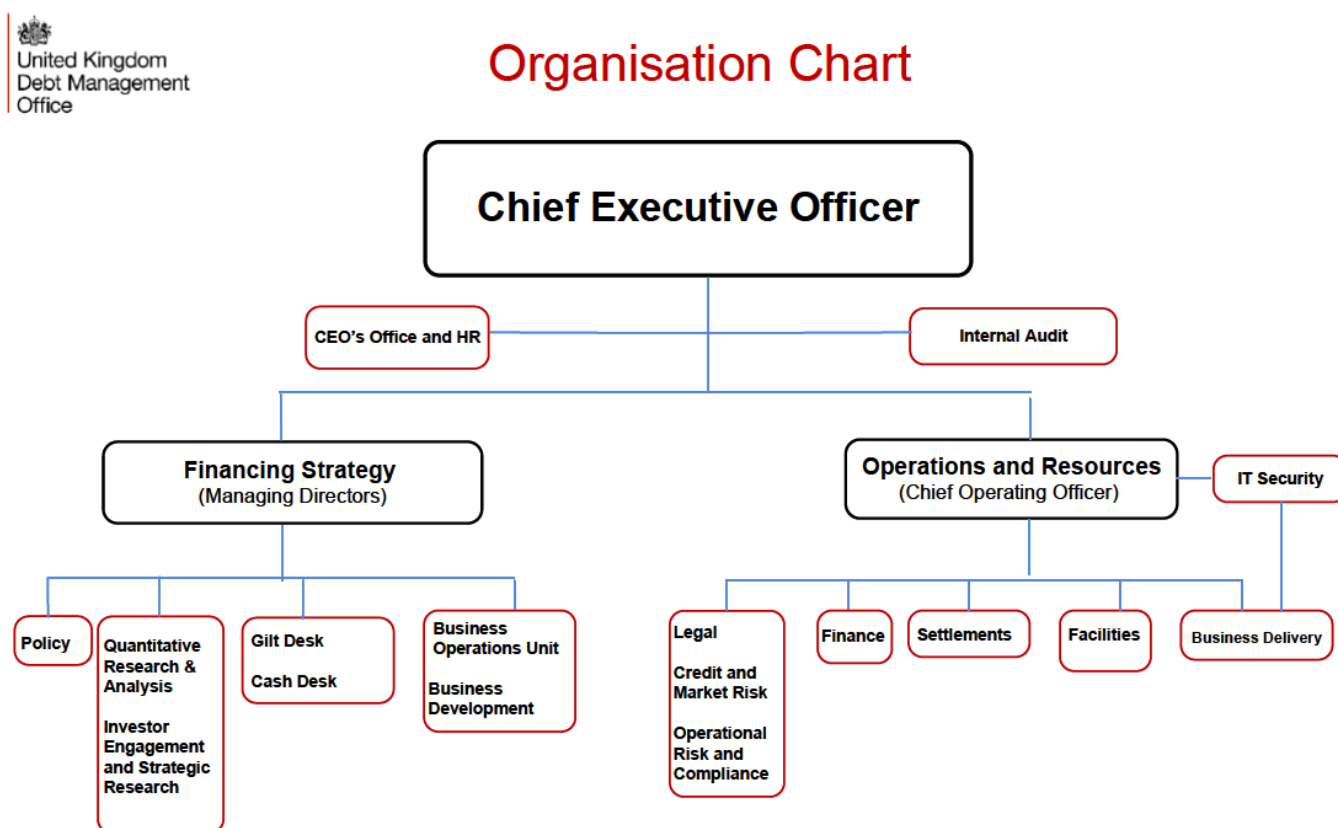
Role Overview

Job title: Managing Director, Financing Strategy, UK Debt Management Office (DMO)

Contract type: Permanent.

Security clearance: Security Check (SC) level

The Chief Executive Officer (CEO) leads the DMO and all its functions. The organisational structure is set out below:



The DMO's functional organisation is divided into two main areas:

- Operations and Resources, responsible for, amongst other things, the control and operational framework, including risk management and all office infrastructure.
- Financing Strategy, responsible for developing policy, operational capability, and all day-to-day operational decisions to deliver the financing remit.

