



Civil Service HR
Government
Recruitment Service



Cabinet Office



Civil Service
Human Resources

Civil Service Human Resources Deputy Director, Head of Digital and Analysis

Reference: 1580251

Advert closing date: 23:59pm on Sunday 22nd April 2018

Candidate Information Pack



Move your mouse pointer over the buttons below and click for more information.

Thank you for your **interest** in this role in Cabinet Office

Jo Rodrigues

Chief Operating Officer, Civil Service HR



To view bio
click here →

Thank you for expressing an interest in the position of Deputy Director, Head of Digital and Analysis Civil Service HR, within the Cabinet Office.

This is a critical post within my senior team and would be an excellent opportunity for someone with a strong track record of designing and delivering large scale, complex and data-led digital transformation in an operational environment. The role holder will need to engage with a broad range of internal stakeholders and external suppliers to ensure our digital services are driven by user-centric design.

Ambiguity is frequently a challenge and the post holder will need to take this in their stride, and support others to do the same.

I hope you find the information in this pack of interest in preparation for your application and I wish you the best of luck in applying, should you decide to do so.

Thank you for your **interest** in this role in Cabinet Office

Jo Rodrigues

Chief Operating Officer, Civil Service HR



Biography

Jo Rodrigues is Chief Operating Officer, Civil Service Human Resources, based in the Cabinet Office. Jo has been in the Civil Service for over 18 years, starting as an Admin Officer in the Court Service, where she worked in a variety of front line delivery roles before moving into HR. She has also held positions in the Department for Work and Pensions, the Ministry of Justice and the Cabinet Office.

As Chief Operating Officer, Jo directs and coordinates the operation of Civil Service HR to ensure the HR function operates as a seamless HR service across government.

About the Cabinet Office

The Cabinet Office is at the centre of Government, co-ordinating policy and strategy. Headed by the Permanent Secretary, John Manzoni – also the Chief Executive of the Civil Service - it is comprised of a number of different business units.

The Cabinet Office is the centre of government. Its purpose is:

- to maintain the integrity of the Union, co-ordinate the security of the realm and sustain a flourishing democracy;
- to support the design and implementation of HM Government's policies and the Prime Minister's priorities; and
- to ensure the delivery of the finest public services by attracting and developing the best public servants and improving the efficiency of government.

Information about the Cabinet Office can be found by visiting www.cabinet-office.gov.uk.



Job Role

Deputy Director, Head of Digital and Analysis

Vacancy reference

1580251

Salary

The post is at Senior Civil Service Pay Band 1 (SCS1) level. The salary range is £63,000 to £117,800. This post is being advertised at circa £70,000.

Annual pay awards are made in line with current SCS performance-related pay arrangements. In addition there will be the opportunity to earn performance related bonuses.

Vacancy Description

We are looking for an experienced senior leader with extensive experience of digital and data-led transformation to join Civil Service HR (CSHR) and lead our Digital and Analysis team. The post holder will have responsibility for delivering new HR products and services, operational running of our recruitment and learning systems, and the delivery of digital and analytical support to central CSHR teams.

This role supports and enables the delivery of effective HR services, including the central delivery of Government Recruitment Service (GRS), Civil Service Learning (CSL) and Fast Stream and Early Talent (FSET). GRS and FSET provide both proactive and responsive recruitment and talent services to Civil Service organisations to reduce spend and reliance on departmental HR provision and benefit from improved, professional services on a shared basis. CSL provides learning and development for all civil servants; the curriculum covers the core skills that civil servants need to provide excellent public services.

The role is responsible for leading on the use of technology and digital service design approaches to transform the employee experience, and championing the use of data, analysis and evidence in decision-making, in centrally provided recruitment and learning services. The role is also responsible for strategic leadership on digital, data, analysis and technology to support the modernisation and transformation of HR services.

