



HM Treasury

CANDIDATE PACK

- HM Treasury Policy Apprentices
- Range C / EO
- Darlington or London
- Application close Sunday 8 May, 11.59pm

WHY JOIN HM TREASURY?

Thank you for your interest in Treasury.

I'm delighted that you're interested in joining Treasury as a policy apprentice. HM Treasury is the government's economic and finance ministry. We sit at the centre of everything that the Government does and have provided advice on economic policy and decisions that affect the public finances throughout the country's history. A Treasury career continues to offer an exciting opportunity to be part of the decision making that affects the whole of the UK. Working at the heart of government, we collaborate with other departments to ensure public money is spent well and to drive strong and sustainable economic growth. Our work ranges from protecting customers through to the regulation of the financial sector, helping to reduce carbon emissions and creating a greener economy, supporting people across the country through the COVID 19 furlough scheme and Plan for Jobs as well as helping first time buyers buy their first home. The truth is you needn't be an economist, policy-maker or have any government experience to join us. We look for people from all kinds of backgrounds, with all kinds of transferable skills. After all, if we're to serve the needs of every community, we need people who best reflect and understand them. If you're interested in making a difference to people's lives across the country, the Treasury is the department for you!

Our apprenticeship scheme is a great place to start, restart or change the course of your career journey. It's a fantastic way to earn while you learn. You'll be supported to develop the required knowledge, skills and experience necessary to be a Treasury policy apprentice. This will be through a structured programme of learning via your apprenticeship alongside the support from your manager and your team. You'll also join a network of policy apprentices. We're committed to investing in you! Once you have successfully completed your apprenticeship, you will remain in a permanent job role at Treasury but will have the opportunity to pursue higher-level qualifications, to support your continuous professional development and longer-term career aspirations, should you wish.



Eling
HM Treasury
Apprenticeship Lead



ABOUT HM TREASURY

HM Treasury is the government's economic and finance ministry. We influence every policy across government; our work makes headlines on a daily basis and shapes our nation's future. This has never been clearer than in recent months. Our policy teams have worked at pace to create an unprecedented package of support for people, jobs and businesses across the United Kingdom during coronavirus.

Our specific priorities are:

- ensuring sustainable public finances and rebalancing the economy
- spending taxpayers' money responsibly and ensuring value for money
- creating a simpler, fairer tax system – alongside a well-functioning welfare system
- creating stronger and safer banks
- making corporate taxes more competitive
- making it easier for people to access and use financial services
- improving regulation of the financial sector to protect customers and the economy

HM Treasury is proud of a diverse and inclusive work environment, committed to fairness and the promotion of equality of opportunity for all. We're proud to be a Disability Confident Leader. We know that having a range of experiences, ways of working and thinking makes us a stronger organisation, better at developing policy that is reflective of the communities we serve. We embrace different views and experiences and value the fresh perspective that people from a variety of circumstances bring to the work we do. We are committed to ensuring that all staff can realise their potential and achieve a healthy work-life balance.

To make sure we treat people fairly, irrespective of their background, we ask all applicants to complete a short diversity questionnaire. This information is kept securely and anonymously. None of the information you provide will be visible as part of your application. It will only be used anonymously to monitor the inclusivity of our selection processes.



WHAT WILL THE ROLE INVOLVE?

You'll join us as a Range C or EO grade. Your responsibilities will vary but may include some of the below. You'll be supported to develop the skills and experience necessary for this work.

- Support decision making at senior level meetings. Contribute to project management of policy related projects.
- Lead on policy making. Consult with businesses, academics and across government; analyse data; and conduct online research in your policy area.
- Draft documents for Treasury ministers, including policy briefings, Parliamentary Questions, Freedom of Information requests and correspondence with MPs.
- Work with other Civil Servants, external organisations and the public to build relationships to ensure effective delivery of policies.
- Present to others about your policy area and the effect it has on people in the UK and other areas of work.

Alongside your role, you will complete a [Level 4 Policy Officer apprenticeship](#) with JGA . The apprenticeship learning lasts for 18 months. You will not be expected to study outside working hours, as you will have 20% of your working time dedicated to your studies. HM Treasury has a strong learning and development (L&D) culture. In addition to your apprenticeship and learning on the job, you'll have access to lots of different L&D opportunities. These are delivered by various Treasury teams and cross government L&D teams. In HM Treasury, we also have various work shadowing opportunities where you can spend time working in a Minister's office and/or different Treasury team.

What are we looking for?