The heads of both these functions report to the CEO, along with the Heads of Internal Audit and Human Resources.

The CEO chairs the DMO's Executive Committee which considers all major operational decisions. Most business issues in the DMO are considered by one of three cross-cutting committees (Debt Management, Cash Management, and Fund Management). These are, in turn, supported by a separate Operational Risk Committee and a Credit and Market Risk Committee. This committee

structure supports the CEO in the discharge of their responsibilities. The DMO also has an Advisory Board chaired by a non-executive Chair, Dame Sue Owen, which provides the CEO with advice and constructive challenge from experts with a wealth of experience in financial markets and in other fields.

The DMO also has a close day-to-day working relationship with its main 'customers' in HM Treasury — the Debt and Reserves Management (DRM) team and the Exchequer Funds and Accounts (EFA) Team. The latter provides daily cashflow forecasts as key inputs for the DMO's cash management function. The DMO also works closely with a wide range of other departments across Government, the wider public sector and the private sector.

About the UK Debt Management Office

The UK Debt Management Office (DMO) is an Executive Agency of His Majesty's Treasury. We are responsible for debt and cash management for the UK Government, local authority lending operations and managing certain public sector funds.

The DMO's remit is to carry out the Government's debt management policy of minimising financing costs over the long term, taking account of risk, and to minimise the cost of offsetting the Government's net cash flows over time, while operating within a risk appetite approved by Ministers in both cases.

Since its establishment in 1998, the DMO has successfully established itself as an integral part of wholesale financial markets, raising in excess of £3.7 trillion in total gilt issuance, while annual turnover in its cash management operations is currently around £5 trillion.

Financing Strategy

As the Government's debt and cash manager, the DMO aims, with HM Treasury, to lead, develop and deliver the Government's debt, cash, and balance sheet management objectives. It also administers the Public Works Loan Board (PWLB) lending facility to local government and provides fund management services for a number of public sector clients.

The DMO's financing remit is set annually by HM Treasury and published ahead of each financial year, subject to in-year revisions. The remit specifies the annual total of gilt sales for the financial year and the breakdown between index-linked and conventional gilts, as well as maturity splits for conventional gilts, and the amount of green gilt issuance.

The DMO conducts its cash management operations in the sterling money markets by a combination of bilateral trades with counterparties and the issuance of Treasury bills, which are marketable sterling zero-coupon instruments. DMO also provides direct access for local authorities into a government deposit facility known as the DMADF.

About the Role

This role works in partnership with the other Managing Director, Financing Strategy with whom there are a number of shared, complementary and jointly owned areas of responsibility, to provide senior day-to-day management and oversight of the Policy, Research, Gilt Desk, Cash Desk, Business Operations and Business Development areas of the DMO, working closely in conjunction with the DMO's senior team and the Executive Committee. The purpose of the role is:

- To lead the DMO's Markets, Gilts, Cash, Business Operations and Development teams that interact with the financial market primarily to deliver its core debt and cash management remits as mandated by Ministers.
- To lead the Policy and Research teams at the DMO, which includes interacting regularly with HM Treasury and other core external stakeholders.

To contribute to the wider management of the DMO as a member of the DMO's Executive Committee and its Advisory Board, which involves providing strategic direction to a wide array of

operational and policy issues affecting the DMO, including across Government and the financial market.

To develop and maintain excellent internal and external relationships, representing the DMO at the most senior levels, to ensure that its reputation for professional excellence, integrity and cooperation is maintained and enhanced.

Key Focus

Working in partnership with the other Managing Director, Financing Strategy on the strategic management of the key business areas and its business objectives, the day-to day focus of the role is to:

- Provide leadership of the policy and markets teams operating in a rigorous and thorough working environment.
- Together with the other Managing Director, Financing Strategy, manage the policy and markets teams, with a particular focus on developing and deploying DMO's policy and analytical resources.
- Provide direction to, and quality assurance of, policy and markets teams' outputs, in particular those relating to policy and analysis and applying these, as appropriate, to the DMO's key activities and issues relevant to HM Treasury. This requires the development of written analysis and advice and developing proposals to be presented within government and externally.
- Engage at a senior level with stakeholders including HM Treasury and other public authorities, financial market participants including banks and investors and international counterparts.
- Sponsor key business initiatives and provide guidance to the DMO's project work plan.

