

Salary: £36,798 to £47,591 depending on skills and experience

Contract type: Permanent

Grade: MoJ Band B

Number of open roles: 1

Location: London

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

Working pattern: Full-time

Closing date for applications: 27/9/2020

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 Team

Knowledge and information are the lifeblood of the Ministry of Justice (MoJ). They can transform the way we deliver public services as well as the relationship between government and public. It is important for the Department to show that we are capable of handling information carefully as well as making it readily available and widely accessible wherever we can and should. Managing information well can have a direct impact on our ability to deliver core services to our customers.

The Security and Privacy Team is responsible for helping business groups across the department manage and use personal information in a manner compatible with the law. Its core function is to promote compliance with the Data Protection Act (DPA) 2018 and the General Data Protection Regulation across policies, projects, processes and services which involve personal data, through the provision of bespoke advice, training and guidance to business areas.

Reporting to the Deputy Director, which in turn reports to the Senior Security Advisor. The purpose of the DPT is to:

- enable our colleagues to fulfil their obligations with regards to data protection legislation
- instill a culture of accountability, value for money
- make the DPT a great team

The post-holder is responsible for management of finances, people, engagement, portfolio, contract management and the running of the office of the Deputy Director, Privacy/Data Protection Officer.

The Role

The purpose of the Business Manager is to:

- Support the Deputy Director, Privacy/ Data Protection Officer and the operational running of the Data Privacy Team
- To manage access to the DPO and the Senior Management Team
- To manage the Data Privacy Team Coordinators
- Deliver specific projects to support the transformation of the DPT operations

The role will be responsible for:

- Supporting the work of the Deputy Director, Privacy/ Data Protection Officer and the Senior Management Team in order to deliver the data protection strategy, prioritising complex issues
- Ensuring the Deputy Director, Privacy/ Data Protection Officer and the Senior Management Team are accessible and collaborative with a wide range of people and organisations
- Responding to ad hoc requests for information, including Freedom of Information (FOI), Cabinet Committee correspondence and Parliamentary Questions
- Developing accurate insights and recommendations on a broad range of topics
- Supporting business planning and reporting and audit management as required
- Managing space moves and re-organisations as required
- Shaping and delivering ad hoc projects to improve the DPT operations

Skills and Experience Required

- Working in a Deputy Director or Director level office in a government department or other large, high profile organisation
- Producing accurate insights and recommendations on a broad range of topics
- Engaging with risk and audit functions in a complex organisation
- Shaping and delivering projects
- Building relationships easily with people at different levels of an organisation
- Organised and efficient, able to quickly prioritise, and deliver at pace
- Strong communication skills, both written and verbal

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.

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Selection process details

- All candidates must submit a **CV and Statement of Suitability (of up to 1000 words)** which answers the question “How has the General Data Protection Regulation helped organisations?”

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.