

Digital Workforce Officer

Location: National*

Closing Date: 24 November 2023

Interviews: 06 December 2023

Grade: HEO

(MoJ candidates who are on a specialist grade, will be able to retain this grade on lateral transfer)

Salary: £32,827 - £35,678 (National); £37,174 - £40,403 (London)

Working pattern: Full-time, Part-Time, Flexible Working

Contract Type: 2 year FTA

***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 **Digital Workforce Officer** here at [Justice Digital](#), to be part of our warm and collaborative Strategy & Operations team.

When our managers want to recruit great people for their team, working on some of the largest technology programmes in the Civil Service, they will come to you looking for expert advice, solutions and guidance. You will enjoy partnering and crafting relationships and will be someone who takes pride in providing a slick, great hiring experience.

As a Digital Workforce Officer you will belong to a warm and welcoming team that works at pace, collaborating and contributing to a range of exciting change projects and sit as part of our broader Strategy & Operations team. We are responsible for enabling our colleagues to get on with delivery by instilling a culture of accountability, value for money and commerciality across MoJ D&T and we want to make it a great place to work.

To help picture your life at [MoJ Justice Digital](#) please take a look at our [blog](#) and our [Digital and Technology strategy 2025](#)

Key Responsibilities:

Workforce Planning

- Working with SMT, HoPs/Leads & Managers at all levels across D&T to support them in determining their people needs, both “the who and the when”.

- Collaborate with these partners and the Recruitment Team to plan, monitor and deliver hiring objectives within agreed timeframes, proactively identifying and managing risks.
- Support the end-to-end cycle of annual workforce planning from collection during annual budget planning to tracking and governance throughout the plan year, including headcount in order to support business objectives.
- Support the Digital Workforce Manager with SMT and Finance to forecast workforce growth, establishing targets and providing monthly reports on progress and risk.
- Support the development and implementation of the Business Case Writing process, involving ownership for writing contractor business cases across D&T. Pilot in late Q3 & early Q4 20/21 with full delivery and transition by end of Q4.
- Support the implementation of wider workforce planning and demand forecasting processes in partnership with SMT, HoPs/Leads, Managers, Budget/Finance teams & Recruiters.
- Provide relevant tools and processes, and partner with the Recruitment Team, to drive strategic recruitment that delivers the right people at the right time and at the right cost
- Respond to workforce-related queries and directing to Recruitment, and wider People Team colleagues, as appropriate.

Reporting

- Track the progress of recruitment activity against workforce plans and provide accurate updates to stakeholders at all levels.
- Effectively use reporting tools and dashboards to support business decision making and provide ad-hoc analytics to SMT, HoPs/Leads and Managers.
- Develop and produce a range of regular reports that support the wider Recruitment & People Teams.

If this feels like an exciting challenge, something you are enthusiastic about, and want to join our team please read on and apply!

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, GDS Academy, 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 Kings' 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

- Experience in a workforce planning, recruitment/resourcing or similar people-related function
- Proficient in spreadsheet management (i.e. Microsoft Excel, Google Sheets)
- Experienced in data analysis using high volumes of data

Willingness to be assessed against [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** which describes how you meet the requirements set out in the Person Specification above.

In Justice Digital, 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 and Improving
- Communicating and Influencing
- Managing a Quality Service
- 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. This will commence with a 15 minute spreadsheet management assessment.

Should we receive a high volume of applications, a pre-sift based on your experience in a workforce planning, recruitment/resourcing or similar people-related function will be conducted prior to the sift.

Should you be unsuccessful in the role that you have applied for, but demonstrated the capability for a role at a lower level, we reserve the right to discuss this opportunity with you and potentially offer you the position without the need for a further application.

A reserve list may be held for a period of up to 12 months from which further appointments may be made.

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