

## Executive Assistant to Director General

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Company: UK Civil Service

Location: United Kingdom

Category: other-general

### Job summary

#### About HM Treasury

If you're interested in making a difference to people's lives, the Treasury can offer you an exciting opportunity to influence decision making that affects the whole of the UK.

Working at the heart of government, we collaborate across government to promote responsible public spending and drive strong and sustainable economic growth.

Our work ranges from protecting customers through the regulation of the financial sector, helping to reduce carbon emissions and creating a greener economy, to promoting British trade around the world and supporting people across the country on jobs, growth and more.

We are part of the , a pioneering new cross-government hub which brings people together to play an active role in the most important issues of the day whilst working closer to the communities we serve. The campus provides the opportunity for people from all over the UK to help shape the future of the country, and our flexible working practices ensure you can collaborate effectively with our partners. It's central government, made more accessible to you!

### Job description

#### About the Group

The **Ministerial and Communications Groups** sits at the heart of the Treasury. If you are interested in the inner workings of the Government, meeting Ministers, Senior Officials and liaising with the Press then this could be the place for you! We are a friendly and inclusive Group working on some of the most exciting issues of the day, bringing together work from

across the rest of the department and engaging closely with partners across Whitehall and beyond.

We provide support to Ministers, through Ministerial offices. We act as Treasury's external face, through the Press Office and Communications team. We are responsible for managing the department, through our support for the Permanent Secretary, the Second Permanent Secretaries, the Treasury Board, and the Executive Management Board (EMB), and our ownership of Treasury governance structures. The Group is led by the Permanent Secretary.

### **About the Team**

The **Director General for Tax & Welfare**'s office sits within the wider Permanent Secretary's team, which comprises of eight other Director General's offices, the three Permanent Secretary's offices, and the Public Appointments and Corporate Governance team. 🎯🎯

The Director General's office comprises of one Private Secretary, the Executive Assistant and the Director General. The Director General is responsible for three Treasury groups, Business and International Tax, Personal Tax, Welfare & Pensions and Strategy, Planning and Budget group. He plays a critical role in overseeing the UK's tax system, including tax strategy, as well as overseeing our Welfare Strategy. The Director General also has oversight and co-ordination of the Budget, Finance Bill and the departments Covid-19 inquiry response. 🎯

The team works flexibly and collaboratively across the department and with DWP and HMRC to provide the Director General with the level of support needed for him to support the Chancellor and other Treasury ministers with their priorities, as well as the department's internal priorities and policies. 🎯

### **About the Job**

The successful candidate will ensure that the Director General is able to use their time effectively and will be able to quickly adapt to diary changes and new information.

This role offers a high degree of variety and exposure to high level government decision making. We are looking for someone who is confident when communicating key issues and with members of staff with varying levels of seniority.

If you have ambition to drive forward top priority work in a fast paced environment, then we encourage you to apply. 🎯

Key Accountabilities

Sole responsibility for managing a busy diary, including managing high profile government and ministerial meetings that move with little warning, as well as prioritising and managing appointments, making room bookings and preparing papers for meetings

Picking up meeting requests and dealing with them proactively from the Director General's inbox

Building an active network of executive assistants and private secretaries inside and outside of Whitehall to ensure the Director General has the most up to date information and acting as the point of contact for all diary issues

Ability to understand the political and confidential nature of support provided and act with integrity and discretion, with both internal and external stakeholders

Responsibility for the Director General's senior recruitments, from the initial job advertisement to arranging interviews and staff engagement panels

Organising national travel, including any required agendas for the trip and necessary amendments to avoid potential logistical and timing issues

Covering for additional Director Generals and Second Permanent Secretary when required

**Required Experience:**

Proficient in Microsoft office, including Word, Outlook and OneNote

Highly organised individual with the ability to manage multiple tasks

Diary management experience preferred

Excellent communication skills. Must be confident dealing with individuals at varying levels of seniority in person, via email or via teams.

Track record or building and managing relationships with internal and external stakeholders

**Candidate Drop-In Session Microsoft Teams**

We will be running a candidate drop-in session for this role to give you greater insight about the role as well as the chance to learn more about HM Treasury and the recruitment

process. If you would like to join us, then use the link below to join the call at the right time. 📍📍

Monday 29th April at 15:00:

If you would like to speak to the hiring manager informally prior to the closing date for applications to find out more about the job, please contact Melanie Lynch-Staunton,

### **Person specification**

We are looking for the below skills, experience and behaviours and we will ask you to demonstrate these in your application form. Please review the Candidate FAQ document that is attached to the advert for guidance on how to complete your application form. 📍 📍

Managing a Quality Service - Evidence of the ability to keep the Director General fully informed of plans, diary updates and meeting locations whilst managing other issues

Experience - Evidence of proficiency in Microsoft Office, and an individual who can apply this knowledge to different circumstances and issues

Communicating and Influencing 📍 Ability to communicate clearly with all levels of seniority, whilst considering the best communication channel for the audience.

📍 The **lead criterion** is: Managing a Quality Service 📍

If we receive large volumes of applications, we will conduct an initial **lead** on the **criterion only** 📍

### **Behaviours**

We'll assess you against these behaviours during the selection process:

Managing a Quality Service

Communicating and Influencing

Delivering at Pace

We only ask for evidence of these behaviours on your application form:

Managing a Quality Service

Communicating and Influencing

### **Benefits**

Alongside your salary of 📍26,770, HM Treasury contributes 📍7,227 towards you being a member of the Civil Service Defined Benefit Pension scheme.

25 days ♦♦ annual leave (rising to 30 after 5 years), plus 8 public holidays and the King's birthday (unless you have a legacy arrangement as an existing Civil Servant) ♦♦♦

Flexible working patterns (part-time, job-share, condensed hours) ♦♦♦

Generous parental and adoption leave package. ♦♦

A which provides an attractive pension, benefits for dependants and average employer contributions of 27% ♦♦♦

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 ( analysts, music society, sports and social club) and diversity ( women in the Treasury, ethnic minority network, LGBT\* network, faith and belief network) ♦♦

### **Flexible Working Arrangements**

HM Treasury views flexible working as essential in enabling us to recruit and retain talented people, ensuring that they can 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; part-time, compressed hours and job sharing. Additionally, we operate flexitime systems, allowing employees the flexibility to adjust their working patterns throughout the week which is subject to operational needs and line management approval. ♦♦♦

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 can realize their potential and achieve a healthy work-life balance. ♦♦

HM Treasury operates an office based working approach across all Treasury sites - Darlington, London, and Norwich, and along with the rest of the Civil Service, has an expectation of a minimum of 60% attendance in the office, along with working remotely. This blended working approach allows you to work collaboratively, meet stakeholders face to face, support others and promotes a healthy work life balance (please be aware that this role can only be worked in the UK and not overseas). Some roles will not be suitable for Hybrid Working. Similarly, Hybrid Working will not suit everyone's circumstances. Arrangements will be discussed and agreed with the successful candidate(s) and subject to regular review. All our offices have been recently modernised and designed to collaborate and connect with colleagues as well as desk and quiet space to allow a range of ways to work. The office working expectation is linked to location of the role, if you apply to a post in a single location then you will not be able to meet this expectation at any of our other sites or be able to move your role to another location.

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