



Department  
for Transport

# Group Finance Director

Grade: Senior Civil Service Pay Band 2

Salary: £105,000

**Reference: GSe92139**

**Closing date: 23:55 Monday 14th November 2022**

**Location: Birmingham, Leeds and London**

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# Welcome Message

Bernadette Kelly CB and Gareth Davies - Permanent Secretaries

**“We are proud to be a part of DfT - it’s a great Department – but we know it can be even greater”**



**Bernadette Kelly CB**  
Permanent Secretary



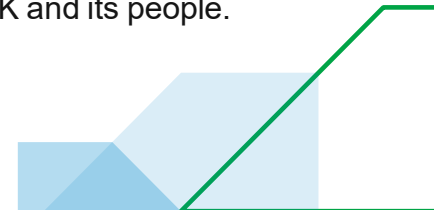
**Gareth Davies**  
Second Permanent Secretary

Transport matters to everyone, every single day. It is vital for the environment, the economy, to the country’s prosperity and to our health and wellbeing. We’re responsible for some of the biggest issues facing Government – now more than ever as we rebuild our economy.

Ultimately our job at DfT is to understand how people want to travel, so we can make sure the transport system works for them now and in the future too. To do that we are investing in the infrastructure our country needs, making sure our roads are safe, and striving for a net zero economy. We’re working with industry to help run our buses and trains and with local partners to ensure all our towns and cities have the transport they need to thrive. We’re promoting cycling and walking, and ensuring the UK has great air and sea connections to succeed as a global economy. We issue driving licences, run driving tests and ensure transport is accessible for people with disabilities.

These are just a few examples of the vital work we do in DfT. I’m proud to be a part of DfT - it’s a great Department – but we know it can be even greater and this is your opportunity to help make that happen. It’s an exciting time to join DfT and we need talented, forward-thinking, innovative people and inspirational leaders who will play a crucial part in shaping the decisions and delivering the services that truly matter to the public we serve.

Of course, we face many challenges and we will expect a lot from you. But in return we will invest in you. You’ll have access to our great training and development programmes and join a flexible and supportive organisation that cares passionately about diversity and inclusion. And, of course, you will also have the satisfaction of knowing that you are making a real and tangible difference to the UK and its people.



# Welcome Message

Nick Joyce, Director General Corporate Delivery Group

There has never been a more exciting time to lead our finance team. The department is at the heart of the government's growth and green agendas and finance plays an essential role in delivering effectively and sustainably on both.

This role is both stretching and rewarding. You will play a crucial part in managing a huge capital programme that stretches across a wide variety of exciting and important sectors. These include decarbonisation, road, rail, maritime and aviation on both local and nation scales.

There will be opportunities to influence a wide variety of projects on both urgent and long-term timeframes, leading a high performing and diverse finance team within a complex group structure.

You will act as lead advisor to the Department and its Ministers on all aspects of finance activity, providing high quality professional advice, financial expertise and judgement.

You will also be a senior leader in the organisation with influence well beyond the finance team, helping us to be an inclusive, efficient, and high performing organisation.

The opportunity to have a real influence at such a pivotal time for the country does not come along very often.

Thank you for your interest and I look forward to your application.

Click [here](#) to hear Nick Joyce talk more about the role.



Nick took up the role of Director General of Corporate Delivery in the Department for Transport (DfT) in December 2017. This role covers most of the operations of the central Department and sponsorship of a range of cross-cutting issues and capabilities.

Nick joined DfT in 2005 having spent 13 years with Ernst & Young where he qualified as a chartered accountant and worked on a range of corporate finance transactions. Nick was appointed Corporate Finance Director in 2012 and was appointed interim Director General for Rail in 2017 prior to taking up his current role.





# Background to the Department

The transport system touches the lives of everyone in this country, it reunites families, takes people to work every day and keeps fresh food on the shelves of our supermarkets. Directly and indirectly, transport is the lynchpin of how we go about our lives – and it is never out of the spotlight.

This has been true throughout the COVID crisis, during which the Department has worked with the sector to maintain critical connectivity whilst protecting public health.

The Department for Transport (DfT) and our agencies employ around 15,000 staff, of whom about 3,800 are in the core Department. We have the largest and most complex capital project portfolio in Government, delivered principally through delivery partners including Network Rail, HS2 Ltd, and National Highways

Our strategic objectives are:

- **Improving transport for the User**
- **Reduce Environmental Impacts**
- **Grow and Level up the economy**
- **Increasing our Global Impact**
- **Be an Excellent Department**

More information about DfT can be found on our website at [www.gov.uk/dft](https://www.gov.uk/dft)

## Departmental vision

All DfT employees are guided by the Civil Service core values of honesty, integrity, impartiality and objectivity.

