

## **POLICY ADVISER, OFFICE OF TAX SIMPLIFICATION**

### **INFORMATION PACK FOR INTERESTED PERSONS/ORGANISATIONS**

#### **About the Office of Tax Simplification**

The Office of Tax Simplification (OTS) was launched in 2010 to provide the Chancellor with independent advice on simplifying the UK tax system, by carrying out reviews into areas of the tax system agreed with Ministers and publishing reports setting out its recommendations.

It is run by an independent Chair and Tax Director (Angela Knight CBE and John Whiting OBE) supported by a small secretariat of civil servants and private sector people from the accountancy, tax and legal professions.

The 2015 Summer Budget announced that the OTS would be established as a permanent statutory Office and that its role and capacity would be expanded. The draft legislation to put the OTS on a statutory footing was published at Autumn Statement 2015 and will be in Finance Bill 2016.

The OTS has recently completed and published reviews on the taxation of small companies and the closer alignment of income tax and national insurance.

Following the Budget, in the immediate future the OTS will be starting work on a new review, probably to run until Budget 2017, on ways in which aspects of the corporation tax computation could be simplified for all companies, large and small.

We need to recruit additional private sector staff to work with us on this review.

The OTS will also be taking forward aspects of its two recent reports.

#### **Current OTS Vacancies**

The OTS is looking for up to 4 tax professionals with current or recent private sector experience to work with the full-time secretariat on the corporate tax review as policy advisers. There may also be opportunities to be involved with the other work of the OTS.

The work will involve research and analysis, regular liaison with HMRC & HMT teams plus meetings around the country with interested parties, including businesses of all sizes, employers, tax professionals, charities, HMRC staff, academics and representative bodies. We will also draw on and analyse statistics and data provided by HMRC economists and others.

The aim is to identify where the areas of greatest complexity are and to develop practical recommendations for simplification, both technical and administrative.

The posts are either on a secondment, loan or fixed term appointment basis, and are likely initially to be for either 6 months or a year. They can be filled either on a part-time or full time basis; overall we are looking for the equivalent of between 2 and 3 full time people.

We expect candidates to be able to work for us at least 2 days a week. Working from home is possible, but we will expect those appointed to work at least one day a week in our office in central London. Depending on the progress of the project and decisions over the OTS's further work there may be limited opportunities for appointments to be extended.

Interested individuals or firms should email David Halsey, Head of Office at the OTS, at [ots@ots.gsi.gov.uk](mailto:ots@ots.gsi.gov.uk), attaching a CV for potential candidates.

Any questions about the role or process can be directed to the same address, or contact David Halsey on 020 7270 7802 or John Whiting on 020 7270 1169.

**Expressions of interest are invited by 22 April 2016; interviews will be scheduled as soon as possible after that date.**

A more detailed job description is set out below.

## **OTS Policy Adviser**

### **Key Accountabilities**

**1. Analysis and policy development for the Office's reviews.** This will involve:

- Reviewing areas of the tax system through desk based research and discussion with policy officials and external stakeholders
- Formulating conclusions and recommendations for the OTS enquiries, challenging existing policy and assessing the impact of alternatives
- Carrying out quantitative analytical work and taking part in the designing, commissioning and testing of modelling work to be carried out by HMRC economists on behalf of the OTS
- Presenting analysis and options for reform to the external figures leading the Office, senior officials and external stakeholders
- Building effective working relationships with external stakeholders including HM Treasury, HMRC and the wider tax profession and business community
- Assisting in the drafting of the Office's publications
- Generally working as part of a small team responsible for the development of the OTS's report on a particular area

**2. Supporting the OTS Tax Director and work of the Office.** Working as part of a small secretariat, this will include:

- Utilising their own practical knowledge and experience to contribute to the OTS's reviews and other areas of the OTS's work
- Developing links with consultative groups and others who can contribute to the OTS's work
- Attending conferences and other stakeholder events to represent the Office, and presenting the content of the Office's reports to external audiences
- Assisting in the development and implementation of the OTS's future strategy

**3. Contributing to the production of the Office's reports.** This will include:

- Drafting sections of the Office's publications and critiquing others' drafts.
- Discussing the report drafts with external stakeholders

- Planning and managing logistics around publication, working with Treasury and HMRC press offices and communications teams.

## **Personal specification**

### **Essential skills, knowledge and experience:**

1. Expert knowledge of relevant areas of tax is essential – while there will be an opportunity to develop knowledge of tax policy, a good technical and practical knowledge of relevant aspects of taxation will be needed together with an ability to appreciate and help analyse the real-world impacts of change. Essentially we are looking for people who can contribute directly to our work from their knowledge and experience.
2. Experience of working creatively with stakeholders across different parts of an organisation and in other organisations.
3. Skills in technical analysis, challenging and synthesising views, drafting documents.

The posts will be based in London but working remotely and/or flexible working hours can be accommodated.

### **Salary**

The posts attract a pro-rata salary of £52,000.

### **Diversity statement**

The OTS has a strong commitment to equality and diversity. Our aim is to be open and accessible, recruiting and retaining diverse, talented and high-performing people who support and develop one another.

### **Eligibility**

Successful candidates will need to pass the standard HM Treasury security checks and will be subject to the Civil Service Code of Conduct.