

**Salary:** from £36,254  
**Contract type:** 2-year fixed term appointment  
**Grade:** MoJ Band B  
**Number of open roles:** 2  
**Location:** London  
**Hours:** 37 hours/week (42 hours incl. lunch)  
**Working pattern:** flexible working, full time  
**Closing date for applications:** 25th August 2019  
**Interviews:** 5th September 2019  
**Interview location:** 102 Petty France, London SW1H

## 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 team

Our work we do includes:

- 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 a Project Manager to join our Security & Privacy team in London.

The Project Manager is a crucial role working across teams and parts of the organisation, ensuring standards are followed to achieve successful delivery on time, to the quality required and within budget.

## You will:

- Create and maintain project documentation, including plans, dashboard reports, risk and issue management, management reporting, document control and management
- Work in collaboration to ensure the project delivers to quality, time and budget within agreed tolerances by planning, monitoring and control
- Create a mechanism to identify, measure and report risks and mitigation
- Ensure that progress is appropriately reported, controlled and maintained
- Identify the resources and processes necessary to deliver each stage of the project's lifecycle
- Work with colleagues in portfolio management, finance, commercial and legal teams to ensure the smooth progress of projects, especially those relying on third party suppliers

## Knowledge and Experience

You will have:

- Professional expertise in the effective use of project methodologies and techniques
- Possess strong communications, relationship building, negotiation and influencing skills
- Be IT literate with good knowledge of common business productivity, products and services
- Proven ability to work in multi-disciplinary teams and lead the collaborative planning process, prioritising work that needs to be done against the capacity and capability of the team
- Be used to working alongside and as part of agile delivery teams
- Current knowledge of government procurement rules and their context
- Ideally you will be familiar with security and privacy topics and services

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 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 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.