- **Confidence:** to challenge, to take action, to innovate
- **Excellence:** in our professionalism, in our delivery, in our learning
- **Teamwork:** we are inclusive, we collaborate and we support each other

To find out more about what it is like to work for DfT go to <https://www.civil-service-careers.gov.uk/departments/working-for-the-department-for-transport/> or visit our careers site at [Senior Civil Servants - Department for Transport Careers \(dft.gov.uk\)](https://www.civil-service-careers.gov.uk/departments/working-for-the-department-for-transport/)



# Diversity and Inclusion



“The Civil Service is committed to becoming the most inclusive employer in the UK, and the Department for Transport wants to lead the way in this commitment.”

We are committed to understanding, respecting and representing as broad a range of views and backgrounds as we have in UK society. We know that diverse perspectives and experiences are critical to an effective, modern Civil Service.

Our vision is to ensure the Civil Service represents modern Britain and is a truly inclusive employer - an example to other employers. We will create an organisation where diversity is not only respected and valued - but celebrated.

## **What's in it for me?**

We want to maximise the potential of everyone who chooses to work for us - regardless of background. If you're interested in becoming a world class leader, developing your career with us – starting with this interesting and challenging role – or doing things differently and inspiring colleagues, then the Civil Service is the place for you.

Our passion for diversity, inclusion and equality means creating a work environment for all employees that is welcoming, respectful, engaging, and enriched with opportunities for personal and professional development.

We're a modern, inclusive, high performing employer. Flexible working is helping us become the organisation we need to be. It's about giving our people the opportunity to be adaptable and embrace new ways of working to improve our productivity and performance – making DfT a great place to work.

## **What's next?**

You've taken the first step and looked through this job pack to understand the skills and experience needed to perform this role. Now join us in achieving our ambitions and let us help you achieve yours.







# About the Role

## Job Title

Group Finance Director

## Location

Birmingham, Leeds and London

## Salary

£105,000

The salary for this post is set within the Senior Civil Service Pay Band 2 Range

## Existing Civil Servants

Candidates moving on level transfer within the Civil Service will retain their existing salary. Civil Service candidates on promotion will have their salary increased by 10% or receive the starting salary for SCS PB2 whichever is higher.

## Contract type

Permanent

## Working pattern

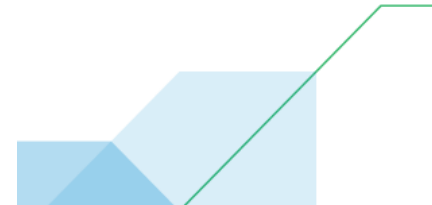
The role is available for full-time, part-time, job share and flexible working arrangements

## Security clearance

The successful applicant will need to hold or be prepared to apply for SC. Details of clearance levels can be found [here](#).

## More information

[Hear](#) from our Permanent Secretary, Bernadette Kelly, on what makes DfT a great place to build your career.





# About the Role

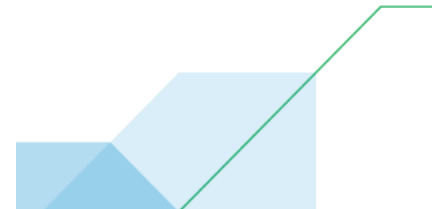
The Group Finance Director (GFD) is at the heart of decision-making in DfT and the role covers the full breadth of financial leadership responsibilities across the core department and 19 Arms Length Bodies (ALBs) with annual spend of around £30 billion.

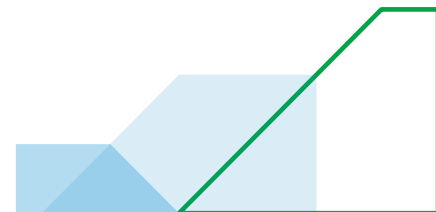
DfT has been significantly impacted by the Covid-19 pandemic – our outturn in 2020/21 was around 40% higher than expected largely due to a large fall in rail passenger demand. Working across the department to understand and manage the on-going impacts as we learn to live with Covid is a key part of this role.

The Group Finance Directorate has over 100 staff based in 4 divisions across a number of locations including Leeds, Birmingham, London, Swansea and Hastings. We work hard to create an inclusive working environment for our diverse team.