This role is accountable for the running and transformation of critical shared digital HR platforms: Civil Service Jobs, used by over 200 organisations, Civil Service Learning, used by all civil servants, as well as the Fast Stream and Early Talent recruitment system used for the annual cross-government recruitment campaign for an accelerated career path into leadership. As CSHR Senior Information Risk Owner, the role is accountable for the security and architecture of these systems to ensure two of the largest data sets of civil servants remain secure.

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Vacancy Description

The role holder is also accountable for the quality of analysis and research used to support decisions across recruitment and learning in central CSHR teams. The post holder will have responsibility for a budget next year of c. £5m, including capital expenditure, and the recovery of approximately £1.5m income from customer organisations.

Ambiguity is frequently a challenge and the post holder will need to take this in their stride, and support others to do the same. The post holder will need to be able to operate in an agile, flexible and autonomous way but will not be afraid to learn from others in this space.

The role holder will need a strong track record of managing large scale and often complex digital and data services designed around the needs of users. They will need to be able to engage with a broad range of stakeholders internally and with external suppliers. The role holder will need a combination of 'real world' operational delivery experience and supplier management expertise, and a solid track

record in the design, implementation and transformation of digital and data services.

The post holder will:

- Lead the digital transformation of central CSHR products and services ensuring they support the broader ambitions of HR and successfully reconcile the business needs of many varied customer departments with the needs of end-users including civil servants and potential civil servants;
- Oversee the delivery of Recruitment and Learning Platforms for Government, replacing the current outdated Civil Service Jobs and Civil Service Learning with systems that meet the needs of all customer departments and end users;
- Champion the strategic use of data, analysis and insight to support decision-making in CSHR and oversee the delivery of quality research and analysis of recruitment, learning and broader HR data, to support the continuous improvement of central HR services;

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Vacancy Description

- Drive a significant programme of change and transition, within a culture of continuous improvement at all levels;
- Ensure the security and data assurance (including GDPR implementation) of data held in centrally-managed recruitment and learning systems;
- Develop the digital, technical and analytical professionalism of the HR function, particularly in central teams, including by building stronger networks and partnership working with GDS and CO Digital;
- Provide visible and engaging leadership both within CSHR Operations, and across the wider environment of Civil Service HR;
- Work proactively and collaboratively across the CSHR Operations Senior Leadership Team, and broader CSHR; be a critical partner to CS Learning SLT;
- Be a critical member of the CSHR Operations SLT, contributing to a very high level of professionalism, a very strong reputation and providing critical input to CSHR governance.

Job Role

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Person Specification

The successful candidate for this role must demonstrate the following:

- A strong background and track record in delivering user-centred digital services using agile methods and successfully managing technology platforms, products and services.
- Experience of acting as a catalyst for transformational change through the innovative application of technology and data.
- Ability to take strategic decisions related to technology strategies, supplier strategies, technical architecture and service design in a complex, high-volume, high-impact and high-visibility environment.
- Ability to maintain and develop motivation and resilience amongst staff from a wide range of different backgrounds, as well as across civil servant and specialist contractor/third-party staff.
- Successfully championing the capability building and professionalisation of specialist digital and analytical teams.
- Ability to effectively reconcile business needs with user needs, whilst still delivering an effective business as usual service.
- Excellent communication skills and an ability to communicate complex technical concepts clearly and concisely to a wide audience.
- Managing stakeholder interests and maintaining excellent stakeholder relations at senior levels, in complex organisations and across organisational boundaries.
- Experience in delivering HR digital services in a government setting, as well as services that meet the Government's digital by default standards, and taking services through GDS service assessments, would be a strong advantage.

Recruitment Process

How to Apply

To apply for this post please submit your online application by no later than **23:59pm on Sunday 22nd April 2018**. You will need to provide the following as part of the application process:

- **A CV section** setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps within the last two years; and
- **A statement of suitability** (no longer than two pages) which covers:
 1. Your interest in the position.
 2. The knowledge, skills and experience you would bring to this role.
 3. A description of how you have developed large scale data-led digital transformation, working with multiple stakeholders (including suppliers) to deliver complex change in an operational environment of scale.