HM Treasury is looking for enthusiastic, curious people to work with our policy teams to deliver their goals. Prior experience in policy or the Civil Service is not required. We are looking for people who are motivated by:

- Thinking around a problem, identifying key issues and finding solutions
- Collaborating with others and understanding different perspectives
- The work of government and making a difference for everyone in the country
- Taking responsibility and being adaptable to changing priorities
- Communicating clearly, particularly in writing

The scheme is open to everyone, provided you meet the eligibility requirements. If you are a graduate and interested in working in policy, we would encourage to consider our [Graduate Development Programme](#).



ABOUT THE POLICY PROFESSION

As a Policy Apprentice, you will advise the government of the day to support them to make decisions in the interests of the public we serve. All Civil Servants are expected to carry out their role with dedication and make a commitment to uphold the [Civil Service Code and its core values](#): integrity, honesty, objectivity and impartiality.

The Civil Service is an integral and key part of the government of the United Kingdom. Your role will be varied and you will experience, first hand, the policy making process. One day you might analyse data, the next you could support the briefing of a Minister on a parliamentary debate. You can expect to work with various government departments, external organisations and individuals to debate and shape policy.

Each apprentice will be allocated to a specific policy area and will be supported through the apprenticeship through formal learning and by their line managers and team to develop the required skills, knowledge and behaviours to excel in the policy profession in HM Government.

With guidance and support of their manager and wider team, previous Policy Apprentices have worked on:

- the Energy Taxation, Carbon Pricing and Emissions Trading policy
- the Covid-19 Job Retention Scheme
- Public sector pay awards
- EU Exit financial stability
- The Biodiversity Review

Working in HM Treasury is unlike anywhere else. We don't think you'll find responsibility, challenge or fulfilment quite like it.



ROLE SUMMARY

Positions

This year, we're recruiting approximately 10 roles, with the intention of placing 5 in London and 5 in Darlington (subject to role availability)

Start Date

October 2022

Location

The job will be based in London (1 Horse Guards Road, SW1A 2HQ) or Darlington (Bishopsgate House, DL1 5QE until the office in central Darlington is established in 2022)

Pay

If London based, you'll receive £24,300 per year, with a pay rise to £26,750 following successful completion of your apprenticeship.

If Darlington based, you'll receive £21,550 per year, with a pay rise to £24,000 following successful completion of your apprenticeship.

Career Progression

This is a permanent role, provided you successfully complete your apprenticeship. On completion of your apprenticeship, you will remain in a permanent job role at Treasury but will have the opportunity to pursue higher-level qualifications, to support your continuous professional development and longer-term career aspirations, should you wish.

HM Treasury's work is diverse and so are the career paths of our policy apprentices. We are proud of our high retention rates for apprentices. The large majority of our policy apprentices have stayed with us after completing their apprenticeship and several have gained promotion. Others have moved to other departments in the wider Civil Service to share the knowledge and skills they've gained for the benefit of the UK population.

The apprenticeship community and staff networks

HM Treasury has an active Apprentice Network. We also have many other social networks available for all staff to join, including networks based on shared interests such as sports or music, and our diversity networks such as the Ethnic Minority Network and Women in the Treasury. Our teams are small and friendly and we make an effort to include our new joiners through social activities (both virtually and in person). You would be joining our fifth cohort of policy apprentices in the department. We who would be able to offer support and advice to new joiners.



WHAT THE ROLE INVOLVES?

Working pattern

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

If working full time, 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.

Successful candidates wishing to work part-time will be required to work no less than 30 hours per week to satisfy government apprenticeship funding requirements.

At Treasury, we work in a hybrid working pattern where our people split their time working in the office and working from home. Further information about these working arrangements will be discussed between you and your manager, before you start with us.

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 some of your time from home, compressed hours and job sharing. We operate a flexitime system, allowing employees to adjust their working hours provided business needs are met.

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

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, 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, 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. apprentices network, analysts, music society, sports and social club) and diversity (e.g. women in the Treasury, ethnic minority network, LGBT* network, faith and belief network)
- Sign up to NUS Apprenticeship card which offers discounts
- Apprentices may be eligible for the TFL Oyster apprentice discount



WHAT'S IT LIKE TO BE A TREASURY POLICY APPRENTICE?

Tamim has successfully completed his policy apprenticeship and is in a permanent Treasury policy role.

During his level 4 policy apprenticeship, Tamim worked as a policy officer in our Public Services Group.

Alongside the apprenticeship, he worked on children's social care. He also contributed to letters to and from ministers.

After completing his A-Levels, Tamim was working part-time locally whilst actively searching for an apprenticeship, knowing he didn't want to go to University. A well-timed visit to his school was the reason he ended up applying for a Civil Service career.

"In year 13, a couple of Civil Servants came to my sixth form to talk to us about an apprenticeship within government. It seemed like a fantastic opportunity, so I decided to consider it further, and here I am today."

