



| Vacancy summary | | | |
|---------------------|-----------------------------------------------------|----------------------------------------------|-------------------------------------|
| Job title | Research Adviser for HM Treasury and Cabinet Office | Job reference (to be completed in HR) | 0654CCGD |
| Group | Corporate Centre | Team | Information and Workplace Solutions |
| Line manager | Nicola Last | Range | D |
| | | Closing date (to be completed in HR) | 2 December 2011 |

Salary range.

£26,910 to £30,370

2 Years Fixed Term Appointment

About HM Treasury

The Treasury is the United Kingdom's economics and finance ministry. It is responsible for formulating and implementing the government's financial and economic policy. Its aim is to raise the rate of sustainable growth, and achieve rising prosperity and a better quality of life with economic and employment opportunities for all.

The Cabinet Office (including No 10) is responsible for supporting the Prime Minister and Deputy Prime Minister and in co-ordinating the work of Cabinet and its committees, including the National Security Council and the Joint Intelligence Committee. It also supports the Cabinet Secretary and Head of the Civil Service as well as the work of the Efficiency and Reform Group, Constitutional Reform and the Office of Civil Society.

About the Group

The Corporate Centre Group provides corporate systems, services and facilities to enable HM Treasury to deliver effectively and efficiently. It consists of Finance, Human Resources, Procurement, Information & Workplace Solutions, Internal Audit, and Treasury Legal Advisers.

Key Accountabilities

This role is centred on providing joint Research and Information Services to HM Treasury and Cabinet Office; the post-holder will be expected to work with both departments to:

1. Promote the use of authoritative and high quality external information for policy making via promotion and development of existing Research Portals, along with provision of advice to teams and policymakers;
2. Provide professional advice and recommendations on the portfolio of contracts for subscription-based external information sources provided across the Department, ensuring this meets evolving business requirements to support evidence-based policy making and provides value for money;
3. Provide a high quality and timely proactive and reactive research service to high profile customers in HM Treasury and Cabinet Office as required, using a variety of external and internal information sources;
4. Lead on development and delivery of relevant information skills training for officials to facilitate the effective and efficient retrieval and use of information, including search skills and information evaluation;
5. Promote business compliance with the requirements imposed by Copyright legislation and contractual terms and conditions relating to information sources used in the Department;
6. Network with peers in the information profession across government via existing professional and practitioner networks to share best practice and identify shared procurement opportunities and other avenues for collaboration;
7. Network with teams across HM Treasury and Cabinet Office to develop an in-depth understanding of their information requirements, to inform the future direction of services and portfolio of information sources provided;
8. Manage and deliver projects and produce papers assigned by the Head of Information Assurance and Knowledge Management;
9. Ensure appropriate people management of the Assistant Research Adviser – lead, support and mentor staff through assigned activities and projects and undertake the annual appraisal process in line with policy, including objective setting, mid-year review and assessment;
10. Must be willing to be cleared to SC level (financial check).

Person Specification

Required Skills, Knowledge and Experience:

1. Excellent research and analytical skills, particularly in open source search and retrieval. The ability to demonstrate a range of constructive approaches to internet searching and summarise a wide range of information into concise and relevant briefings.
2. Knowledge of authoritative external information and data sources, especially relating to banking, finance, economics, social policy, UK government and current and parliamentary affairs.
3. An understanding of the legal requirements and policy drivers governing the management of information including, but not limited to, the Copyright Act 1988, Reuse of Public Sector information Regulations, Freedom of Information Act 2000 and transparency agenda.

| Key competencies | | | | | |
|----------------------------------------|---|---------------------|---|---------------------|---|
| Thinking strategically | N | Managing people | Y | Managing resources | N |
| Analysis and use of evidence | Y | Open communication | Y | Achieving results | Y |
| Thinking and developing professionally | Y | Appreciating people | N | Delivering together | N |

| Working arrangements |
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| <p>The post will be based in London.</p> <p>This post is available on a full time, part time or job share basis, and flexible working hours can be accommodated.</p> <p>HM Treasury operates a Deployment Policy details of which can be found at the following link http://www.hm-treasury.gov.uk/d/deploymentpolicy.pdf</p> |

| Application details |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>To apply for this post, you should complete an application form and submit it to Nicola.last@hmtreasury.gsi.gov.uk, copying in hrrecruitment@hmtreasury.gsi.gov.uk, quoting the job reference number in your e-mail.</p> <p>Current Civil Servants should submit the following:</p> <ul style="list-style-type: none"> • A completed application form • Two most recent appraisal reports • A Promotion to Post assessment where applying on promotion |

| Diversity statement |
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| <p>HM Treasury has a strong commitment to equality and diversity. Our aim is to be a department which is open and accessible, recruiting and retaining diverse, talented and high-performing people who support and develop one another.</p> <p>HM Treasury guarantees to interview any disabled applicants, provided they meet the required criteria for the post, and confirm on their application, their eligibility for the guaranteed interview scheme.</p> |

| Eligibility | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Open on promotion? | Y |
| External competition – This post is subject to full open competition and will be advertised internally and externally via a civil service trawl and media advert. All are eligible to apply. | <input checked="" type="checkbox"/> |

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| Civil service trawl – This post is being advertised internally and across the civil service. Only permanent civil service employees and those appointed on a fixed term basis through fair and open competition are eligible to apply. | <input type="checkbox"/> |
| Internal only – This post is being advertised internally. Only permanent Treasury employees and those appointed on a fixed term basis through fair and open competition are eligible to apply. Individuals that came on loan to HM Treasury after 19 th September 2011 are not eligible to apply under the terms of their loan agreement. | <input type="checkbox"/> |

If in doubt about your eligibility to apply for this post, please contact HR Recruitment on: 01603 704741 Option 1 for further advice.