You will:

- Be an integral part of the broader Departmental and Group leadership team helping to shape, build and improve the organisation as a whole
- Lead on financial strategy and fiscal events, working closely with the Strategy Director
- Be a key leader in the Government Finance Function supporting capability improvements for the profession both across Government and the DfT group
- Lead on our key relationships with HM Treasury and National Audit Office (NAO)
- Lead a successful finance team delivering core finance activities including management and external reporting, proportionate and effective control environment and high-quality business partnering
- Through your role, leading the Finance Centre of Excellence that advises on all major investment decisions across the DfT portfolio
- Maintain strong, collaborative and influential relationships with all key budget holders and ALB's CFOs/FDs protecting, driving and adding value for taxpayers
- Ensure DfT adheres to the Government Finance Function standards, in particular adherence to the principles in Managing Public Money and ensuring the Accounting Officer's position is considered in all major decisions



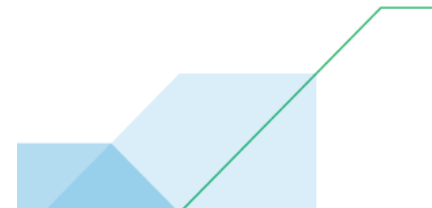




# Person Specification

The successful candidate will be able to demonstrate:

- A strong track record of leadership, building high performing, professional teams and developing talent in an inclusive environment
- Qualified with CCAB, CIMA or equivalent with a substantial track record of success in a senior finance leadership role in a fast-moving area in a highly complex operating environment
- A track record of creating and maintaining strong professional relationships and using these to influence and challenge, including as a trusted advisor to the most senior stakeholders
- Strong evidence of strategic and creative thinking with proven success in leading in an environment of ambiguity, uncertainty and change, both at team and organisational level, influencing across the whole organisation
- A strong intellect and a high degree of numeracy and financial proficiency, including experience of using financial systems, information and levers to drive strategic policy outcomes and value for money





# Recruitment Process

## Application

To apply for this post, you will need to complete the online application process by no later than **23:55** on Monday 14<sup>th</sup> November 2022. All applications must be submitted using the link [www.gatenbysanderson.com/job/GSe92139](http://www.gatenbysanderson.com/job/GSe92139).

You will be asked to submit the following:

1. Some basic, personal information;
2. 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;
3. A **Statement of Suitability** (no longer than 1,250 words) explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role against the criteria in the person specification.

Please note - Failure to complete both sections of the form (CV and Statement of Suitability) will mean the panel only have limited information on which to assess your application.

As part of the online application process, you will be asked a number of diversity-related questions. If you do not wish to provide a declaration on any of the particular characteristics, you will have the option to select 'prefer not to say'.

All monitoring data will be treated in the strictest confidence and will not be provided to the selection panel.

**Should you encounter any issue please contact:**

**Mary Dempsey** – [mary.dempsey@gatenbysanderson.com](mailto:mary.dempsey@gatenbysanderson.com)

The information you provide when submitting your application will help us monitor our progress in improving diversity and inclusion across the Civil Service. See the Civil Service's [diversity and inclusion policies](#) and how they are monitored for more information.

For a confidential discussion please contact:

Olivia Robinson – [Olivia.Robinson@gatenbysanderson.com](mailto:Olivia.Robinson@gatenbysanderson.com)

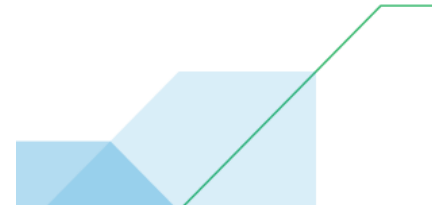
Julie Myers - [julie.myers@gatenbysanderson.com](mailto:julie.myers@gatenbysanderson.com)

## Selection Panel

Martin Spencer, a Civil Service Commissioner, will chair the process. More detailed information can be found on the Civil Service Commission website.

In addition to Martin, the other panel members will be:

- Nick Joyce, Director General, Corporate Delivery Group
- James McEwen, Chief Operating Officer and Director General, Ministry of Justice
- Rosie Borland, HR Director, Change and Organisational Design
- Raja Nadarajan, Deputy Director, Programme & Benefits, High Speed Rail Group



# The Recruitment Process

## Longlist

You will receive an acknowledgment of your application through the online process. If you do not receive a notification of your application, please contact

[mary.dempsey@gatenbysanderson.com](mailto:mary.dempsey@gatenbysanderson.com)

The panel will then assess your application to select those demonstrating the best fit with the role by considering the evidence you have provided against the essential criteria set out in the 'Person Specification' section. Failure to address any or all of these may affect your application.