When preparing your statement of suitability please also consider and explain how you consider your personal skills, qualities and professional experience provide evidence of your suitability for the role, with particular reference to the criteria in both the job description and person specification.

You should receive an auto-acknowledgement of your application when you submit it online. If you have not received this within 24 hours, please email Barry Menzies of the Government Recruitment Service at:

barry.menzies@cabinetoffice.gov.uk

- Please include the **vacancy reference number** and **job title** in the subject line of any email(s) you send.



Move your mouse pointer over the buttons above and click for more information.

Recruitment Process

Overview of the Process

The Government Recruitment Service will acknowledge your application and advise you of the outcome of the shortlist meeting.

Applications will be reviewed by the panel to select those demonstrating the best fit with the post and the criteria set out in the person specification.

Depending on the number of applications received there may be a second stage to the shortlist process.

If you are shortlisted, you will be provided with full details of the next stages of the selection and assessment process. This may include other forms of assessment prior to the final interview.

The selection panel will be chaired by Jo Rodrigues. The names of additional members of the selection panel will be communicated to those candidates who progress beyond the short-listing stage.

Where possible the Government Recruitment Service will provide feedback if you have attended an interview or assessment. However, depending on the volume of applications it may not always be possible to provide individual feedback to all candidates.



Move your mouse pointer over the buttons above and click for more information.

Recruitment Process

Selection for appointment to the Civil Service is on merit, on the basis of fair and open competition, as outlined in the Civil Service Commission's [Recruitment Principles](#).

**Civil Service Commission's
Recruitment Principles**



Move your mouse pointer
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Recruitment Process

The final interview will be held at One Horse Guards Road, London, SW1A 2HQ. The interview will include a short presentation, for which you will receive the question in advance, and a panel interview which will include competency and strengths based questions.

Expenses incurred by candidates during the recruitment process will not be reimbursed by the Department except in exceptional circumstances and only when agreed in advance.

[Arrangements for interview](#)



Move your mouse pointer over the buttons above and click for more information.

Recruitment Process

If we receive applications from more suitable candidates than we have vacancies for at this time, we may hold suitable applicants on a reserve list for 12 months, and future vacancies in the Civil Service requiring the same skills and experience could be offered to candidates on the reserve list without a new competition.

[Reserve Lists](#)



Move your mouse pointer over the buttons above and click for more information.

Recruitment Process

If you wish to receive a hard copy of the information, or in an alternative format e.g. Audio, Braille or large font then please contact: barry.menzies@cabinetoffice.gov.uk

If you cannot apply online, please post applications to:

Barry Menzies, Government Recruitment Service

Room LG73, 100 Parliament Street, London, SW1A 2BQ.

Please quote the vacancy reference number on the envelope.

Alternative Formats



Move your mouse pointer
over the buttons above and
click for more information.

Recruitment Process

If you have any questions about the application process or would like to discuss this post further, please contact Barry Menzies at

Barry.menzies@cabinetoffice.gov.uk

Further Information



Move your mouse pointer
over the buttons above and
click for more information.

Indicative Timeline

Please note that these dates are only indicative at this stage and could be subject to change. If you are unable to meet these timeframes, please let us know in your application letter.

The anticipated timetable is as follows:

Advert Closing Date	23:59pm on Sunday 22nd April 2018
Short List Meeting	During week commencing 30th April 2018
Interviews	Interviews are currently expected to take place during week commencing 7th or 14th May 2018

Candidates are asked to note the above timetable, exercising flexibility throughout the recruitment and selection process.

Terms, Conditions and Benefits

Appointment Term

Permanent.



Move your mouse pointer over the buttons above and click for more information.

Click the NEXT button for more options.

