Product Manager
Salary: Up to £49,720 depending on skills and experience
Contract type: 4-year fixed term appointment <u>or</u> Permanent
Grade: MoJ Band Ab
Number of open roles: 2
Location: Sheffield
Hours: 37 hours/week (42 hours incl. lunch)
Working pattern: flexible working, full time, part time
Closing date for applications: 22nd November
CV sift date: week commencing 25th November
Interviews: week commencing 2nd December
Interview location: Greenfield House, Sheffield S3

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.

Senior Product Managers at MOJ work on exciting products in support of services that improve lives. It is an opportunity to work with committed and talented user researchers, developers, designers, analysts, agile, and content specialists who share a vision for making better government through the smarter use of technology.

The team

The HMPPS digital team are at the centre of one of the biggest transformation programmes in government, building a new digital services for Prisons and Probation Service. We focus on building products and services that deliver a genuine difference, putting the needs of our users centre of everything we do.

The products we work on include:
- software for the public, like 'Visit someone in prison', to improve access to justice and help deliver a modern courts and justice system
- software for internal users, like our intranet, to transform our department and improve the working lives of 70,000 staff
- platforms and APIs to help build our software like our Cloud Platform to make how our product development simpler and smarter

The role

We're looking for an individual with strong interpersonal skills who likes working in a delivery focused, agile environment with multidisciplinary teams. You also contribute to our Product Manager community and share your skills and experiences with others across the MOJ, and across government.

You will be an experienced senior product manager leading a multidisciplinary team, supporting and continuously improving products of significant scale and complexity.

You will:
- take products through discovery, alpha, beta and live phases of development with the goal of making government services simpler, easier and faster to use.
- devise and iterate the product roadmap and backlog,
- be a champion for user needs, document product knowledge, and communicate plans and progress through various channels including the blog, stakeholder meetings and demos
- be an active part of the broader product management community, receiving coaching and mentoring from your senior colleagues
- take part in informal support networks with your peers.

You'll have

- **Product ownership** - the core tactical skills of product management, capturing user needs to inform decision-making and prioritisation, and translated into actionable goals for a team (often through tools such as the backlog and user stories). You'll be working to at least 'expert' level, capable of defining your own approaches and coaching others, and aware of what other sectors are doing
- **Strategic ownership & product lifecycle** - the core strategic skills of product management, building the overall value proposition, business model, vision and roadmap that enable us to focus on outcomes, not outputs. You'll be working to at least 'practitioner' level, capable of building product strategy from scant information and getting buy-in from colleagues, and capable of understanding how product strategy changes as a product moves through the product lifecycle
- **Problem ownership & user-focus** - we make promises to solve problems, not commitments to specific features or solutions so require people who can explore and define problems before they design solutions. You'll be working to at least 'expert level', commissioning research to understand the problems of your users and understanding how their problems fit into the bigger picture, and using insights to ensure that you meet the changing needs of all users.
- **Agility** - we believe in the intent behind the Agile Manifesto for Software Development and require people who focus on releasing value to users early and often within clearly framed hypotheses, combined with a commitment to improving team performance. You'll be working to at least 'expert' level and recognised as such, able to support your teams to choose the best product approach(es) to suit your context, increasing the value of your product each increment as efficiently as possible.

Throughout the process we will assess your technical specialist skills and experience on the above requirements as well as competencies you will find on the job description

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 the panel will ask you 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 within the advertised range and will depend on the skills and experience you demonstrate at the interview. Therefore in your cover letter it would be helpful to the hiring teams if you can indicate your salary expectations and if possible your notice period.

Benefits:
- A generous pension scheme on average of up to 22%
- 25 days leave, plus bank holidays, plus 1 privilege day usually taken around the Queens' birthday
- 1 additional day of leave for every year you work, up to a maximum of 5 extra days
- Flexible working - whether it's working from home or remotely, working part-time, job sharing, or working compressed hours, we have people doing it and are happy to discuss options with you
- Access to training and development through Civil Service Learning, GDS Academy and Pluralsight
- 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, childcare vouchers, and eye-care vouchers.
- Some offices may have a subsidised onsite Gym.
- Up to 5 days paid leave for voluntary work you may wish to undertake

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.
- 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.