Areas of Management Responsibility

Markets

The DMO's Gilt and Cash Desks are responsible for key day-to-day operations in the financial markets, dealing with investment banks and other counterparties, split generally into debt management, cash management and certain fund management functions, although team members work closely together. In addition, the team is responsible for various other market-related operations.

Local Authority Lending Operations

The PWLB lending facility is operated by the UK Debt Management Office (DMO) on behalf of HM Treasury. The facility provides loans to local authorities, and other specified bodies, from the National Loans Fund, operating within a policy framework set by HM Treasury. The day-to-day lending activities, including advancing new PWLB loans and collecting repayments, are delegated to the DMO. The role is also responsible for the Commissioners for the Reduction of the National Debt (CRND) which involves the management of certain public sector funds.

Policy

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 more generally.

Research and Investor Engagement

The Research team of policy advisors, research economists and quantitative analysts support the DMO's market intelligence capability by providing both regular analysis and longer-term specialist research in relation to the DMO's debt management function and other core activities. The team provides thought-leadership on a range of strategic topics relevant to the DMO's mandate, including structural trends in fixed income investment and global developments in such markets. The area is also responsible for investor engagement.

Key Responsibilities/Accountabilities

	Main activities / responsibilities (noting specific focus where responsibility is shared with ExCo members)
1.	Debt management (in particular strategic advice on the evolution of demand factors and factors affecting distribution e.g. bank regulation)
2.	Cash management (in particular strategic oversight of cash management implementation)
3.	Build and maintain effective working relationships with senior stakeholders, both within the DMO and externally. Engagement with market practitioners (working with the Gilts team, responsible for management of GEMM arrangements, and the Head of Investor Engagement and Strategic Research), including investors with a view to informing and supporting effectively DMO's business and advice.
4.	Development of DMO's capability to provide an evidence base for advice on technical issues and policy matters with a particular focus on capital markets issues and trends in investment, hedging and trading.
5.	Strategic guidance to staff on other DMO business areas, as issues arise, including covering ExCo matters as appropriate.
6.	Line manage, as arranged with the other Managing Director, Financing Strategy, team leaders and provide coaching and guidance for a team of market analytical specialists.
7.	Contribute as part of the senior management team, as a; - Member of Advisory Board and Executive Committee - Member of Business Delivery Committee - Member of Risk Committees - Member of Cash Management Committee - Member of Debt Management Committee
8.	Project sponsorship of key business initiatives as appropriate.

Candidate Experience

The ideal candidate will have:

- Significant experience of working in a senior position in a financial markets related role in the private or public sector, with a high degree of familiarity with the technical issues associated with fixed income markets and, most importantly, a strategic approach to, and understanding of, factors affecting public debt management, including market conditions and investor developments.
- Excellent analytical skills and demonstrable track record in providing an analytical evidence base and technical insight with practical application to the DMO's core activities. This is to ensure the provision of high quality, objective policy advice in the public interest on debt financing programmes and their implementation.
- Substantial familiarity with money markets and the implementation of central bank monetary policy and a strategic understanding of liquidity risk and cash flow management as it applies to sovereigns.
- Excellent oral and written communication skills, in particular to synthesise complex technical matters for a non-technical readership and audience.
- A strong understanding of the policy context and considerations that government has to navigate. The ability to develop, draft and review policy, with experience of presenting policy advice and analysis of options to a wide variety of stakeholders.
- Excellent management and interpersonal skills, based on experience of having led a team, with the capability to motivate and develop staff and maximise their potential.
- Strong teamwork experience with the ability to work at all levels, in partnership with the other Managing Director, Financing Strategy, as part of the core executive team, as well as leading multiple teams.
- A highly developed appreciation for current strategic issues affecting financial markets, for example, regulatory matters and the increased use of technologies and their application across different areas of finance.
- Commitment to the Principles of Public Life/Civil Service Code, operating to the highest standards of integrity, and a strong appreciation of the DMO's mandate and ethos as well as the ability to instil the ethos across the teams and their work

Essential Criteria:

- High degree of familiarity with the technical issues associated with fixed income markets and a strategic understanding of factors affecting market conditions and developments.
- Analytical skills and technical insight that can be applied to the DMO's core activities.
- Excellent oral and written communication skills, in particular to synthesise complex technical matters for a non-technical readership and audience.
- Strategic understanding of drivers which would affect policy advice around the implementation of debt financing programmes. Ability to draft and review policy, with experience of presenting policy advice and analysis of options to a wide variety of stakeholders.

