

Job of The Week

HM Treasury Policy Adviser

Key Skills

- the ability to think around a problem, identify the key issues and find solutions
- to understand varied perspectives, and use that understanding to influence, persuade and negotiate
- be concise and clear with the communication of complex issues, particularly in writing
- develop strong, positive working relationships with others in small teams
- excited about working on government policy
- to be able to hold your own and balance responsibility
- You'll need to be able to think flexibly and cope with what could be frequent changes to situations and priorities

Salary
£29,000 - £38,000

Working hours
39 - 41
Varies depending on
deadlines & projects

Aspire | Challenge | Achieve

HM Treasury Policy Adviser

University

The HM Treasury run a Graduate Programme which can be applied for if you have achieved or are on track for a minimum of a 2.2 in an undergraduate degree in any degree subject

Whilst there is no stipulation to a preferred subject, the competition will be high for posts therefore a relevant subject may strengthen your application if you are applying straight from university.

Something in Economics, Law or Business could be useful.

An understanding and passion for the role is key ;you will be expected to demonstrate this at interview

Entry requirements

To access an undergraduate degree you will usually need 2 to 3 A levels, or equivalent

Additional Information

Civil Service Nationality Rules mean we may only accept applications from European Economic Area (EEA) nationals (including British citizens), Commonwealth citizens, Swiss and Turkish nationals

You must have the right to work in the UK, without the need for employer sponsorship

You'll normally need to have lived in the UK for at least three out of the last five years, in order to be eligible for the necessary security clearance

Graduate Programme Details

The three-year development programme consists of a mixture of structured and on-the-job learning with support from your line manager and wider Treasury colleagues. It's designed to build your confidence and give you the knowledge, skills and behaviours you need to be an expert professional Policy Adviser

You'll have two placements within the Department. You'll spend 18 months in your first posting, establishing a detailed grounding in a particular area of policy. At the end of this first posting, we'll move you into a second 18-month posting. Depending upon the needs of the department and your development needs, you could further your knowledge in your first policy area, or work in a different area to broaden your experience

Career path and progression

After completing the Graduate Development Programme, most of our Policy Advisers choose to develop a long-term career in the Treasury. Others gain experience in the wider Civil Service to share the knowledge and skills they've gained for the benefit of the UK population, and some move to other public sector organisations

Day to Day tasks

As a Policy Adviser, you'll become a specialist in a particular policy area. Your work will have a direct impact on the lives of millions of people

Your duties could include:

- provide Government with advice to help them to make decisions in the best interests of the public
- analysing data
- coordinating both short and long-term projects
- in Parliament supporting Ministers in a debate
- write briefings for Ministers and senior managers
- respond to written questions from MPs or members of the public

Working conditions

You could work in the treasury offices in London or Darlington, in Parliament or working from home

Labour Market Information

In the Careers section of the school website you can find the useful comparison tool the 'Labour Market Information widget'.

Use the widget to compare different job roles in any employment sector or relating specifically to the 'Job of the Week'.



National government administrative occupations

Weekly Pay £590	Annual Pay £30,680
Hours/Week 39h	Hourly Pay £15

Workforce Change (projected)

Contraction -4%	Replacement 68.9%
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The workforce is projected to contract by -4% over the period to 2027, losing 9,800 jobs. In the same period, 68.9% of the workforce is projected to retire, creating 167,200 job openings.

You might find this job in

- Public admin. & defence
- Employment activities
- Other personal service
- Social work
- Education

[More info](#)

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Financial managers and directors

Weekly Pay £1,520	Annual Pay £79,040
Hours/Week 38h	Hourly Pay £40

Workforce Change (projected)

Growth 6.2%	Replacement 48.5%
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The workforce is projected to grow by 6.2% over the period to 2027, creating 18,100 jobs. In the same period, 48.5% of the workforce is projected to retire, creating 142,100 job openings.

You might find this job in

- Auxiliary services
- Legal & accounting
- Financial services
- Head offices, etc
- Wholesale trade

[More info](#)

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Business and financial project management professionals

Weekly Pay £1,120	Annual Pay £58,240
Hours/Week 35h	Hourly Pay £32

Workforce Change (projected)

Growth 4.3%	Replacement 55.3%
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The workforce is projected to grow by 4.3% over the period to 2027, creating 10,100 jobs. In the same period, 55.3% of the workforce is projected to retire, creating 131,600 job openings.

You might find this job in

- Head offices, etc
- Financial services
- Health
- Computer programming, etc
- Retail trade

[More info](#)

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Labour Market Information



BUDGET HM TREASURY

Financial managers and directors

Financial managers and directors plan, organise, direct and co-ordinate financial information and advise on company financial policy.

Common tasks in this job:

- participates in the formulation of strategic and long-term business plans, assesses the implications for the organisation financial mechanisms and oversees their implementation;
- plans external and internal audit programmes, arranges for the collection and analysis of accounting, budgetary and related information, and manages the company's financial systems;
- determines staffing levels appropriate for accounting activities;
- assesses and advises on factors affecting business performance.

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National government administrative occupations

Job holders in this unit group undertake a variety of administrative and clerical duties in national government departments, and in local offices of national government departments.

Common tasks in this job:

- assists senior government officers with policy work, external liaison or general administrative work;
- undertakes administrative duties specific to the operation of HM Revenue and Customs offices, Job Centres, Benefits Agency offices and other local offices of national government;
- maintains and updates correspondence, documents, data and other records for storage in files or on computer;
- classifies, sorts and files publications, correspondence etc. in offices and libraries;

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Business and financial project management professionals

Job holders in this unit group manage and oversee major projects across all sectors of modern industry, commerce and the public sector, in areas such as e-commerce, business analysis, finance, product development, marketing, human resources.

Common tasks in this job:

- finds out what the client or company wants to achieve;
- agrees timescales, costs and resources needed;
- draws up a detailed plan for how to achieve each stage of the project;
- selects and leads a project team;

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Keep looking...

Use these links to learn more about our Job of The Week, consider the various pathways leading to the career, what you can be doing now to help yourself and other roles in the industry...

Take a look at these short videos for inspiration...

HM Treasury Graduate
Development Programme



<https://www.youtube.com/watch?v=Uv42KsJXVHM>

Sophie – HM Treasury
Graduate Student Story



https://www.youtube.com/watch?v=v_dKaHEGctf

Showcasing Public Financial
Management



https://www.youtube.com/watch?v=G5ks_T1HfKA

Scientific Policy Adviser – My
role at BIS



<https://www.youtube.com/watch?v=-0c:kiz8LI>

Useful Websites

[Policy officer job profile | Prospects.ac.uk](https://www.prospects.ac.uk/jobs/policy-officer)

[About the Programme - HM Treasury Careers](https://www.civil-service.gov.uk/careers/about-the-programme)

[Policy Advisers - Personal Tax, Welfare and Pensions - Civil Service Jobs - GOV.UK](https://www.gov.uk/careers/policy-advisers)

[Working for HM Treasury | Civil Service Careers \(civil-service-careers.gov.uk\)](https://www.civil-service-careers.gov.uk/working-for-hm-treasury)

[Economics \(Business Strategy\) at London South Bank University – UCAS](https://www.london.ac.uk/courses/economics-business-strategy)

[Politics at Brunel University London - UCAS](https://www.brunel.ac.uk/courses/politics)