

Senior Project Manager

Location: National

Closing Date: Wednesday 8th February 2023

Interviews: 7th - 9th March 2023

Grade: 7

Salary: £54,274 - £67,943 (London); £50,427 - £62,508 (National)

Working pattern: Full Time

Vacancy number: [Oleeo number]

***We are currently offering hybrid working which includes 2 days per week in your local office. Office locations can be found [here](#)**

The Role

We're recruiting for a **Senior Project Manager** here at [MoJ Digital & Technology](#), to be part of our warm and collaborative Justice Digital Project Delivery Team.

The Justice Digital Project Delivery is responsible for the delivery of technology projects. It has responsibility, for example, of infrastructure across 900+ sites.

We are recruiting for a Senior Project Manager to take full responsibility for the definition, documentation and satisfactory completion of a single major project or a number of smaller initiatives.

Senior Project Managers ensure teams have the right environment to deliver the vision, products and services, iteratively and ensure the team collaborates, communicates and focuses on what is most important. They work at the heart of teams to provide direction within a project, service or programme. They are accountable for building, motivating, supporting and facilitating teams as well as removing obstacles and blockers that get in their way. They challenge approaches inside and outside of the team they are working with and facilitate a focus on the outcome.

Senior Project Managers proactively manage dependencies, identify and manage priorities, overcome obstacles and get the best value against constraints managing risks, budgets and people. They also assess and evaluate the business readiness for change and manage all aspects of the governance of projects ensuring continued integrity and coherence is maintained and are responsible for working proactively, effectively and collaboratively with a number of external supplier organisations.

To help picture your life at [MoJ D&T](#) please take a look at our [blog](#) and our [Justice Digital strategy](#).

Key Responsibilities:

The Senior Project Manager takes responsibility for the definition, documentation and safe execution of a single major project or a number of smaller initiatives, actively participating in all phases of the project. Identifies, assesses and manages risks to the success of the project.

- Waterfall, Agile and Lean Practices - Identify and compare the best processes or delivery methods to use and recognise when something does not work and encourage a mindset of experimentation. You will adapt and reflect, are resilient and have the ability to see outside of the process.
Use a blended approach depending on the context, measure and evaluate outcomes and help teams to manage and visualise outcomes.
- Change Management: identify and be able to work with Change Management professionals to implement business change
- Communicating between the technical and non-technical - Listen to the needs of the technical and business stakeholders and interpret between them. Have the ability to manage stakeholders' expectations and be flexible, with capable proactive and reactive communication skills, facilitating difficult discussions within the team or with diverse senior stakeholders.
- Maintaining delivery momentum - Facilitate the delivery flow of a team, managing the pace and tempo and actively addressing internal and external risks, issues and dependencies including where ownership exists outside the team.
- Making the process work - Identify and challenge organisational processes of increasing complexity and those processes that are unnecessarily complicated. Able to add value and coach the organisation to inspect and adapt processes. Guide teams and the business through the implementation of a new process.
- Planning - Understand the environment and prioritise the most important or highest value tasks. Able to use data to inform planning and manage complex internal and external dependencies. Provide delivery confidence. Ability to remove blockers or impediments that affect the plan and develop a plan for difficult situations. Ensure teams plan appropriately for their capacity.
- Team dynamics and collaboration – Empower and bring people together to form a motivated team. Help create the right environment for a team to work in, recognise and deal with issues and facilitate the best team makeup depending on the situation.
- Commercial management - Act as the point of contact for contracted suppliers. Understand appropriate internal contacts and processes within a government department. Understand how and when third parties should be brought into Digital, Data and Technology (DDaT) projects.
- Financial management - Balance cost versus value. Consider the impact of user needs. Report on financial delivery. Monitor cost and budget and escalate issues.
- Business Cases – Develop and manage government Business Cases with input from specialists. Manage and deliver the Business Case process including through to delivery of an appropriate Benefits Realisation Strategy.
- Governance & Assurance – Develop, support and manage appropriate governance, assurance and decision making at all points through a project lifecycle
- Lifecycle perspective - Recognise when to move from one stage of a project lifecycle to another. Ensure the team is working towards the appropriate service standards for the relevant phase. Manage the delivery projects or services at different phases.

