

Salary: £30.389

Contract type: Permanent

Grade: MoJ Band C

Number of open roles: 1

Location: 102 Petty France, London, SW1H 9AJ

Hours: 37 hours/week (42 hours incl. lunch)

Working pattern: flexible working, full time, part time

Closing date for applications: Tuesday 17th September

Interviews: Friday 27th September

Interview location: 102 Petty France, London SW1H 9AJ

Introduction

These are exciting times at MOJ Digital and Technology. We have a clear vision - to develop a digitally-enabled justice system that works more simply for users - and we're looking for talented people to help us achieve it. We're making things better by building adaptable, effective services and making systems that are simple to use for staff and citizens. It can be challenging but it's also important and rewarding.

As well as doing great work, we're creating a place that's great to do work in. We offer tip-top kit, brilliant training opportunities and support from expert colleagues. On top of that, you'll find flexible working, an inclusive culture and a place where your opinion is valued.

The Operations Team

This Band C role reports to the Business Operations lead, which in turn reports to the Chief Digital Information Officer (CDIO) and Chief Operating Officer (COO). The purpose of the Operations function is to:

- enable our colleagues to get on with delivery
- instill a culture of accountability, value for money and commerciality in JD&T
- make JD&T a great place to work

In order to fulfil this role, there is a responsibility for management of finances, people, engagement, portfolio, contract management and running the office of the Chief Digital and Information Officer (CDIO).

The role

This business support role provides an excellent opportunity to:

- build an understanding of the operations of a Digital & Technology function and large government department
- build a network of contacts across government
- work closely with senior management

You will be responsible for

- Supporting the smooth running of the CDIO office by helping maintain administration and operational processes, systems and information/records management
- Responding to project requests for information, including Freedom of Information (FOI), Cabinet Committee correspondence and Parliamentary Questions
- Shaping and delivering ad hoc projects to improve JD&T operations
- Working with colleagues across D&T and the Estates function to plan and execute office and space moves
- Comprehensive and proactive diary management including scheduling meetings and resolving conflicting demands for senior staff on the operations team.
- Preparing meeting paperwork and forward planning
- Flagging important emails or communication that require immediate action
- Building and maintaining a strong network across the function, the department and Whitehall
- Delivering ad hoc projects as required to continue to improve the efficiency of the Operations function

Skills & Experience Required

- Diary management in a busy, pressured and complex environment
- Quickly building a sound, high level knowledge of a function or organisation
- Managing a wide range of issues with diplomacy and discretion
- Organising and prioritising work in an environment with high levels of change
- Building relationships easily with people at different levels of an organisation
- Proactive and efficient with the ability to deliver at pace
- Strong communication skills, both written and verbal

In the Civil Service, we use [Success Profiles](#), a flexible framework, to assess candidates against a range of elements using a variety of selection methods, therefore giving you the opportunity to demonstrate the various elements required to be successful in the role.

At the interview we will be assessing your technical/specialist skills and experience, testing your ability through relevant assessments and asking you questions to around the behaviours we require to be successful in this role. The **behaviours** we assess are:

- Leadership
- Communicating and influencing
- Working together
- Developing self and others
- Making effective decisions
- Delivering at pace
- Seeing the big picture
- Changing and improving
- Managing a quality service

Throughout the process we will assess your technical specialist skills and experience on the above requirements.

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status or disability status.

Selection process details

Candidates must submit:

- a current and relevant CV;
- a Cover letter (1 page max) setting out why you are interested in the role and how you meet the essential skills and experience required.

The job advert lists the essential, specialist skills and experience as well as key Civil Service competencies required for the role.

At the CV review/sift stage we will use the technical/specialist skills and experience to determine your suitability for the role. At the interview we ask you questions based on the specialist/technical skills and experience as well as behaviours outlined.

At the Interview we will ask open-ended questions to which they are seeking answers/evidence of essential, previous skills, experience and behaviours in order to guide their hiring decision.

Note: due to the volume of applications we receive we are unable to provide feedback after the CV review (sift) stage.

Salary and working arrangements

If successful, the salary we offer you will be as advertised, but it would help

Benefits:

- Flexible working options - working from home or remotely, working part-time, job sharing, or working compressed hours, we have people doing it and are happy to discuss further
- Lots of training and development opportunities
- A [civil service pension](#) with an average employer contribution of 22%
- 25 days annual leave (plus bank holidays), and an extra day off for the Queen's birthday.
- Great maternity, adoption, and shared parental leave, 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!
- Bike loans and secure bike parking (subject to availability and location)
- Season ticket loans, eye-care vouchers etc..

Things you need to know

Security and Immigration checks

Successful candidates must pass a disclosure and barring security check.

Successful candidates must meet the security requirements before they can be appointed.

The level of security needed is [security check](#).

Candidates will be subject to [UK immigration](#) requirements as well as [Civil Service nationality rules](#).

If you're applying for a role requiring security clearance please be aware that foreign or dual nationality is not an automatic bar. However certain posts may have restrictions which could affect those who do not have sole British nationality or who have personal connections with certain countries outside the UK.

Nationality requirements

Open to UK, [Commonwealth](#) and [European Economic Area \(EEA\)](#) and certain non EEA nationals. Further information on whether you are able to apply is available [here](#).

Eligibility

Candidates in their probationary period are not eligible to apply for vacancies within this department.

Working for the Civil Service

The [Civil Service Code](#) sets out the standards of behaviour expected of civil servants. We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles](#).

The Civil Service embraces diversity and promotes equality of opportunity. There is a guaranteed interview scheme (GIS) for candidates with disabilities who meet the minimum selection criteria.

Contact point for applicants- for further information regarding this role please contact [MoJ D&T Recruitment](#).

Further information

All Civil Servants will adhere to the '[Civil Service code](#)', which outlines the Civil Service's core values, and the standards of behaviour expected of all civil servants in upholding these values.

Note for current Civil Servants: If successful, the salary offered would normally be determined by applying the MoJ salary progression rules. If the appointment is on level transfer your substantive salary (excluding any allowances) will remain unchanged, unless it exceeds the maximum stated within the MoJ pay band, and unless your current salary is below the relevant MoJ grade minimum. If the appointment is on temporary or substantive promotion the salary will be increased by the appropriate promotion percentage or moved to the minimum of the relevant MoJ grade minimum, whichever is the greater.

Note for non Civil servant applicants: This post is open to UK Nationals, Commonwealth Citizens, EEA Nationals of other member states and certain non-EEA family members. There must be no employment restrictions or time limit on your permitted stay in the UK. You should normally have been resident in the United Kingdom for at least 3 years and in some cases 5 or even 10 years preceding your application due to the requirement to have a checkable history for security vetting purposes. If you answer 'No' to the questions regarding nationality then it is unlikely your application will be pursued. If you are unsure as to your eligibility on any of these points, please contact the recruitment team for clarification or advice.