**Delivery Manager**

**Location:** National\*

**Closing Date:** 5th April

**Interviews:** Multiple stage 1 interviews from w/c 13th March

**Grade:** 7

(MoJ candidates who are on a specialist grade, will be able to retain this grade on lateral transfer)

**Salary:**

London: £55,720 - £64,135 (which may include an allowance of up to £1,630)

National: £51767 - £59590 (which may include an allowance of up to £2,208)

**Working pattern**: Full time/ Part time/ Flexible working

**Contract Type:** Permanent

**Vacancy number:** 72104

**\*We are currently offering hybrid working which includes 2 days per week in your local office. Office locations can be found** [**HERE**](https://www.google.com/maps/d/viewer?mid=1CsJxWFinu4iFbA0Tnq-KrwUAkbvLOZwQ&ll=52.953218784877095%2C-1.0082511500000058&z=6)

**The Role:**

We’re recruiting for **Delivery Managers** here at [Justice Digital](https://mojdigital.blog.gov.uk/working-at-moj-ds/), to be part of our warm and collaborative teams.

We’re looking for someone with strong interpersonal skills who’ll enjoy working in a delivery focused, agile environment with multidisciplinary teams. You will contribute to [our Agile Delivery community](https://www.gov.uk/service-manual/communities/agile-delivery-community) and share your skills and experiences with others across the MoJ, and wider government departments.

You’ll be an experienced delivery manager leading a multidisciplinary team, supporting and continuously improving products of significant scale and complexity. You’ll get support from your people manager, delivery manager peers, the wider delivery community and from formal learning opportunities to develop in this role.

Working as a delivery manager, you’ll be responsible for building, maintaining and motivating teams; protect the team and make sure the team collaborates to focus on what is most important. You’ll coach team members and facilitate a culture of continuous improvement in the team. You will proactively manage dependencies and risks to overcome obstacles to delivery.

You’ll be an active part of the broader delivery management community, receiving coaching and mentoring from your senior colleagues, and will also have the chance to participate in informal support networks with peers.

We are recruiting for teams across Platforms and Architecture (London), the [Criminal Injuries Compensation Authority](https://www.gov.uk/government/organisations/criminal-injuries-compensation-authority) (Glasgow) and the [Legal Aid Agency](https://www.gov.uk/government/organisations/legal-aid-agency) (Birmingham).

More information around what it is to be a delivery manager can be found [here.](https://www.gov.uk/guidance/delivery-manager#delivery-manager)

To help picture your life at [MoJ Justice Digital](https://mojdigital.blog.gov.uk/working-at-moj-ds/) please take a look at our [blog](https://mojdigital.blog.gov.uk/) and our [Digital and Technology strategy 2025](https://www.gov.uk/government/publications/ministry-of-justice-digital-strategy-2025/ministry-of-justice-digital-strategy-2025)

**Key Responsibilities:**

* You’ll be responsible for building, maintaining and motivating teams; protecting the team and ensuring collaboration to focus on what is most important. You’ll coach team members and facilitate a culture of continuous improvement. You will proactively manage dependencies and risks to overcome obstacles to delivery.
* Build trust with Leaders, Stakeholders and Teams so as to encourage a culture of experimentation, advocating for lean and agile practices to create better outcomes
* Be a people advocate - you will help teams evolve their practices for optimal team health and performance. You will be skilled in assessing team health in the context of the systems they operate and in providing feedback, reflections or support
* As a people manager you’ll use your skills to support delivery management professionals and the wider delivery community in meeting its obligations.
* Be a community advocate and share your own learnings by contributing regularly to your profession through education, coaching and mentoring and taking part in informal support networks with peers. This may also require you to represent the community to larger audiences inside and outside of government.

If this feels like an exciting challenge, something you are enthusiastic about, and want to join our team please read on and apply!

**Benefits:**

* 37 hours per week and flexible working options including working from home, working part-time, job sharing, or working compressed hours.
* We are committed to nurturing our staff and provide lots of training and development opportunities with learning platforms such as: Linux Academy, O’Reilly, Pluralsight, Microsoft Learning, Civil Service Learning, GDS Academy, etc.
* 10% dedicated time to learning and development with a budget of £1000 a year per person
* Generous [civil service pension](https://www.civilservicepensionscheme.org.uk/members/thinking-of-joining-the-civil-service/) based on defined benefit scheme, with employer contributions of 26-30% depending on salary.
* 25 days leave (plus bank holidays) and 1 privilege day usually taken around the Kings’ birthday. 5 additional days of leave once you have reached 5 years of service.
* Compassionate maternity, adoption, and shared parental leave policies, 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!
* Wellbeing support including access to the Calm app.
* Nurturing professional and interpersonal networks including those for Careers & Childcare, Gender Equality, [PROUD](https://mojdigital.blog.gov.uk/2019/09/25/why-diversity-and-inclusion-is-important-to-me/) and [SPIRIT](https://twitter.com/moj_spirit?lang=en)
* Bike loans up to £2500 and secure bike parking (subject to availability and location)
* Season ticket loans, childcare vouchers and eye-care vouchers.
* 5 days volunteering paid leave.
* Free membership to BCS, the Chartered Institute for IT.
* Some offices may have a subsidised onsite Gym.