- Broad leadership skills. Able to manage small specialist teams and operate at executive level to set strategy and direction

Desirable

- Experience of managing public sector stakeholders.
- Previous experience of operating collaboratively at senior level.

Experience, Skills and Knowledge

Experience

- Significant experience of working in a senior position in a financial market related role in the private or public sector, with a high degree of familiarity with the technical issues associated with fixed income markets and, above all, a strategic approach to, and understanding of, factors affecting public debt management, including market conditions and investor developments.
- A strong appreciation for current strategic issues affecting financial markets, for example, regulatory matters and the increased use of technologies and their application across different areas of finance.

Technical

- Excellent analytical skills and demonstrable track record in providing an analytical evidence base and technical insight with practical application to the DMO's core activities, to ensure the provision of high quality, objective policy advice in the public interest on debt financing programmes and their implementation, as well as other policy matters arising.
- Substantial familiarity with money markets and the implementation of central bank monetary policy and a strategic understanding of liquidity risk and cash flow management as it applies to sovereigns.
- Strong oral and written communication skills, in particular to synthesise complex technical matters for a non-technical readership and audience.
- A strong understanding of the context and considerations that government has to navigate. The ability to develop, draft and review policy, with experience of presenting policy advice and analysis of options to a wide variety of stakeholders.
- Excellent management and interpersonal skills, based on experience of having led a team, with the capability to motivate and develop staff and maximise their potential. Strong teamwork experience with the ability to work at all levels, in partnership with the other Managing Director, Financing Strategy, as part of the core executive team, as well as leading multiple teams.

Management/Leadership

- Senior level experience in financial markets, including successful experience in managing a small team and/or market specialist staff.
- A track record of successfully influencing stakeholders.

- A track record of working collegiately in teams in a fast-paced environment; particularly relevant is experience of leading teams delivering time critical, high-profile transactions.
- Demonstrable experience of leadership for staff and managing/supporting their development.

Conduct

- Commitment to the Principles of Public Life/Civil Service Code, operating to the highest standards of integrity, and a strong appreciation of the DMO's mandate and ethos as well as the ability to instil the ethos across the teams and their work.
- Understand implicitly the importance of, and always adhere strictly to, confidentiality, given the sensitivity of DMO information.
- Fully appreciate the need for scrupulous fairness and objectivity in all DMO relationships and decisions, and demonstrate a consistent, diplomatic approach, as well as always upholding the principles of public service.
- Demonstrate allegiance to objectivity and an evidence-based approach to decision making, in particular a focus on considering the long-term implications of decisions and fairness across stakeholder groups.
- Possess a clear focus on delivery and working at pace with complete accuracy, as well as being able to inspire this in a team.

Sift Criteria

In selecting interview candidates for this vacancy, we will use Civil Service Success Profiles (for more information on these, please see here: [Success Profiles - GOV.UK](#)). We will assess you against the following:

Essential criteria

- **Experience:** High degree of familiarity with the technical issues associated with fixed income markets and a strategic understanding of factors affecting market conditions and developments. **(Lead)**
- **Technical:** Analytical skills and technical insight that can be applied to the DMO's core activities including financial analysis, data interpretation, and economic insight.
- **Communicating & Influencing:** Excellent oral and written communication skills, in particular to synthesise complex technical matters for a non-technical readership and audience.
- **Experience:** Strategic understanding of drivers which would affect policy advice around the implementation of debt financing programmes. **(Lead)**
- **Communicating and influencing:** Ability to draft and review policy, with experience of presenting policy advice and analysis of options to a wide variety of stakeholders.
- **Leadership:** Broad leadership skills. Able to manage small specialist teams and operate at executive level to set strategy and direction.

