

Digital Workforce Manager

Location: National*

Closing Date: 28th May 2023

Interviews: 8th June 2023

Grade: SEO

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

Salary: £43,647 - £48,067 (London)- £37,683 - £41,506 (National)

Working pattern: Full Time/Part Time/Flexible Working

Contract Type: Permanent

Vacancy number: [Oleeo number]

***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 2 Digital Workforce Managers here at [Justice Digital](#), to be part of our warm and collaborative Recruitment team.

When our managers want to recruit great people for their team, working on some of the largest technology programmes in the Civil Service, they will come to you looking for expert advice, solutions and guidance. You will enjoy partnering and crafting relationships and will be someone who takes pride in contributing to a slick, great hiring experience.

As a Digital Workforce Manager you will belong to a warm and welcoming team that works at pace, collaborating and contributing to a range of exciting data driven change projects and sit as part of our broader Strategy & Operations team. We are responsible for enabling our colleagues to get on with delivery by instilling a culture of accountability, value for money and commerciality across Justice Digital and we pride ourselves on making it a great place to work.

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

Key Responsibilities:

Workforce Planning

- Working with SMT, HoPs/Leads & Managers at all levels across Justice Digital to support them in determining their people needs, both “the who and the when”;
- Collaborate with these business partners and the wider Recruitment function to prioritise, plan, monitor and deliver hiring objectives within agreed timeframes, proactively identifying and managing risks;
- Manage and support the end-to-end cycle of annual workforce planning from collection during annual budget planning to tracking and governance throughout the plan year, including headcount in order to support business objectives;
- Work with SMT and Finance to forecast workforce growth, establishing targets and providing monthly reports on progress and risk;
- Develop and implement wider workforce planning and demand forecasting processes and best practice in partnership with SMT, HoPs/Leads, Managers, Budget/Finance teams, the Workforce Data Service team & Recruiters;
- Provide relevant guidance, tools and processes, and collaborate within the Recruitment Squads, to drive strategic recruitment that delivers the right people at the right time and at the right cost;

Business Cases

- Manage the business case approvals process, including the tracking and reporting of conditions and outcomes, ensuring a quality service that requires minimal input from Managers;
- Development and implementation of Business Case Extension Writing service, involving ownership for writing contractor business case extensions across Justice Digital;
- Integration of business case submissions within Recruitments Squads to ensure timely visibility of approval decisions and subsequent prioritisation of requests.

Reporting

- Effectively use reporting tools and dashboards to generate workforce planning related analysis that provides insight and guidance to the business to support their decision making;
- Provide ad-hoc workforce planning analytics to SMT, HoPs/Leads and Managers;
- Develop and produce a range of regular reports that support the wider Recruitment & People Teams.

If this feels like an exciting opportunity, 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
- 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.

Person Specification

Person Specification

Essential

- Experience in a workforce planning, recruitment/resourcing or similar people-related function;

- Data confident - comprehensive understanding of Google Suite and Microsoft Office and comfortable managing high volumes of data manipulation and subsequent analysis;
- Demonstration of the following [Civil Service Behaviours](#) at Level 3:
 - Changing and Improving
 - Communicating and Influencing
 - Working Together
 - Delivering at Pace
 - Leadership

Willingness to be assessed against [the requirements](#) 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](#) 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](#) and [Success Profiles](#) Frameworks. We will assess your Experience, Technical Skills and the following Behaviours during the assessment process:

- Changing and Improving
- Communicating and Influencing
- Working Together
- Delivering at Pace
- Leadership

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 held via video conference.

Should we receive a high volume of applications, a pre-sift based on Experience 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