Terms, Conditions and Benefits

London or Bristol.

Relocation costs will not be reimbursed.

Location



Move your mouse pointer over the buttons above and click for more information.

Click the NEXT button for more options.

Terms, Conditions and Benefits

This role is available for full-time, part-time or flexible working arrangements (including job share arrangements)

Working Arrangements



Move your mouse pointer over the buttons above and click for more information.

Click the NEXT button for more options.

Terms, Conditions and Benefits

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Salary Range



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Click the NEXT button for more options.

Terms, Conditions and Benefits

Your pension is a valuable part of your total reward package where:

- the employer makes a significant contribution to the cost of your pension;
- your contributions come out of your salary before any tax is taken. This means, if you pay tax, your take-home pay will not be reduced by the full amount of your contribution; and
- your pension will continue to provide valuable benefits for you and your family if you are too ill to continue to work or die before you retire.

Pension

For more information, visit www.civilservicepensionscheme.org.uk.



Move your mouse pointer over the buttons above and click for more information.

Click the NEXT button for more options.

Terms, Conditions and Benefits

Full time new entrants to the Civil Service and those Civil Servants on modernised terms and conditions will be entitled to 25 days leave increasing on a sliding scale to 30 days after 5 years' service.

In addition to this you are entitled to 8 public/bank holidays plus an additional day for the Queen's Birthday. The allowance is pro-rated for part-time staff.

With competitive maternity, paternity and parental leave we also recognise the importance of a good work-life balance and offer flexible working and a family friendly approach to work.

Leave Allowance



Move your mouse pointer over the buttons above and click for more information.

Click the NEXT button for more options.

Terms, Conditions and Benefits

The Department offers engaging jobs in work that really matters; jobs which have a direct impact on the quality of public services. Roles can offer great job satisfaction and there are many opportunities to develop and progress both within the Department and across the wider Civil Service.

To create a more skilled and unified organisation to transform services, the Civil Service is developing 10 specialist areas of expertise.

www.gov.uk/government/publications/functional-model-for-more-efficient-and-effective-government

These cross-government functions provide professional services and support to departments and supplement the 25 recognised professions within the Civil Service and who are there to support your own professional development

www.gov.uk/government/organisations/civil-service/about/recruitment

We are committed to investing in our staff and offer a range of work based training and qualifications, coaching and mentoring opportunities and a guaranteed five days of learning a year.

Training and Development



Move your mouse pointer over the buttons above and click for more information.

Click the NEXT button for more options.

Terms, Conditions and Benefits

- Childcare - the Department recognises that many staff balance working lives with the demands of a family life and offers support with childcare and holiday play schemes costs by providing childcare vouchers for staff who meet the eligibility criteria
- Interest free season ticket and bicycle loans
- Some departments also offer onsite facilities including fitness centres and staff canteens

Other Benefits



Move your mouse pointer over the buttons above and click for more information.

Click the NEXT button for more options.

Terms, Conditions and Benefits (continued)

Modernised Terms and Conditions

Civil Servants taking up appointment on promotion will adopt the modernised Civil Service terms and conditions which came in to effect from 1 July 2013. Existing Civil Servants appointed on level transfer will retain their existing terms and conditions.



Move your mouse pointer over the buttons above and click for more information.

Click the PREVIOUS button for more options.

Terms, Conditions and Benefits (continued)

The post is advertised to suitably qualified people in the external market, and to existing Civil Servants and those in accredited Non Departmental Public Bodies.

Eligibility



Move your mouse pointer over the buttons above and click for more information.

Click the PREVIOUS button for more options.

Terms, Conditions and Benefits (continued)

Nationality

To be eligible for employment you must be a national from the following countries:

- The United Kingdom
- The Republic of Ireland
- The Commonwealth*
- A European Economic Area (EEA) Member State
- Switzerland
- Turkey

Certain family members of EEA, Switzerland and Turkish nationals are also eligible to apply regardless of their nationality.