Tamim is motivated by the "sense of importance that comes with his job". He said: "I'm involved in policy decisions that affect people nationwide".

Tamim has nothing but praise for the HMT apprenticeship scheme:

"It's a fantastic way to start your career, there's so much on offer at the department and everyone welcomes you with open arms. Earning while you're learning is an added bonus too!"

Come and meet us!

We would love to tell you more about our policy apprenticeship and the role, so please join one of our virtual sessions. This will be held over Microsoft Teams. Just click on the below link on the day!

- [Friday 29th April 2022, 13:00 – 14:00 PM](#)
- [Wednesday 4th May 2022, 17:00 – 18:00 PM](#)



READY TO APPLY?

To be eligible for this apprenticeship, you will need to:

- Be at least 16 years old
- Have left full time education when the apprenticeship starts
- Not be in receipt of funding for other learning programmes (including another apprenticeship)
- Have the right to work in the UK, without the need for employer sponsorship
- Meet the Civil Service Nationality Rules: this means you must be a UK or Irish citizen, a citizen of [a Commonwealth country](#), or an EU/EEA citizen eligible for the EU Settlement Scheme
- To have lived in the UK for at least 3 out of the last 5 years, to be eligible for the security clearance needed for the role
- Have 5 GCSEs including English and Maths, grade A*-C/9-4, or equivalent Level 2 qualifications
- Have 2 A Levels, grade D and above or equivalent Level 3 qualifications (e.g. BTEC, Level 3 apprenticeship)

Please note that possession of certain qualifications and/or direct work experience may impact your eligibility for this opportunity.

Individuals who hold or who are working towards a similar qualification of the same level or higher qualification (i.e., policy and/or politics) will not be eligible to apply. For those who have a mixed degree, if 50% or more of your degree is policy and/or politics, you will not be eligible to apply. This is due to apprenticeship funding rules. As apprenticeship funding must not be used to pay for training the apprentice does not need as they already have the knowledge, skills, and behaviours for the apprenticeship. If you apply and are found to already possess any of the above, your application will not be considered, and any offer of employment will be withdrawn.

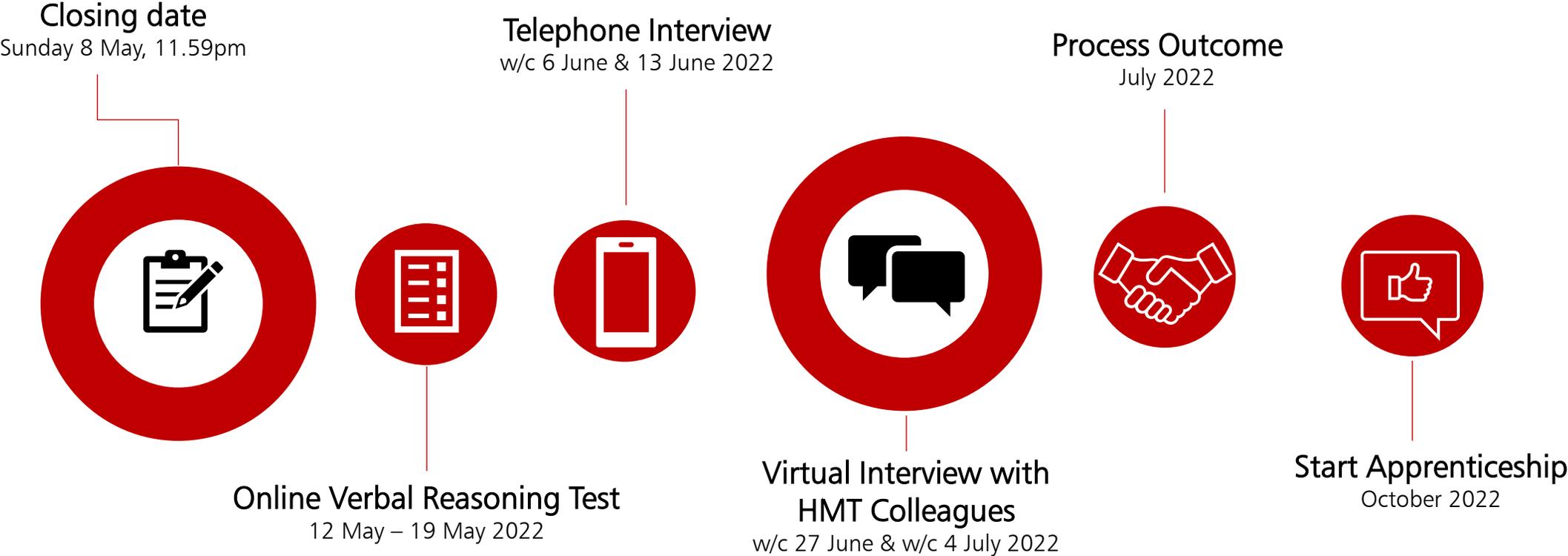
If you are a graduate and interested in working in policy, please consider HM Treasury's [Graduate Development Programme](#).

