



# Director of Public Policy

Role Information Pack  
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# Welcome

Thank you for showing interest in the ATT Director of Public Policy role. The ATT is an educational charity and the leading professional body in the UK for tax advisers and tax technicians dealing with all aspects of taxation. If successful, you will be joining a dedicated team of staff and volunteers who ensure that we continue to meet our primary purpose of promoting education in taxation. Our key aim is to achieve a more efficient and less complex tax system for all, and you will see from our annual reports that we do this through a wide range of activities.

At the ATT our vision is to remain the leading professional body for taxation technicians in the United Kingdom, serving the public interest through the pursuit of excellence and with integrity, and we're looking for people who are excited about joining us on our journey. To help us achieve our vision we're looking for exceptional people who live our values and behaviours and who can inspire others, embrace change, deliver results, and keep it simple.

We live by our values which are:

Ethical- we promote the highest professional standards

Collaborative- we work together to achieve the best results

Inclusive- we support and respect all people, embracing diversity

Empowering- we encourage leadership, initiative, and innovation

Progressive- we continuously drive improvement, leading to real change

Committed- we deliver high quality, good value services

We know that an inclusive environment makes us more accessible and ensures we attract, engage, promote, and retain exceptional people. We welcome applications from all individuals regardless of age, gender/gender identity, sexual orientation, ethnicity/nationality, disability, or military service and welcome those who have taken career breaks. We will consider flexible working arrangements or home working arrangements for any of our roles and offer workplace accommodations to ensure you have what you need to effectively deliver in your role.

We are an organisation which was founded by ordinary people who were dedicated to making tax as simple as possible for the public and providing qualifications that are open to all. Our members and volunteers come together to help each other get the most from their Professional Body and enhance their future careers. If you come to work here at the ATT, you'll be part of that. Part of something a bit different and something really quite special.

What's more, we have a strong ethic of care for each other and our members. We recognise that our employees feel most appreciated when their thoughts and values are respected and considered. We're committed to creating a culture that recognises and truly values our individual differences and identities. So, if you'd like to be a part of an inclusive workplace where you can be yourself, where your talents are nurtured, and you feel empowered to contribute, then please apply.

Jane Ashton

ATT CEO

# About the ATT

The primary charitable objective of the Association of Taxation Technicians is to promote education and the study of tax administration and practice. One of our key aims is to provide an appropriate qualification for individuals who undertake tax compliance work. Drawing on our members' practical experience and knowledge, we contribute to consultations on the development of the UK tax system and seek to ensure that, for the general public, it is workable and as fair as possible.

Our members are qualified by examination and practical experience. They commit to the highest standards of professional conduct and ensure that their tax knowledge is constantly kept up to date. Members may be found in private practice, commerce and industry, government, and academia.

The ATT is a registered charity, number 803480 and a regulatory body for the purposes of Anti-Money Laundering supervision of tax practitioners.

The ATT is managed by its Chief Executive, under the strategic guidance of the Council.



# Role description

## Job Purpose

The Director of Public Policy is the highest ranked officer concerned solely with tax technical and professional standards (including anti-money laundering ('AML')) for the ATT. The purpose of the role is to work with the ATT Council, Professional Standards Committee and Technical Steering Group on work related to tax policy, external relations, professional standards, and AML and to execute that strategy on their behalf.

## Operating Environment

The Public Policy directorate provides the core tax technical activities for the Association. It is the most external facing in terms of messaging and communications, to the public, members and other interested parties. It has responsibility for AML and External Relations for ATT, although staff in these areas work jointly for ATT and CIOT and are managed by the CIOT Director of Public Policy.

## Framework & Boundaries

This is a challenging, ever changing, complex role. The main challenge is balancing the capacity of the technical staff to meet the demand for tax policy commentary, guidance and change. The function is supported by a volunteer framework, with tax specialists supporting and driving much of our activity. We are apolitical and it is important that all our publications and outputs reflect this. The function oversees the adherence of all members and students to a Code of Conduct and the supporting disciplinary framework and we must comply with AML (anti-money laundering obligations) for which we are a supervisor, regulated by OPBAS.



## Key accountabilities

- Reporting on a day-to-day basis to the Chief Executive of ATT, the Director of Public Policy works closely with ATT Council, Technical Steering Group, External Relations and Professional Standards and through them with voluntary members who contribute to the ATT's technical and professional work.
- The Director of Public Policy is an active member of the senior management team (currently the Chief Executive of the ATT, the CEO of the CIOT, the Director of Education, the CIOT Secretary of the Institute, the COO and the CFO) and leads and manages the staff working on its technical programmes.
- The Director of Public Policy will lead and manage the staff working on its technical programme. They will also work closely with the professional standards and external relations teams although line management of this team will be through the CIOT Director of Public Policy.
- The Director of Public Policy will work closely with the CIOT Director of Public Policy to ensure that we meet our regulatory responsibilities on AML. This role will also require close working with other departments including Membership, Education and Finance.