Desirable

- Experience of managing public sector stakeholders.
- Previous experience of operating collaboratively at senior level.

Qualifications

Degree-level education, preferably in a numerate discipline.

Candidates – 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 also 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.

Interview process and information for candidates

Interview

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

Stage 1: Shortlisted candidates will be invited to take part in the following:

- An informal conversation with senior members of the DMO. This is an opportunity for candidates to learn more about the role and the organisation. (informal and not part of the assessment)
- Psychometric testing
- A formal interview

Stage 2: Candidates who are successful at Stage 1 will be invited to the final stage, which will include:

- A second informal discussion with senior members of the DMO. This provides a chance to reflect and ask further questions and gain deeper insight into the role and the organisation's culture. This conversation is informal and not assessed.
- A presentation
- A formal interview

Informal conversations will be held with Jo Whelan, Deputy Chief Executive and Co-head of policy and markets & Martin Egan, Non-Executive Director. Further details will be shared with candidates ahead of each stage.

At interview, we will use the [Civil Service Success Profiles](#) to assess you against your Experience, strengths, Technical Skills, and the following Behaviours:

Behaviours assessed Stage 1 of interview:

- Managing a quality service
- Leadership
- Working Together
- Changing and improving

Behaviours Stage 2 of interview:

- Making Effective decisions
- Communicating & Influencing
- Seeing the big picture

Selection Panel:

(In exceptional circumstances it may be necessary to alter the membership of the panel, if this happens you will be informed at the earliest opportunity)

1st Stage Interview:

Paul Canty, Managing Director, Financing Strategy

Sharmin Takin, General Counsel

Gary Admans, Non-Executive Director

Peter Robinson, Human Resources

2nd Stage Interview:

Jessica Pulay, Chief Executive Officer

Paul Canty, Managing Director, Financing Strategy

Stephen Farrington, Director, HM Treasury

Farrah Chishti, Human Resources

Timetable:

These dates are indicative and may be subject to change

Application deadline: Sunday 7 December 2025

Longlisting: Week commencing 8 December 2025

Psychometric tests: Week commencing 15 December 2025

Informal conversations: Week commencing 15 December 2025

Initial interviews: Week commencing 5 January 2026

Second informal conversations: Week commencing 12 January 2026

Final Interviews: Week commencing 19 January 2026

How to apply

To apply for this role, please submit your application to the Hays Executive application portal via this link: [Managing Director - Financing Strategy application portal](#)

All applications will be acknowledged.

Please send the following information by no later than 23:55 on Sunday 7 December 2025.

Your application should include:

1. The reference number **4741930** and role title.
2. Your CV, with educational and professional qualifications and full employment history, including an explanation of any gaps in your employment history, and details where possible of budgets and numbers of people.
3. A short covering statement of no more than two A4 sized pages explaining why this appointment interests you and how you can evidence your suitability for the role, using specific examples with particular reference to the essential criteria outlined on the Sift Criteria page (page 14). If this type of statement is unfamiliar to you, please contact Andrew.Timlin@hays.com for more details. Incomplete applications will not be reviewed.
4. A Diversity Monitoring Form. You will find this as part of the application process in the link above. All applicants are invited to complete this information to assist the Civil Service with monitoring its recruitment process. All data is reported in an anonymous and aggregate format and will not be seen by anyone assessing your application.
5. 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 in the case of internal candidates you may be subject to disciplinary action. Please see our candidate guidance for more information on appropriate and inappropriate use.
6. Please note that references and open-source due diligence checks (including into social media accounts) may be undertaken for all short-listed candidates.
7. Please note: feedback will only be provided if you attend an interview or assessment

8. We want to encourage disabled people to apply for jobs and give them an opportunity to show their skills, talent and abilities at the interview stage. The Civil Service runs a Disability Confident Scheme, offering an interview to a fair and proportionate number of disabled applicants that meet the minimum selection criteria for the job. If you wish to be considered under this scheme, please indicate this on the Diversity Monitoring Form above.

We want to support you if you need an adjustment in the recruitment process, even if you do not feel you qualify for the Disability Confident Scheme. For more information, you can read the government guidance on Reasonable adjustments for workers with disabilities or health conditions.

