Salary: from £36,254p.a.

Contract type: Permanent

Grade: MoJ Band B

Number of open roles: 2

Location: London

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

Working pattern:full time, part time

Closing date for applications: 26th August 2019

Interviews date: 10th September 2019

Interview location: 10 South Colonnade, London, E14 4QQ

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 products

Ministry of Justice (MOJ) Digital and Technology has a diverse portfolio of products to suit a wide range of product management skills. We are a mature, in-house development team, increasingly building services with both public and professional user interfaces, built on top of our APIs and Cloud Platform.

The product you are placed on will be agreed closer to your start date but examples of products include:

- software for the public, like 'visit someone in prison':

https://www.gov.uk/prison-visits

- software for internal users, like our intranet

https://mojdigital.blog.gov.uk/2015/12/11/inside-out-lessons-learnt-from-building-a-new-intranet/

- platforms and APIs to help build our software like our 'Cloud Platform'

The role

Associate product managers manage subsets, features or components of a product. They report to a more senior product manager. They are learning basic product management techniques. This can be an entry level role for civil servants who may be looking to progress to product manager or those on emerging talent schemes.

Associate Product Managers:

- support the overall vision for a product by leading development of one or more of its key features
- Work closely with a more senior Product Manager to ensure they are supporting the overall goal of the product
- represent users throughout the delivery process and use their feedback to inform continuous improvement.

You will also be an active part of the broader product management community, receiving coaching and mentoring from your senior colleagues and taking part in informal support networks with your peers.

As an Associate Product Manager for MOJ Digital and Technology you will work with other delivery agencies within the justice system, central government departments, and the wider public sector to transform public services.

Associate Product Managers at MOJ Digital & Technology work on exciting products in support of services that improve lives. It is an opportunity to work with committed and talented user researchers, developers, designers, analysts, agile, and content specialists who share a vision for making better government through smarter use of technology.

Our product management profession is described on GOV.UK:

https://www.gov.uk/service-manual/communities/product-and-service-community.

 You'll have

You will be required to provide evidence of the following essential criteria:

The successful role-holder will have:

- A current working knowledge and understanding of both the GDPR and DPA 2018 and must be able to recognise, and advise upon, the potential impacts of such on MoJ's existing and emerging technology systems / projects,
- A proven track record in developing and leading information assurance strategy in government, including stakeholder engagement, specifically in relation to risk,
- Proven leadership experience in an information / data management setting,
- Experience and knowledge of existing working practices within government, including technical security advice, risk management, off-shoring, privacy impact assessment, governance and compliance,

- Proven ability to adapt to changing priorities, and maintain focus and alignment of the team's activities - including experience of the management of a team of information security / assurance specialists,
- Experience of engaging with stakeholders and staff to resolve business issues and ensure effective and efficient delivery of services,
- In a comparable business environment, experience of providing evidence based, risk balanced advice to seniors, presenting complex considerations in clear and non-technical terms.

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.

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.