Candidates who have a qualification in a different subject (e.g. undergraduate degree in business administration) can apply so long as they meet the above eligibility requirements. If you are unsure on whether you will be eligible for this apprenticeship, please email hmtapprentice@jga-group.com.



INDICATIVE TIMELINE

Please note that these dates are only indicative at this stage and could be subject to change.



WHAT TO EXPECT FROM THE APPLICATION PROCESS?

Stage 1: Online application

The application process begins with an online application form. You'll be asked to provide some basic personal information and answer some eligibility questions. We'll check this information to ensure you're eligible to apply.

You'll be required to answer two important scenario-based questions to demonstrate your abilities in **Working together** and **Delivering at Pace**. We will also assess your written communication skills through your answers to these questions.

The lead criteria for the application form sift is **working together**. If we receive a large number of applications, they 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.

[You can find information on behaviours and how they are assessed here.](#) Your responses will be assessed against the behaviours at Level 2 as this is the grade you're applying for (i.e. EO).

Stage 2: Online verbal reasoning test

After application deadline has closed, you'll be invited to complete an online a verbal reasoning test. This test is not timed. You do not need to ask for extra time. Your final score will also not be affected by how long you take to complete the test.

You will need to complete the online test by the deadline stated in your test invitation email. If you do not complete this online test, your application will be withdrawn.

[You can find guidance on preparing for the online verbal reasoning test here.](#)



WHAT TO EXPECT FROM THE APPLICATION PROCESS?

Stage 3: Telephone Interview

This will be 20-minute conversation with our apprenticeship provider, JGA. We'll be looking at your strengths and your motivation to be a policy apprentice. [There is more information about strengths and how they are assessed here.](#)

Ahead of this, we'll be inviting successful candidates to a virtual session over Microsoft Teams. This is to provide guidance about what we're looking for. This will be an informal session so there is no expectation to attend.

Stage 4: Virtual Interview with HM Treasury colleagues

The final step will be a virtual face to face interview with HM Treasury policy staff, who will ask questions to assess the [below behaviours](#) (at Level 2) and your strengths:

- Working Together
- Managing a Quality Service
- Delivering at Pace
- Communicating and Influencing

Ahead of this, we'll be inviting successful candidates to a virtual session over Microsoft Teams. This is to provide guidance about what we're looking for. This will be an informal session so there is no expectation to attend.

Process Outcome - We'll let you know within two weeks of your virtual interview whether you've been successful. If you're unsuccessful, you can request feedback.

Reserve List - If we receive applications from more suitable candidates than we have vacancies for at this time, we may hold suitable applicants on a reserve list for up to 12 months from which further appointments can be made. This could be a similar role we offer you, and not necessarily an apprenticeship.



REASONABLE ADJUSTMENTS & DISABILITY CONFIDENT SCHEME

Adjustments in the recruitment process

HM Treasury is committed to being an equal opportunities employer. We want to ensure that all applicants are treated fairly and appointed solely on their suitability for the role. So, we welcome the opportunity to speak with you to discuss what adjustments can be made to help you demonstrate your full potential whatever the type of assessment used. If you require any adjustments to our recruitment process, please let us know on your application form or contact us on hmtapprentice@jga-group.com. You'll be able to discuss your specific needs at each stage of the process with a member of our recruitment team .

Disability Confident Leader

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'll offer an interview to any applicants with a disability who've indicated that they wish to take part in the disability confident scheme, provided they meet the essential criteria for the post. If you apply via the Disability Confident scheme, you'll need to meet the minimum requirements for the role in order to be invited to the final interview. As our selection process is designed to include several steps, we're unable to assess this based on your application form alone.

Whether you meet the minimum criteria will be determined by:

- Demonstrating your skills in working together, delivering at pace and written communication to a satisfactory level in the written questions in your application
- Demonstrating your strengths and motivation to do the policy apprenticeship to a satisfactory level in your telephone interview



FURTHER INFORMATION

We hope we've answered your questions. If you want to know something that's not covered in the advert, candidate pack or FAQ, please email hmtapprentice@jga-group.com.

If you have any queries about your application, you'll need to contact us before the application deadline. We can't accept late applications.

We wish you every success with your application.

HM Treasury Apprenticeship Team & JGA