If you feel you qualify for any of the above schemes or require reasonable adjustments, please flag this in your covering statement or contact recruitment@dmo.gov.uk.

The law requires that selection for appointment to the Civil Service is on merit on the basis of fair and open competition as outlined in the [Civil Service Commission's Recruitment Principles](#).

If you feel your application has not been treated in accordance with these principles and you wish to make a complaint, you can contact the Civil Service Commission, which regulates all Civil Service recruitment. Civil Service Commission, G/08, 1 Horse Guards Road, London. SW1A 2HQ info@csc.gov.uk

Diversity is vital to the success of this role, and to the Civil Service as a whole. We actively welcome applications from candidates from all backgrounds, with different experiences and perspectives — and we are committed to ensuring that we work in an inclusive way that means everyone in the Civil Service can perform at their best.

The Seven Principles of Public Life

Given the nature of public appointments, it is important that those appointed as members of public bodies maintain the confidence of the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Assessment Panel and provide details of the issue/s in your covering letter. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including

through social media. The panel may explore any issues with you before they make a recommendation on the appointment. Failure to disclose such information could result in an appointment either not being made or being terminated.

More information on the Seven Principles of Public Life can be found [here](#).

Detailed terms

1. This role is being offered on a permanent basis.
2. If you are successful, you can expect your salary on appointment to be between £160,000 to £170,000 per year. If you are an existing Civil Servant, your salary will be agreed in line with the Civil Service pay rules in place on the date of your appointment.
3. You will be eligible to receive, in addition, a performance related pay award decided following an annual performance review of up to £25,000 per year.
4. This is a full-time role, but all proposals for flexible working arrangements are welcomed and will be considered. The Managing Director, Financing Strategy will be based in the DMO's office in London.
5. Civil Service pension arrangements will apply, and the successful candidate will have the option of joining the Civil Service Alpha Pension Scheme, a defined benefit (DB) pension scheme. The current employer contribution rate for this salary level is 28% of salary as explained at [Civil Service Pension Scheme](#).
6. The FTE role includes 27.5 days annual leave. This is in addition to 8 public holidays.
7. The level of security needed for this role is Security Check (SC) level clearance. More information about the vetting process can be found [here](#).
8. The role is open to UK and non-UK nationals, who pass security vetting. However please note that due to the level of security clearance required for this role, candidates will need to have resided in the UK for at least 3 out of the last 5 years to be eligible.
9. Unfortunately, we will not be able to reimburse you for any expenses incurred as part of this recruitment process.

Working arrangements

Location

- The post will be based at in the DMO's office in the City of London.

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. All proposals for flexible working arrangements are welcomed and will be considered.
- We currently work a hybrid pattern. Our current 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 are an operational business and delivery of the government's financing requirements is a priority. 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.

Benefits

- Annual Leave - You will have an annual leave allowance of 27.5 days (pro-rata, dependent on start date) plus paid bank holidays.
- Civil Service Pension. The current employer contribution rate for this salary level is 28% of salary as explained at [Civil Service Pension Scheme](#).
- Subsidised gym membership
- Interest free season ticket loan
- Family friendly HR policies including paid maternity, paternity and adoption leave
- A working culture which encourages inclusion and diversity

The DMO values skills and expertise and is committed to training and development. It is a rewarding place to work, respecting people, with an open management culture and a common sense of purpose.

Professional Qualifications, Training & Development

The DMO provides financial support to employees undertaking professional qualifications, skills training and development that are relevant to the role. The DMO will also pay individual subscriptions to professional bodies.

Probationary Period

You will normally be subject to a period of probation for the first six months of the appointment. The DMO may exercise its discretion in extending the probationary period by a further three months where considered necessary.

Eligibility Statement

Individuals appointed to the DMO will be subject to National Security Vetting. The level of security needed for this role is Security Check (SC) level clearance. More information about the vetting process can be found [here](#).

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.

The role is open to UK and non-UK nationals, who pass security vetting.

Employees are not permitted to hold additional employment, including non-executive directorship without prior agreement.

Diversity

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

We are a Disability Confident Employer. 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 sift criteria set out for this post.

