HM Courts & Tribunals Service

Her Majesty's Courts and Tribunals Service

Directorate: Digital and Technology Services (DTS)

Job Title: Automation Developer

Pay Span or equivalent: Band B

Location: Manchester / Birmingham / National

Contract type: Permanent

Working pattern: Full Time, Part-Time, Term-Time, Job Sharing, Flexible Working

<u>Please note: New recruits to the Civil Service are expected to join at the band minimum, however for exceptional candidates, managers have discretion to set starting salaries above the pay range minimum by a maximum of 10%</u>

Merit List:
HMCTS run a Merit List, where candidates who are unsuccessful at interview, by only a few points, can be offered other roles, at the same band, for up to 12 months!

So, it is always a good idea to apply for a role, and try as best as you can at interview, as you never know what future opportunities it may open! You will be able to view your status via the application screen. If you have been added to the Merit List, your status will show either Merit or Reserve list.

Background

Do you want to be part of one of the largest tech programmes in Central Government? Do you want to be empowered to be creative, curious and have your ideas listened to?

These are exciting times at Her Majesty's Court and Tribunals Service. As an agency of the MoJ, we support the judiciary across England and Wales, and we are looking for talented people to help us achieve our ambitions. It will be challenging, important and rewarding.

DTS is creating a place in which it is great to do work and part of our offer is brilliant training opportunities and support from expert colleagues. As well as that you'll find flexible working, an inclusive culture and a place where your opinion is valued.

Our community
We currently have over 200 experienced developers across MoJ and its agencies who make up the broader software engineering community. You will able to learn from others, share your knowledge and take part in informal support networks with your peers. You can also take a look at the MoJ developer blog.

The key purpose of the role:

As a Developer you will work with a wide range of stakeholders such as user researchers, product managers, designers, business analysts, content specialists, delivery managers and digital architects, all of whom share a vision for making better government through smarter use of technology. You will innovate to radically transform public services for the better.
The development squad you are placed on will be agreed closer to your start date but examples of products can be found in our github repositories:
- https://github.com/ministryofjustice
- https://github.com/hmcts
- https://github.com/CJSCommonPlatform

Technologies:

We rely heavily on
- UIPath as our RPA tool
- Azure Data Factory as our ETL tool
- Power Platform, Flow and Forms
- Camunda for other Workflows (in our Java stack)
- Python for scripting
- Confluence and Sharepoint/Teams for Knowledge Management
- Dynatrace for application monitoring
- Azure for most of our infrastructure
- Postgres and Redis as our databases.
- GOV.UK Design System for our web interfaces
- Macs to do all of the above
- In addition, we use a range of other technologies and continue to evolve by employing new technologies that help us deliver better services to our users

We're happy to help you learn our tech stack once you're part of our team.

Skills and Experience:

First and foremost, you will be a software developer. We see the Automation Software Developer role as similar to the rest of our Software Developer roles for all intents and purposes. You will have:
- Strong experience of low code / visual programming to deliver applications and/or automations, as well as extending it using a programming language
- Experience in at least one modern programming language for development of enterprise applications, ideally in our core stack but other languages and a desire to learn is acceptable (Java, Python, C, JavaScript)
- Working knowledge of HTTP, authentication/authorisation, logging and monitoring, source control (ideally GIT), structured data (XML/JSON), and at least one RDBMS (for example PostgreSQL, SQL Server, MySQL, Oracle)
- Experience working with Knowledge Management technologies (EDMS, CMS, wiki)
- Strong understanding of Content Design and User Experience, particularly in designing forms
- You thrive working in a team that abides by the spirit of the Agile manifesto and Rapid Application Development practices
- An understanding of common security issues and how to mitigate them
- You champion software maintenance, clean code and practices that make change easy
- You hold yourself and others to a high standard
- You care about making usable experiences, with a good understanding of front-end development concerns
- You solve problems in a systematic way
- You enjoy learning and helping others