The timeline later in this pack indicates the date by which decisions are expected to be made, and all candidates will be advised of the outcome as soon as possible thereafter. Candidates selected for longlisting will be invited for a preliminary discussion with GatenbySanderson to further explore their skills and experience.

Candidates applying under the Disability Confident, Redeployment or Veterans Scheme who meet the minimum selection criteria in the job specification are guaranteed an interview. Please complete the relevant parts in the application system if applying under these schemes.

## Shortlist

The panel will review reports on those longlisted and will select a shortlist of candidates whose applications best demonstrate suitability for the role, by considering the evidence provided against the essential criteria set out in the Person Specification

## Assessment

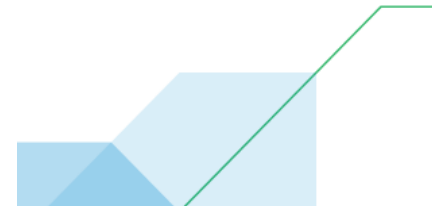
If you are shortlisted, you will be asked to take part in the following assessment:

**Staff Engagement Exercise (SEE)** – a presentation and Q&A with representative staff from across DfT.

This assessment will not result in a pass or fail mark, but outcome and feedback from these will be reported to the panel ahead of the panel interview.

## Informal Discussions

Shortlisted candidates will have the opportunity to speak to Nick Joyce prior to the final interview. This is an informal discussion to allow candidates to learn more about the role and is not part of the assessment process.



# The Recruitment Process

## Interview

You will be asked to attend a panel interview where you will be asked to give a presentation and then have a more in-depth discussion of your previous experience and professional competence in relation to the criteria set out in the Person Specification.

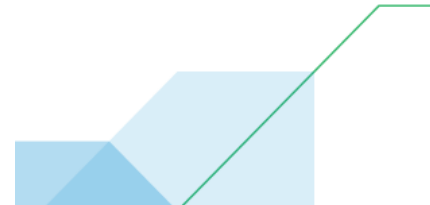
Interviews are expected to take place face to face in our London office, full details of the interview format will be provided to shortlisted candidates prior to interview.

## Outcome and feedback

Unfortunately, due to the anticipated number of applicants for this role, we are unable to provide feedback to those not successful at shortlist stage.

## Timeline

The timeline later in this pack indicates the date by which decisions are expected to be made, all candidates will be advised of the outcome as soon as possible thereafter, and we will advise on any delays





# Expected Timeline

We will try and offer as much flexibility as we can, but it may not be possible to offer alternative dates for assessments or interviews. You are therefore asked to note the below timetable, exercising flexibility through the recruitment and selection process, in order to meet the dates given. Please note that these dates may be subject to change.

Closing Date	23:55pm 14 <sup>th</sup> November 2022
Longlist meeting	w/c 21 <sup>st</sup> November 2022
Preliminary interviews with GatenbySanderson	w/c 28 <sup>th</sup> November and 5 <sup>th</sup> December 2022
Shortlist meeting	w/c 12 <sup>th</sup> December 2022
Assessments	w/c 9 <sup>th</sup> January 2023
Interviews	w/c 23 <sup>rd</sup> January 2023



# Benefits of working for the Civil Service



"I believe your pension is the most important benefit after your Salary that you can have when you are employed in the Civil Service. Providing you with financial security when you retire and also providing cover for your family and loved ones should the worst happen"

Dominic Arthur – Director of Civil Service Pensions and Government Recruitment Services

## Great member pension

- ✓ Defined Benefit Pension Scheme
- ✓ Provides a secure pension payable for life with no investment uncertainty
- ✓ Choice of a tax free lump sum
- ✓ Amongst the lowest member contributions in public sector
- ✓ Generous build rate of 2.32% of your earnings as a pension each year.

