

## **Programme Delivery Manager**

**Location:** National\*

**Closing Date:** Sunday 29th October

**Interviews:** Monday 13th & Tuesday 14th November

**Grade:** Grade 6

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

**Salary:** National: £66,314 - £75,810.

London: £70,303- £80,475 (which may include an allowance of up to £10,172).

**Working pattern:** Full time, part time, flexible working, job share

**Contract Type:** Permanent

**Vacancy number:** 80339

**\*We are currently offering hybrid working which includes 2 days per week in your local office. Office locations can be found [HERE](#)**

## The Role

We're recruiting for a **Programme Delivery Manager** here at [Justice Digital](#), to be part of our warm and collaborative Strategic Initiatives team.

You will form part of a multi-disciplinary team responsible for the delivery of a range of outcomes in support of the wider Technology Services teams. You will play a key role within the team whose deliverables include :-

- Identifying and documenting existing and future Technology, Service and Security landscapes and Strategies,
- Identifying and preparing market ready requirements,
- The development of Business Cases,
- Supporting Commercial and Financial processes,
- Supporting Service Design and Architecture,
- The Transition of services from supplier to supplier or in-house,
- Deployment of technology or services across the MoJ estate,
- Exiting of services from incumbent suppliers,
- Tracking and reporting on Performance and Finance forecast and spend,
- Business and Stakeholder engagement and communication

To help picture your life at [MoJ Justice Digital](#) please take a look at our [blog](#) and our [Digital and Technology strategy 2025](#)

## Key Responsibilities:

As a **Programme Delivery Manager** you will be accountable for the delivery of complex programmes, projects, products and services that are being delivered by multiple teams or have high technical or political risk. You will be responsible for:-

- Successfully guiding Projects and Programmes through internal and external governance
- Lead on the production of Business Cases using Green Book Methodology
- Embed a set of controls for ongoing use by the PMO in conjunction with Programme, Portfolio and stakeholders
- Own and manage a coherent set of schedules, working with Project Managers to enhance integration Portfolio activities
- Produce MI reporting at both the project and programme levels, which facilitates active dependency management, critical path analysis and repeatable 'Plan on a Page' production with varied timescales
- Manage dependencies of varying complexity, potentially planning and feeding into larger programmes and portfolios
- Remove blockers and manage risks, commercials, budgets and people
- Balance objectives and redeploy people and resources as priorities change
- Have an in-depth knowledge of Agile and other methodologies
- Be responsible for understanding, managing and communicating to complex stakeholder groups, balancing priorities
- Be the initial escalation point for the project or programme
- Have an awareness of the bigger picture
- Support the programme director by overseeing the delivery of their vision for the programme

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

## Person Specification

### Essential

- Experience in managing complex enterprise scale programmes and portfolio deliveries.
- Experience in production of large value Business Cases following the Green Book Methodology
- Experience of procurement and management of 3rd party suppliers for services and infrastructure
- **Delivering at Pace** - Highly organised, self-motivated and able to deliver at pace.
- **Leadership** - Shows pride and passion for public service. Create and engage others in delivering a shared vision. Value difference, diversity and inclusion, ensuring fairness and opportunity for all.
- **Managing a quality service** - Deliver service objectives with professional

excellence, expertise and efficiency, taking account of diverse customer needs.

- **Communicating & Influencing** - Strong communication, both verbally and in writing, at all levels.
- **Working together:**
- Demonstrable experience working with a range of key stakeholders, building effective working relationships both inside and outside of the organisation.

## 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
- 10% dedicated time to learning and development with a budget of £1000 a year per person
- Generous [civil service pension](#) 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.
- Option to buy or sell annual leave
- 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](#) and [SPIRIT](#)
- 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.

Willingness to be assessed against [the requirements](#) for SC 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](#) about how we celebrate diversity and an inclusive culture in our workplace.

## How to Apply

Candidates must submit a **CV + Personal Statement (max 750 words)** 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](#) and [Success Profiles](#) Frameworks. We will assess your Experience, Technical Skills and the following Behaviours during the assessment process:

- Delivering at Pace
- Leadership
- Managing a Quality Service
- Communicating & Influencing
- Working Together

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 1.15 hour panel interview held via video conference, **during which candidates will be required to give a presentation on 'How to lead a major (Circa £1bn) IT Infrastructure Re-Procurement, Transition and Exit Programme (1.15)'**.

Should we receive a high volume of applications, a pre-sift based on 'Prior experience in a Programme Delivery Manager or Programme Manager role' will be conducted prior to the sift.

## Terms & Conditions

Please review our [Terms & Conditions](#) 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](mailto:recruitment@digital.justice.gov.uk)