## Potential Job Impact

The Director of Public Policy is responsible for ensuring that the ATT's contribution to discussion on technical, policy, standards and AML matters is developed, formulated, and effectively communicated. They will achieve this by leading and marshalling the work of a diverse, multidisciplinary team of staff and volunteers. It is also important to ensure that the ATT's professional standards and AML supervisory role are respected by the government and knowledgeable commentators.

# Skills needed to fulfil the role

The Director of Public Policy must be able to command immediate and continual respect from across the tax community, demonstrating first-class technical tax and public policy credentials, a genuine and demonstrable commitment to the aims of the ATT, and outstanding communication, relationship-building and influencing skills. They must be a member of the ATT, CIOT or hold an equivalent qualification. If a member of the CIOT only they will be required to become a member of the ATT.

The Director of Public Policy must be capable of being an authoritative, confident, and accessible presence on all tax matters in the print, broadcast and online media.

The Director of Public Policy must influence the tax policy community, especially in HM Treasury and HMRC, many of whom approach tax issues from an economic perspective.

This person needs to be someone whose technical strengths are matched by their practical credibility and their authenticity as one of the voices of the profession. Post-holders will have a strong and authoritative appreciation of a broad swathe of taxation issues. This does not mean they must have expert knowledge of all taxes, but a demonstrable wide knowledge is important.

The Director of Public Policy must have the leadership and management skills to make the best use of volunteers and staff, ensuring that the output of their work reflects the views of the ATT as determined by Council and its relevant committees and Steering Groups.

Ideally, they will have experience of working with volunteers which will help them appreciate the balance between volunteers and staff and will have a good knowledge of Professional Standards and in particular AML legislation.

The Director of Public Policy will represent ATT in the media but may not be the only or the principal external face of ATT: part of their responsibilities will be to ensure that appropriate others (e.g. the respective Presidents/Chairs/staff) build their profile and standing. They will need to be flexible and responsive.

# Salary & Benefits

## package

### Salary

The salary for this role is circa £95,000 per annum, 35 hours per week. There may be some flexibility with working hours, but a minimum of 4 days per week is required. The role is remote, but there will be a need to attend meetings and events which are mainly held in London.

### Pension

Upon joining, you will be automatically enrolled into the Aviva Group Pension Plan (9% employer and 3% employee contribution).

### Insurance

- Income protection cover which provides up to 75% of salary if you are absent due to ill health for more than 13 weeks.
- 24-hour group personal accident scheme providing a sum equal to three times current salary in the event of your permanent disability/ loss of a limb/ death.
- Non-contributory life assurance cover of 4 times your salary.

### Holiday entitlement

Senior management receives 32 days of annual leave.

### Optional Benefits

#### Bupa (private medical insurance)

You can join our company-paid private medical insurance scheme which pays for the cost of private medical treatment for acute conditions.

#### Healthshield Essentials (including Employee Assistance Programme)

You can join our health & benefit programme. We pay the cost for the basic level (including any dependent children). The benefits include the refund of a range of medical costs (dental, optical, physiotherapy etc) and an employee helpline covering medical and legal issues and counselling.

#### Interest Free Loans

After 6 months service you may apply for an interest free loan to help with the purchase of a season ticket or a bicycle.

#### Continuous Professional Development

The Association of Taxation Technicians supports learning and development and offers a wide range of courses and opportunities.





# Guidance notes for applicants

Thank you for considering working with us. These notes are designed to help you through our application process. However, if you have any questions regarding the process that are not covered here, please do not hesitate to contact Sharon Jepson at [sjepson@ciot.org.uk](mailto:sjepson@ciot.org.uk) for advice.

The deadline for applications is 25 September 2024 by 5pm.

You can apply by emailing a covering letter and up-to-date CV to Sharon, as per the email address provided above. Your covering letter should clearly explain how your skills and experience match those described in the advert or job description.

If you wish to find out more about the role before applying, you may do so by emailing Sharon or HR at [hr@ciot.org.uk](mailto:hr@ciot.org.uk). This will not prejudice your application in any way.

If you do not hear from us within 2 weeks of applying this means that you have not been shortlisted on this occasion. Failure to be shortlisted for one role does not bar you from applying for others when they are advertised. This post will be resourced through a mixture of tests and interviews.

The provisional interview dates are as follows: 1 October and 14 October. Shortlisted candidates will be invited to participate in a competency and organisational fit interview, mock media interview and be required to prepare a written article.

If you are invited to interview, you must confirm your attendance by the deadline stated in the invitation email. If you do not do so, we will assume you are no longer interested.

If you require a reasonable adjustment, please notify us as soon as you are shortlisted so we can try to accommodate your needs.

You will be told during the interview when you may expect to hear the outcome.

Although we appreciate the time and effort that goes into applying for a post with us, we do not provide individual feedback on applications or interview performance.

Successful candidates will be required to provide their original qualifications, proof of the right to work in the UK and the details of two referees before they commence employment.

We look forward to receiving your application.