(*Commonwealth citizens not yet in the UK, who have no right of abode in the UK and who do not have leave to enter the UK are ineligible to apply.)

For further information on whether you are eligible to apply, please visit [Gov.UK](https://www.gov.uk).



Move your mouse pointer over the buttons above and click for more information.

Click the PREVIOUS button for more options.

Terms, Conditions and Benefits (continued)

Before the appointment of the successful candidate can be confirmed, the Department will undertake background security checks. As part of this, we will need to confirm your identity, employment history over the past three years (or course details if you were in education), nationality and immigration status, and criminal record (unspent convictions only).

The successful candidate must hold or be willing to obtain security clearance to CTC clearance level before taking up post.

Security Clearance



Move your mouse pointer over the buttons above and click for more information.

Click the PREVIOUS button for more options.

Terms, Conditions and Benefits (continued)

Certain posts, notably those concerned with security and intelligence, might be reserved for British citizens, but this will not normally prevent access to a wide range of developmental opportunities within the Civil Service.

This is not a reserved post.

Reserved for UK Nationals



Move your mouse pointer over the buttons above and click for more information.

Click the PREVIOUS button for more options.

Terms, Conditions and Benefits (continued)

Candidates must note the requirement to declare any interests they may have that might cause questions to be raised about their approach to the business of the Department. They are required to declare any relevant business interests, shareholdings, positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies, both for themselves and for their spouses/partners.

The successful candidate will be required to give up any conflicting interests and his/her other business and financial interests may be published.

If you believe you may have a conflict of interest, please contact Barry Menzies at barry.menzies@cabinetoffice.gov.uk before submitting your application.

Conflicts of Interest



Move your mouse pointer over the buttons above and click for more information.

Click the PREVIOUS button for more options.

Terms, Conditions and Benefits (continued)

The Department is committed to being an equal opportunities employer. We value and welcome diversity. We aim to develop all our staff to enable them to make a full contribution to meeting the Department's objectives, and to fulfil their own potential on merit. We will not tolerate harassment or other unfair discrimination on grounds of sex, marital status, race, colour, nationality, ethnic origin, disability, age, religion or sexual orientation. We will promote and support the use of a range of flexible working patterns to enable staff to balance home and work responsibilities; and we will treat people fairly irrespective of their working arrangements.

Under the terms of the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify in your application. We will also consider any reasonable adjustments under the terms of the Act to enable any applicant with a disability (as defined under the Act) to meet the requirements of the post.

Equality and Diversity

The Department uses the 'two ticks' Disability Symbol, showing it is an employer which has a positive attitude towards applications from disabled people. The Department also offers a Guaranteed Interview Scheme (GIS) for all disabled applicants. We are committed to interviewing all applicants with a disability who provide evidence of meeting the minimum requirements necessary for the post, as set out in this applicant pack.



Move your mouse pointer over the buttons above and click for more information.

Click the PREVIOUS button for more options.

Terms, Conditions and Benefits (continued)

To be eligible, your disability must be within the definition laid down in the Equality Act 2010. A disabled person is defined by the Equality Act 2010 as someone who has a physical or mental impairment, which has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities. For the purposes of this policy, these words have the following meanings:

- 'substantial' means more than minor or trivial
- 'long-term' means that the effect of the impairment has lasted, or is likely to last, 12 months (there are special rules covering recurring or fluctuating conditions)
- 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping.

Should you consider yourself eligible to apply for this post under the GIS, please complete the form at Annex B.

Equality and Diversity



Move your mouse pointer over the buttons above and click for more information.

Click the PREVIOUS button for more options.

Terms, Conditions and Benefits (continued)

All civil servants are subject to the provisions of the Civil Service Code that details the Civil Service values, standards of behaviour and rights and responsibilities. For further information, visit [Gov.UK](https://www.gov.uk).