**Person Specification:**

**Essential:**

* **Agile and Lean practices**. You have practical experience and understanding of Agile tools, techniques and principles. You can adapt and reflect, be resilient and have the ability to see outside of the process.
* **Communication skills**. You can listen to the needs of technical and business stakeholders and interpret them. You can manage stakeholder expectations, and facilitate difficult discussions within the team or with diverse senior stakeholders
* **Planning**. You have practical experience of facilitating the team’s planning cycle, managing complex internal and external dependencies, removing blockers that affect plans and can develop a plan for a difficult situation.
* **Maintaining delivery momentum**. You have practical experience of facilitating the delivery flow of a team, managing the pace and tempo. You can actively address internal and external risks, issues and dependencies
* **Making the process work**. You are an expert at identifying and challenging organisational processes and know how to guide the team through the implementation of a new process
* Proven background in leading digital and/or technology delivery and are passionate about delivering positive outcomes for our users.

**Desirable:**

* **Team dynamics and collaboration**. You know how to bring people together to form a motivated team. You can help create the right environment for a team to work in and can empower them to deliver.
* **Life-cycle perspective.** You can ensure the team is working towards the appropriate service standards for the relevant phase. You can manage delivery products and services at different phases.
* **Financial management.** You can report on financial delivery, and can monitor cost and budget.
* **Commercial management.** You can act as the point of contact for contracted suppliers. You understand appropriate internal contacts and processes within a government department.

Willingness to be assessed against [the requirements](https://www.gov.uk/government/publications/united-kingdom-security-vetting-clearance-levels/national-security-vetting-clearance-levels) for BPSS clearance.

We welcome the unique contribution diverse applicants bring and do not discriminate on the basis of culture, ethnicity, race, nationality or national origin, age, sex, gender identity or expression, religion or belief, disability status, sexual orientation, educational or social background or any other factor.

Our values are Purpose, Humanity, Openness and Together. Find out more [here](https://www.gov.uk/government/organisations/ministry-of-justice/about/equality-and-diversity) about how we celebrate diversity and an inclusive culture in our workplace.

**How to Apply:**

Candidates must submit a CV and Personal Statement which describes how you meet the requirements set out in the Person Specification above.

In Justice Digital, we recruit using a combination of the [Digital, Data and Technology Capability](https://www.gov.uk/government/collections/digital-data-and-technology-profession-capability-framework)and[Success Profiles](https://www.gov.uk/government/publications/success-profiles) Frameworks. We will assess your Experience, Technical Skills and the following Behaviours during the assessment process:

* **Leadership.** You promote diversity, inclusion and equality of opportunity, respecting difference and external experience. You welcome and respond to views and challenges from others.
* **Agile and Lean practices**. You have practical experience and understanding of Agile tools, techniques and principles. You can adapt and reflect, be resilient and have the ability to see outside of the process.
* **Changing and improving.** You will create an environment where people feel safe to challenge and know their voice will be heard. You will consider the full impact of implementing changes on culture, structure, morale and the impacts on the diverse range of end users, including accessibility needs.
* **Delivering at pace.** You ensure everyone clearly understands and owns their roles, responsibilities and priorities, making sure that delivery of timely quality outcomes is achieved.
* **Working together.** You will create an inclusive working environment where all opinions and challenges are taken into account and bullying, harassment and discrimination are unacceptable. You will build strong interpersonal relationships and show genuine care.
* **Communicating and influencing.** You will communicate with others in a clear, honest and enthusiastic way in order to build trust. You will explain complex issues in a way that is easy to understand.
* **Making effective decisions.** You will ensure decision making happens at the right level, not allowing unnecessary bureaucracy to hinder delivery. You will clarify your own understanding and stakeholder needs and expectations, before making decisions.

Your application will be reviewed against the Person Specification above by a diverse panel.

Successful candidates who meet the required standard will then be invited to a 1-hour panel interview, which may include a task, held via video conference.

# Terms & Conditions

Please review our [Terms & Conditions](https://docs.google.com/document/d/1fO0ljbXywITunpexqcLHfzWOpFQaLbB0fVIlDAPjGlM/edit?usp=sharing) which set out the way we recruit and provide further information related to the role and salary arrangements.

If you have any questions please feel free to contact recruitment@digital.justice.gov.uk