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 is held securely and takes account of our obligations under the General Data Protection Regulation (GDPR).

Civil Service Code

The [Civil Service Code](#) sets out the standards of behaviour expected of civil servants. The Civil Service Commission has two important roles in relation to the Civil Service Code. The Commission hears complaints under the Code from civil servants. The Commission also works with Departments to help them with their promotion of the Code.

The Civil Service Code outlines the core values of the Civil Service:

- Honesty
- Integrity
- Impartiality
- Objectivity

It describes the standards of behaviour expected of individual civil servants against each of these four values.

Complaints Procedure

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/>

If you feel at any time your application has not been treated in accordance with the values in the Civil Service Code and/or if you feel the recruitment has been conducted in such a way that conflicts with the Civil Service Commissioner's Recruitment Principles, you may make a complaint by contacting us at HR@dmo.gov.uk in the first instance. If you are not satisfied with the response you receive you can contact the Civil Service Commissioners via info@csc.gov.uk, alternatively they can be contacted at the following address: G/8, 1 Horse Guards Road, London, SW1A 2HQ.

Please note:

To ensure the integrity of the judgements and decisions they make every day, all civil servants must make sure that no conflict arises — or could be perceived to arise — between their public duties and their private interests when joining, or leaving, the civil service. This is a requirement of our Civil Service Code and is designed to protect both individual civil servants and their employing departments.

Applicants should be aware that a due diligence exercise may be undertaken and should expect this to include searches of previous public statements and social media, blogs or any other publicly available information. Potential conflicts of interest from a financial or business perspective must be declared upon application and discussed at interview.

If you believe you have any interests that might be relevant (or be perceived as relevant) to your ability to undertake this role, please inform recruitment@dmo.gov.uk, who will be able to discuss those interests with you and help work through potential next steps.

FAQS

1. Can I apply if I am not currently a civil servant?

Yes. This role is open to suitably qualified people in the external market and to existing civil servants and those in accredited Non-Departmental Bodies.

2. Is this role permanent?

Yes. This role is being offered on a permanent basis.

3. Is this role suitable for part-time working?

This is a full-time role.

4. Are flexible working arrangement available in this role?

Yes, this role is open to those seeking flexible working arrangements. You can find out more about flexible working at <https://www.civil-service-careers.gov.uk/civil-serviceemployee-benefits/>.

5. Will the role involve travel?

Some travel will be required for this role, including international travel.

6. Where will the role be based?

This role will be based at the DMO's office which is based in London.

7. Can I claim back any expenses incurred during the recruitment process?

No. Unfortunately we will not be able to reimburse you, except in exceptional circumstances and only when agreed in advance.

8. What nationality do I need to hold in order to apply?

The Civil Service Nationality Rules are written into law, they are exempt from the Equality Act 2010 and must be followed. They outline who can and cannot work in the Civil Service. In summary from 1 January 2021 broadly the following groups are able to work in the non-reserved posts within the Civil Service:

- UK nationals
- Nationals of Commonwealth countries
- Nationals of the Republic of Ireland

- EEA nationals with (or eligible for) status under the EUSS
- Relevant EEA or Turkish nationals working in the Civil Service
- Relevant EEA or Turkish nationals who have built up the right to work in the Civil Service
- Certain family members of the relevant EU & Turkish nationals

Verification against the nationality rules will be undertaken as part of the pre-employment checks.

Please note that due to the level of security clearance required for this role candidates will need to have resided in the UK for 3 out of the last 5 years to be eligible.

9. What reasonable adjustments can be made if I have a disability?

We are committed to making reasonable adjustments in order to support disabled job applicants and ensure that you are not disadvantaged in the recruitment and assessment process. Reasonable adjustments could include allowing extra time during selection tests; ensuring that information is provided in an accessible format or by providing training. If you feel that you may need a reasonable adjustment to be made, or you would like to discuss your requirements in more detail, please contact us in the first instance.

If you wish to receive a hard copy of the information, or in an alternative format e.g., Audio, Braille or large font then please contact: recruitment@dmo.gov.uk.

10. Is security clearance required?

Yes. If successful you must hold, or be willing to obtain, security clearance to Security Check (SC) level. Find out more information about [the vetting process here](#).