## What pension could you get?

- ✓ For example if you earned £22,000 per year
- ✓ After 20 years you could have a pension of £10,208pa or a pension of £6,562pa and a tax free lump sum of £43,748
- ✓ After 40 years this could be £20,416pa, or a pension of £13,124pa and a tax free lump sum of £87,497

## Generous employer contribution

- ✓ Employer contribution towards your pension is extremely generous – on average 27% of your pay
- ✓ These contributions pay for:
  - A pension for you
  - Pension for your loved ones
  - Death benefits
  - Ill health benefits

## Death benefits

- ✓ Able to nominate anyone (including charities) for a Tax free lump sum in the event of your death
- ✓ Lump Sum of two times your pay
- ✓ Pension for your spouse/partner of around 37.5% of your pension
- ✓ Pension for eligible children

For more information on the Civil Service Pension Scheme please go to the scheme website [www.civilservicepensionscheme.org.uk](http://www.civilservicepensionscheme.org.uk)



# FAQs

## Can I apply if I am not currently a civil servant?

Yes, this role is open to suitably qualified people in the external market, to existing civil servants and those in accredited Non Departmental Bodies

## Is this role suitable for part-time working?

This role is available for full-time, part-time or flexible working arrangements (including job share partnerships) but you should discuss your needs with the hiring manager if you are invited to interview.

## Will the role involve travel?

Some travel may be required for this role

## Where will the role be based?

If successful you will be based in Birmingham, Leeds, or London. Unfortunately relocation costs will not be reimbursed.

## Can I claim back any expenses incurred during the recruitment process?

No, we will not be able to reimburse you, except in exceptional circumstances and only when agreed in advance.

## What nationality do I need to hold in order to apply?

To be eligible for employment to this role you must be a national from the following countries:

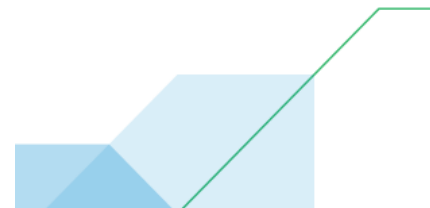
- UK nationals;
- Nationals of Commonwealth countries who have the right to work in the UK;
- Nationals of the Republic of Ireland;
- EEA nationals with (or eligible for) status under the European Union Settlement Scheme;
- Relevant EEA or Turkish nationals working in the Civil Service;
- Relevant EEA or Turkish nationals who have built up the right to work in the Civil Service;
- Certain family members of the relevant EEA & Turkish nationals
- Individuals will need to demonstrate that they met the relevant immigration requirements

For further information on whether you are eligible to apply, please visit [Gov.uk](https://www.gov.uk)

## Is this post reserved for UK Nationals?

Certain posts, notably those concerned with security and intelligence, might be reserved for British Citizens but this will not normally prevent access to a wide range of development opportunities within the Civil Service

**This post is not reserved**





# FAQs

## Is Security Clearance required?

Yes. The successful applicant will need to hold or be prepared to apply for SC clearance. Details of clearance levels can be found [here](#)

## What reasonable adjustments can be made if I have a disability?

We are committed to making reasonable adjustments in order to support disabled job applicants and to ensure that you are not disadvantaged in the recruitment and assessment process. If you feel that you may need a reasonable adjustment to be made, or you would like to discuss your requirements in more detail, please contact [mary.dempsey@gatenbysanderson.com](mailto:mary.dempsey@gatenbysanderson.com) in the first instance.

## Do you offer a Guaranteed Interview Scheme for Disabled Persons?

Disabled applicants who meet the minimum selection criteria in the job specification are guaranteed an interview. Selection will be on merit. If you wish to claim a guaranteed interview under the Disability Commitment, you should complete the relevant section of the online application. It is not necessary to state the nature of your disability.

## Will this role be overseen by the Civil Service Commission?

Yes, as this role is one of the more senior posts within the Civil Service, a Commissioner will oversee the recruitment process and chair the selection panel. More detailed information can be found on the Civil Service Commission website.

The law requires that selection for appointment to the Civil Service is on merit on the basis of fair and open competition as outlined in the Civil Service Commission's Recruitment Principles.

## What do I do if I want to make a complaint?

If you feel your application has not been treated in accordance with the Recruitment Principles, and you wish to make a complaint, you should contact [Eleanor.Reed@dft.gov.uk](mailto:Eleanor.Reed@dft.gov.uk) in the first instance.

If you are not satisfied with the response you receive from the Department, you can contact the Civil Service Commission.

## What should I do if I think that I have a conflict of interest?

Candidates must note the requirement to declare any interests that might cause questions to be raised about their approach to the business of the Department. If you believe that you may have a conflict of interest please contact [mary.dempsey@gatenbysanderson.com](mailto:mary.dempsey@gatenbysanderson.com) before submitting your application.



