

# Principal Private Secretary

Department for Work and Pensions

**Apply before 10:35 am on Wednesday 4th January 2023**

**Reference number**

245110

**Salary**

£73,000 - £80,000

**Job grade**

SCS Pay Band 1

**Contract type**

Permanent

**Business area**

DWP - Policy

**Type of role**

Policy

**Working pattern**

Flexible working, Full-time

**Number of jobs available**

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### Location

London

### About the job

#### Job summary

The Principal Private Secretary plays a high profile and critical role within DWP working within a fast paced and dynamic environment. Their primary focus is acting as a trusted adviser to the DWP Secretary of State, managing that critical relationship and supporting the Secretary of State in her delivery of the DWP priorities.

The role entails:

- Advising and supporting the Secretary of State in her oversight of the department and delivery of her objectives.

- Leading Private Office, ensuring that it works effectively in Support of Ministers and the department.

- Oversight of ministerial correspondence, legislation and Parliament, and the Secretary of State's Implementation and Delivery Unit.

- Acting as a bridge between the Secretary of State, senior civil servants, policy and operational experts across the department.

- Building strong relationships with the PM and Chancellor's office, to support the Secretary of State and the Department to achieve its objectives.

- The role involves a significant amount of collaborative working across DWP, with Senior Officials and their teams, Ministers, Special Advisers and stakeholders.

#### Job description

- Lead the Private Office group of c100. The post holder will lead the Secretary of State's private office and have oversight of the wider Private Offices for the Ministerial Team. They will also have oversight of ministerial correspondence, and the Secretary of State's Implementation and Delivery Office.

- Create a motivated and high performing team which places an emphasis on individual wellbeing and development. Managing longer term resourcing in a way which supports the creation of a second HQ in Leeds. Line management of 4 Grade 6s and 6 Grade 7s.

- Drive forward Secretary of State priorities, ensuring these are communicated effectively to the rest of the department with timely and high-quality advice, and work on behalf of the Secretary of State to deliver objectives through official channels.

- Use relationships, judgement and understanding of the wider context to support the Secretary of State in her work and to add value to the process and substance of decision making.

- Identify the main issues in complex problems, clarify understanding or stakeholder expectations, to provide the best advice to Secretary of State.

Maintain and develop strong relationships with Ministers, Senior Civil Servants and their teams, Special Advisers.

Apply understanding and interpretation of the broader political context to work, collaborating closely with special advisers to ensure political issues are taken into account – balanced and impartial advice as per the civil service code.

Being a part of the wider principal private secretary network across Government and using that to champion excellent internally and across Government.

Support the work of the Secretary of State in Parliament, for orals, debates, questions and speeches.

## Person specification

### Essential Criteria

Developed interpersonal and influencing skills, with the ability to:  
establish credibility and trust quickly with a diverse network of senior leaders and / or Ministers  
present complex issues simply and effectively and influence decisions,  
deliver results at pace, handle uncertainty and demonstrate exceptional judgement in a complex environment.

Strong people leadership skills:

An inspirational leader with a flair for engaging people making the complex simple and compelling  
Provides visible, positive, and collaborative leadership  
Able to motivate and engage a large and diverse directorate across multiple locations  
Able to build capable, inclusive, and high performing teams  
Makes a full contribution to the wider leadership team.

### Desirable criteria:

Previous experience of working in, or with, DWP

### Behaviours

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

Delivering at Pace  
Making Effective Decisions  
Communicating and Influencing  
Leadership

## Benefits

Learning and development tailored to your role  
An environment with flexible working options  
A culture encouraging inclusion and diversity  
A Civil Service pension with an average employer contribution of 27%



## Things you need to know

### Selection process details

This vacancy is using [Success Profiles](#), and will assess your Behaviours.

To apply for this post, please send your CV and Supporting Statement to [andrew.pryde@dpw.gov.uk](mailto:andrew.pryde@dpw.gov.uk). This should be submitted no later than 23:55 – 31st October, 2022.

1. A CV setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps within the last two years;
2. A Supporting Statement (maximum 1250 words) explaining why you want to work for DWP in this role; how you consider your personal skills, qualities and experience providing evidence of your suitability for the role, with particular reference to the essential criteria in the person specification.

### Shortlist

A panel, including the hiring manager, will then assess your application to select those demonstrating the best fit with the role by considering the evidence you have provided against the criteria set out in the Person Specification section of this pack. Failure to address any or all of these may affect your application. The timeline later in this pack indicates the date by which decision is expected to be made, and all shortlisted candidates will be advised of the outcome as soon as possible thereafter. Depending on the volume of applications received, a longlisting process may be conducted.

### Interview

Shortlisted candidates will be invited to attend an interview. This will either be a face-to-face interview or a video interview, this will be confirmed nearer the time. The interview panel will be chaired by Kate Davies, who will be supported by additional panel members. The final panel interview will be a blended interview, covering Behaviours, Technical, Strengths and Experience. A blended interview aims to be more of a conversation. Behavioural questions will explore what you have done in previous jobs or experiences as well as what you have achieved and/or learned. Assessment of technical skills will be via a 5-minute presentation and follow up questions. Full details of the requirements will be given to shortlisted candidates ahead of their interview.

### Selection and Feedback

The selection process will be chaired in accordance with Civil Service Commission requirements (please see question 10 on FAQ for more information). Regardless of the outcome, we will notify all candidates as soon as possible, and will offer the opportunity to discuss feedback for all candidates who reached interview.

Feedback will only be provided if you attend an interview or assessment.

This role has a minimum assignment duration of 2 years. An assignment duration is the period of time a Senior Civil Servant is expected to remain in the same post to enable them to deliver on the agreed key business outcomes. The assignment duration also supports your career through building your depth of expertise.

As part of accepting this role you will be agreeing to the expected assignment duration set out above. This will not result in a contractual change to your terms and conditions. Please note this is an expectation only, it is not something which is written into your terms and conditions or indeed which the

employing organisation or you are bound by. It will depend on your personal circumstances at a particular time and business needs, for example, would not preclude any absence like family friendly leave. It is nonetheless an important expectation, which is why we ask you to confirm you agree to the assignment duration set out above.

## Security

Successful candidates must pass a disclosure and barring security check.

Successful candidates must meet the security requirements before they can be appointed. The level of security needed is [security check](#).

[See our vetting charter](#).

People working with government assets must complete [basic personnel security standard](#) checks.

## Nationality requirements

This job is broadly open to the following groups:

- UK nationals

- nationals of Commonwealth countries who have the right to work in the UK

- nationals of the Republic of Ireland

- nationals from the EU, EEA or Switzerland with settled or pre-settled status or who apply for either status by the deadline of the [European Union Settlement Scheme \(EUSS\)](#)

- relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service

- relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service

- certain family members of the relevant EU, EEA, Swiss or Turkish nationals

[Further information on nationality requirements](#)

## Eligibility

This role is open to suitably qualified existing SCS1 civil servants and those in accredited Non-Departmental Public Bodies on lateral transfer.

## Working for the Civil Service

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

The Civil Service also offers a Redeployment Interview Scheme to civil servants who are at risk of redundancy, and who meet the minimum requirements for the advertised vacancy.

## Apply and further information

Once this job has closed, the job advert will no longer be available. You may want to save a copy for your records.

## Contact point for applicants

Job contact :

Name : [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