Key responsibilities:
- Write, amend, refactor and document code to build moderately complex programs/scripts. Adhere to internal process and procedures, and advising others which software development standards/processes/procedures apply.
- Constantly seek to learn and further develop your skills as required for your role. Monitor changes in the technology on which we rely and alert on any issues or trends affecting our software. Adhere to industry's best practices, produce well-engineered modern products and guide others in doing so.
- Use security controls to build secure products and engineer to mitigate security threats. Handle information with confidentiality and integrity, work with SMEs and stakeholders to ensure compliance and information assurance. Contribute to identifying risks and threats.
- Support and maintain software as required, including in the live environment. Use modern tools to effectively and thoroughly identify and troubleshoot faults. Package and deploy software built. Some activities may be outside the core office hours (in-line with the organisation's policy for OOH).
- Contribute to planning by estimating your own effort. Practice the agreed methodology and apply it to your work, identifying obvious deficiencies and supporting activities to improve the development process. Choose the most appropriate from a variety of methods of prototyping, actively soliciting prototypes from others.
- Analyse, plan, forecast, measure, maintain, improve and as required define all aspects of the availability of services. Control and manage service availability to meet the needs of the business in a cost-effective manner. This includes managing the capability, functionality and sustainability of service components (for example, hardware, software, network resources and software/infrastructure as a service).
- Translate logical designs into physical designs, produce detailed designs that include well understood technology and appropriate patterns. Develop software to meet approved architectural artefacts. Identify, record and escalate tech debt and low-level risks.
- Build and test simple interfaces between systems, or work on more complex integration as part of a wider team.
- Take a test-driven approach to software development, write automation test scripts of medium to high complexity and participate in testing. Collaborate in code reviews with others as appropriate.

- Share knowledge with developers and other coders (devops, automation testers etc.). Coach and mentor more junior colleagues, and participate in recruitment activities as required.
- Participate in procurement activities as required.
- Translate user stories to a proposed design and develop software to meet user needs. Collaborate with user researchers, represent users internally and champion user research to focus on all users.

Other duties:

The post holder is required to work in a flexible way and undertake any other duties reasonably requested by line management which are commensurate with the grade and level of responsibility of this post.

Application process:
In the first instance you will need to submit your application through oleeo, look for a link to the job on https://justicejobs.tal.net.

The team will sift applications to find the most suitable candidates. Due to the volume of applications we receive we are unable to provide feedback after the CV review (sift) stage.

You will be provided with a scenario and a visual programming environment, and asked to build a small application / automation process which will be assessed.

This will be followed by an on-site interview (currently done remotely using Video Conferencing technologies), which will include an interview and a pair-programming exercise.
At the Interview the panel 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.

After the interview you will receive another scenario for the pair-programming exercise, on which you will work with one of our developers / architects to implement. Depending on the new scenario you will need to amend the developed application with new requirements, or to develop a new one from a new set of requirements.

The following areas of Success Profiles will be used to assess and score your application during the sift and interview stages.

Experience – As demonstrated in your CV, statement of suitability, and application form
Technical – As demonstrated in your CV, statement of suitability, and application form.
Behaviours – We will be using the 2 behaviours below.

Key Civil Service behaviours:

We will assess you against these behaviors during the selection process at the appropriate level for which you apply.

- Communicating and influencing
- Seeing the Bigger Picture

For more information on Behaviours please see the following link;
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/717275/CS_Behaviours_2018.pdf

Job sharing and reduced hours
All applications for job sharing or reduced hours will be treated fairly and on a case by case basis in accordance with the MoJ's flexible working policy and equality policy.

Excess Fares and Relocation Allowances
This job is not eligible for relocation allowances, but excess fares may be considered in accordance with MoJ's excess fares allowance policy.

HMCTS offers a range of benefits
Annual Leave
An allowance for paid holiday starting at 25 days per year plus an additional 1 privilege day, rising to 30 days after 5 years' service. There is also a scheme to allow qualifying staff to buy or sell up to three days leave each year. Leave for part-time, term-time and job share posts will be calculated on a pro-rata basis.

Pension
The Civil Service offers a choice of pension schemes, giving you the flexibility to choose the pension that suits you best.

Training
HMCTS is committed to staff development and offers an extensive range of training and development opportunities. You'll receive on the job training and mentoring as well have as access to formal training and development, internal and external, invites to conferences, tech meetups, events and more.

Support
- A range of 'Family Friendly' policies such as opportunities to work reduced hours or job share.
- Access to flexible benefits such as salary sacrifice arrangements for childcare vouchers, and voluntary benefits such as retail vouchers and discounts on a range of goods and services.
- Paid paternity, adoption and maternity leave.
- Free annual sight tests for employees who use computer screens.