

**Salary:** £36,798 - £47,591 (London) £30,989 - £41,095 (National, Leeds and Loughborough) depending on skills and experience

**Contract type:** Permanent

**Grade:** MoJ Band B

**Number of open roles:** 1

**Location:** London, Leeds, Loughborough

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

**Working pattern:** Full-time/ flexible hours

**Closing date for applications:**

**Interview location:** Remote via Video Call

**Please note, the Ministry of Justice Digital and Technology are advertising this role on behalf of the Judicial Office.**

### **Background:**

The Judicial Office (JO) is an office of the MOJ providing support and administration to the judiciary. Around 300 civil servants work in the JO in a range of functions including HR, training, private offices and communications.

The Judicial Digital Services (JDS) function is a small, friendly, and welcoming team. The JDS team work for the Judicial Office and work with HMCTS/MOJ to plan and deliver digital products for the judiciary and the public/legal profession.

This post-holder will help manage the development of the Judicial Office's digital products and assist the Head of Digital Services with the delivery of Judicial Office digital projects and products. Each digital project will be at a different stage of delivery and development, providing the post-holder the opportunity to obtain a broad range of digital experience.

### **Purpose of the role:**

As a Delivery Manager you will be accountable for the effective delivery of complex, high-risk products and services. You will have experience across a range of products and services, throughout the entire product life cycle, and have some responsibility and accountability as a point of escalation. You will also be accountable for the performance of the team and line management/development of the Associate Delivery Manager.

### **In this role you will:**

- build and maintain the team, ensuring they are motivated, collaborating and working well
- identify obstacles and help the team to overcome them
- focus the team on what is most important to the delivery of products and services
- encourage and facilitate continuous improvement of the delivery team
- coach and mentor both team members and others to apply the most appropriate agile and lean tools and techniques

### **Key responsibilities:**

**Agile and Lean Practices** - You can identify and compare the best processes or delivery methods to use. You can recognise when something does not work and encourage a mindset of experimentation. You can adapt and reflect, be resilient and have the ability to see outside of the process. You can use a blended approach depending on the context. You can measure and evaluate outcomes. You know how to help teams to manage and visualise outcomes.

**Commercial Management** - You can act as the point of contact for contracted suppliers. You understand appropriate internal contacts and processes within a government department. You know how and when third parties should be brought into digital, data and technology (DDaT)

**Communication skills.** You can listen to the needs of technical and business stakeholders and interpret them. You can manage stakeholders' expectations and be flexible. You are capable of proactive and reactive communication. You can facilitate difficult discussions within the team or with diverse senior stakeholders.

**Financial management.** You know how to balance cost versus value. You can consider the impact of user needs. You can report on financial delivery. You can monitor cost and budget; you know how and when to escalate issues.

**Maintaining delivery momentum.** You can facilitate the delivery flow of a team, managing the pace and tempo. You can actively address internal and external risks, issues and dependencies including where ownership exists outside the team.

**Making a process work.** You can identify and challenge organisational processes of increasing complexity and those processes that are unnecessarily complicated. You can add value and can coach the organisation to inspect and adapt processes. You know how to guide teams through the implementation of a new process.

**Planning.** You understand the environment and can prioritise the most important or highest value tasks. You can use data to inform planning. You can manage complex internal and external dependencies. You can provide delivery confidence. You can remove blockers or impediments that affect plans and can develop a plan for difficult situations. You ensure that teams plan appropriately for their own capacity.

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.

## **Digital, Data and Technology Profession**

The Judicial Office will be working towards joining the DDaT profession in the future. The skills and responsibilities of this role align with:

[Delivery manager - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

## **Behaviours**

We'll assess you against these behaviours during the selection process:

## **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.

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 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:**

- 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 CTC Counter Terrorist [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.