Civil Service Code



Move your mouse pointer over the buttons above and click for more information.

Click the PREVIOUS button for more options.

Using This PDF



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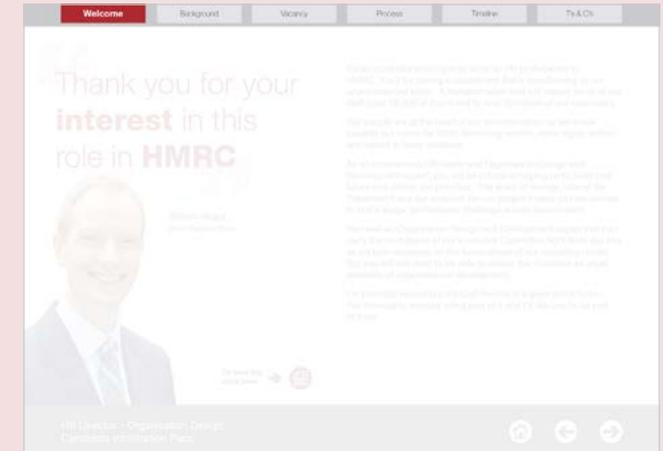
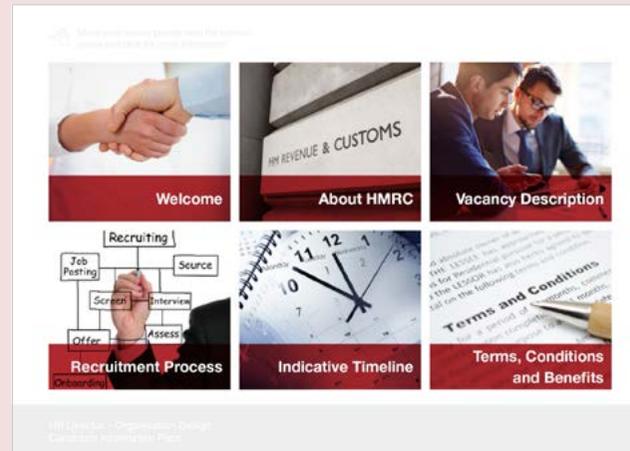
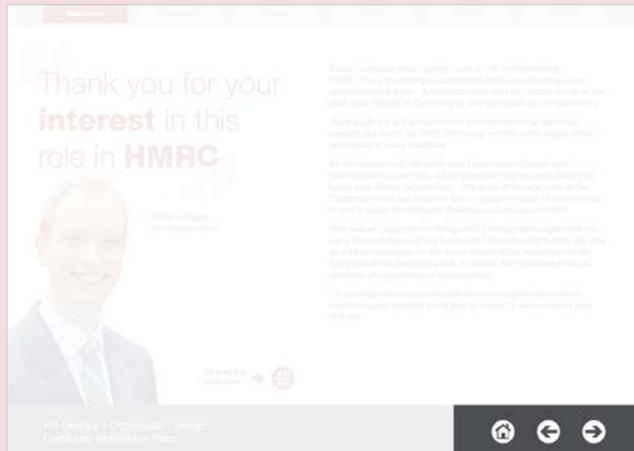
Interactive sections:
Welcome, Process, Ts & Cs

A print ready version is available. Press ESC to exit full screen mode (desktop). Open the 'attachments' panel displayed with the  (paperclip) icon, whether you are using a desktop, tablet or mobile device



To navigate through the document, you can use the following buttons:

- at the bottom of the screen - forwards, backwards, home
- the interactive contents page, or
- the menu bar at the top of the screen that also acts as a crumb trail so that you know what section you are in





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Cabinet Office



Civil Service
Human Resources

Contact details

barry.menzies@cabinetoffice.gov.uk

Please include the **vacancy reference number** and **job title** in the subject line.

Deputy Director, Head of Digital and Analysis
Candidate Information Pack