If this feels like an exciting challenge, something you are enthusiastic about, and want to join our team please read on and apply! This post may occasionally require travel to other sites.

Benefits

- 37 hours per week and flexible working options including working from home, working part-time, job sharing, or working compressed hours.
- We are committed to nurturing our staff and provide lots of training and development opportunities with learning platforms such as: Linux Academy, O'Reilly, Pluralsight, Microsoft Learning, Civil Service Learning, etc.
- 10% dedicated time to learning and development with a budget of £1000 a year per person
- Generous [civil service pension](#) based on defined benefit scheme, with employer contributions of 26-30% depending on salary.
- 25 days leave (plus bank holidays) and 1 privilege day usually taken around the King's birthday. 5 additional days of leave once you have reached 5 years of service.
- Compassionate maternity, adoption, and shared parental leave policies, with up to 26 weeks leave at full pay, 13 weeks with partial pay, and 13 weeks further leave. And maternity support/paternity leave at full pay for 2 weeks, too!
- Wellbeing support including access to the Calm app.
- Nurturing professional and interpersonal networks including those for Careers & Childcare, Gender Equality, [PROUD](#) and [SPIRIT](#)
- Bike loans up to £2500 and secure bike parking (subject to availability and location)
- Season ticket loans, childcare vouchers and eye-care vouchers.
- 5 days volunteering paid leave.
- Free membership to BCS, the Chartered Institute for IT.
- Some offices may have a subsidised onsite Gym.

Person Specification

Essential

- You'll have the ability to visualise, articulate and solve complex problems and make disciplined decisions based on available information. Such skills include the ability to apply logical thinking; gathering and analysing information using comprehensive tools and techniques; the use of data to formulate both short term day-to-day and longer-term strategic plans and the ability to identify and analyse options and assess feasibility and operational impact.
- Taking ownership of problems and show initiative in aligning the necessary resources to bring about a successful outcome for the business.
- You'll be able to have an overall perspective on business issues, events, activities and an understanding of their wider implications. This could include determining patterns, standards, policies, roadmaps and vision statements.
- You'll understand user needs, based upon evidence and engage in meaningful interactions and relationship, to translate user stories and propose design approaches or services to meet these needs.

- You'll demonstrate a passion for digital and technology and how it can be used to enable new ways of working, increase efficiencies and productivity and reduce costs. Staying abreast of new and emerging tools and technologies that would allow MoJ to deliver its priorities.
- You'll identify and explore opportunities for service and business improvement, be curious and have a desire to challenge in order to continually improve both digital and technology solutions but also the way that people across MoJ work.
- Have a good understanding of, and experience of working in complex business/operational environments, and be able to demonstrate for example the activities, structures, and position in the organisation of the teams or departments for which services are provided.
- Experience of working to relevant Project Management certification or equivalent levels and experience of using recognised methodologies and tools to develop and deliver technology projects and maintaining financial controls

Desirable

- Experience of managing a procurement as part of a project either as a G Cloud offering or meeting OJEU regulations.

You will be required to meet [the requirements](#) for BPSS clearance

We welcome the unique contribution diverse applicants bring and do not discriminate on the basis of culture, ethnicity, race, nationality or national origin, age, sex, gender identity or expression, religion or belief, disability status, sexual orientation, educational or social background or any other factor.

Our values are Purpose, Humanity Openness and Together. Find out more [here](#) about how we celebrate diversity and an inclusive culture in our workplace.

How to Apply

Candidates must submit a **CV and cover letter (500 words max.)** that describes how you meet the requirements set out in the Person Specification above.

In D&T, we recruit using a combination of the [Digital, Data and Technology Capability](#) and [Success Profiles](#) Frameworks. We will assess your Experience, Technical Skills and the following Behaviours during the assessment process:

- Changing & Improving
- Leadership
- Seeing the Bigger Picture
- Working Together

Your application will be reviewed against the Person Specification above by a diverse panel.

Successful candidates who meet the required standard will then be invited to a 1-hour panel interview held via video conference.

Should we receive a high volume of applications, a pre-sift based on Changing and Improving will be conducted prior to the sift.

Terms & Conditions

Please review our [Terms & Conditions](#) which set out the way we recruit and provide further information related to the role and salary arrangements.

If you have any questions please feel free to contact recruitment@digital.justice.gov.uk