

Salary: £36,798 to £47,591 London/£30,989 to £41,095 National depending on skills and experience

Contract type: Permanent

Grade: MoJ Band B

Number of open roles: 1

Location: Manchester/Birmingham/Sheffield/London

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

Working pattern: Full-time

Closing date for applications: 25th October 2020

Interview location: Remote via Video Call

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 role

The Cyber apprentices Techniques Manager will be tasked with supporting the development and application of Cyber Skills, both in understanding and protecting against Cyber threats, but also enabling professional development for cyber security apprentices and established security and privacy team colleagues. Outcomes will be increased awareness and response capability to threats arising from 'soft' cyber techniques, and in parallel developing Cyber skills for colleagues to fulfil their career aspirations and potential.

At the heart of the role is the concept of soft skills in general, and "social engineering" in particular, and their importance in Cyber Security: exploiting the one weakness that is found in every organisation: human psychology.

You will deliver:

Cybersecurity soft skills

- Understanding and awareness of 'soft skills' relating to Cyber Security.
- Strategies for deploying and protecting against social engineering threats.
- Identification, evaluation, and performance-based application of soft skills in achieving Cyber Security.
- Application of soft skills to:
 - Offensive Security - by enhancing understanding and prevention of social engineering attacks.
 - Operational Security - by establishing investigating and business-quantified L&D programmes

- Cyber Assistance Team (Risk and Consulting) - by enhancing risk awareness, systemic understanding, and architectural design and communication, for example to minimise dependency on purely technological defences and risk handling.
- Data Protection - by enriching understanding of the impacts of personal information loss, and the creation and application of corresponding defensive and preventative legislation.

Learning & Development (L&D)

- Create and deliver a L&D strategy to develop high performing security and privacy teams and work with the Head of Professions to deliver learning pathways and development programmes.
- Provide early critical thinking and longer term strategic and capacity-building support, aligning with Cyber team objectives, thereby enabling MoJ Security and Privacy strategies and plans, and delivery of the organisation's strategic objectives.
- Assess current and future requirements and gaps in 'soft skill' defensive capability, and commission L&D interventions to meet them in line with the organisation's strategic direction.
- Ensure all programmes and plans are measurable and deliver value for money, for example by assessing and evaluating alignment with Cyber Security (social engineering) best practices.

Management Development

- Work with Security and Privacy team leads and the senior management team to Implement a formal talent management framework for critical posts, founded on Cyber Security soft skills awareness and application, and focusing on experiential development, thereby establishing and maintaining service continuity and effective leadership.
- Enhance leadership at every level through development and delivery of high-quality capability programmes and provision of advice and support to programmes, projects, services and people managers.
- Oversee the design and implementation of management capability programmes for Security and Privacy staff, aligning with the business-focus areas.

Leadership

- Provide leadership and guidance to the S&P team, building capacity and capability and play a valued role in our organisation wide Senior Leadership Team and throughout MOJ
- Provide advice and support to senior stakeholders in areas of employee development
- Add value by using L&D to meet short- and long-term business needs.
- Work in partnership at a senior level across the organisation, engaging leaders in the L&D strategy, bringing all on the journey of learning.

You will also

- Engender a Learning Culture within the S&P teams
- Guide the apprenticeship candidates on their apprenticeship journey
- Ensure the level of competency, quality and training of the various professions
- Ensure all are offered, and receive the skills and training that the profession offers
- Ensure skilled colleagues receive the specialist training required to support their development
- Contribute to building the S&P brand within the MOJ and wider
- Support business and cultural change

Skills and experience

- A demonstrable understanding and application of Cyber security services and tools, and the role of social engineering in benefiting from and protecting those resources.
- A working knowledge of cyber security techniques and their related hardware components. (Firewalls, networking, threats and vulnerabilities and their management)
- Ability to develop good working relationships at all levels and can liaise confidently to understand their priorities.
- The ability to demonstrate understanding of recent newsworthy events related to cyber security, and the potential impact to a central government department.
- To work collaboratively across departments at all levels with excellent coordination and organisational skills
- Ability to work under pressure, appreciating and meeting timescales/deadlines
- That you have an excellent customer service ethos
- Have good written and oral communication skills
- Have knowledge of safeguarding principles and challenges facing young people

Desirable

- Be educated to degree level in a discipline related to cyber security.
- Experience in Cyber Security knowledge development and delivery.
- Experience in personal capability establishment and delivery.
- Experience developing training programmes.
- Experience of Learner Management Systems.
- Have MCIPD, MBPS, or an equivalent professional qualification.

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.

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

- All candidates must submit a **CV and Statement of Suitability (of up to 1000 words)** which describes how you meet the requirements set out in the Person Specification above.

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 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.

