[Department logo]

**[Department]**

**Technology Lead**

**Applicant Information Pack**

 

**Contents**

Welcome

Person Specification

Job Specific Skills

Role context

Terms and Conditions

Equal opportunities

How to Apply

Role of Civil Service Commissioners

Dear Applicant,

Thank you for expressing interest in the Technology Lead position.

[Introductory paragraph: responsibilities and vision of the department]

Government is resetting its approach to technology. In the past, senior technology leaders in the public sector have become too focused on the maintenance of large-scale, long-term outsourcing contracts. Systems and services have suffered from inflexibility, complexity and inefficiency.

This is a rare opportunity to be part of a large-scale programme of change that will radically improve how the civil service works and how government interacts with citizens. We are looking for candidates who can apply their on the ground experience of driving the transformation of organisations, not those who will maintain the status quo. Their task will guided by some fundamental principles; putting the needs of users first, focusing on delivery and outcomes over process, and making the most of openness - open standards, open source, open data and open markets.

Technology Leads will be responsible for delivering new back-end mission IT technology that supports the department’s front line digital services. The success of the chosen candidate will ultimately be measured against the ability of the department to move away from legacy technology stacks and siloed systems, and put the delivery of world-class services on a modern footing.

The role of the Technology Lead is to:

* Lead the delivery and operation of new mission IT projects - technologies and systems specific to the department that meet user needs and support the delivery of excellent digital public services.
* Define the strategic direction for new supplier contract arrangements that support the department’s technology transformation priorities, ultimately ensuring that digitally driven solutions and services are fully supported by the right architectures and systems, while avoiding dependence on existing legacy systems.
* Give effective line management to a team of technical staff, demonstrating familiarity and competence with a range of technical and project management concepts, setting out clear delineations of responsibilities and priorities, and making sure that they have excellent opportunities for career development.
* Ensuring that new mission IT systems can transition seamlessly from existing legacy technology and contracts, and delivering exceptional value for money from the department’s technology spending.
* Support the CTO in working with the Cabinet Office, HM Treasury and other departments to exchange best practice, adhere to defined standards, and develop cross-government strategic direction.

Thank you for taking the time to read this pack. We look forward to receiving your application.

**Job Description**

**Primary Responsibilities**

The main responsibilities of the post are:

* Provide hands-on technical leadership in the development, operation and ongoing improvement of a complex, transformational digital service serving millions of users.
* To develop a deep understanding of the department’s digital service user needs and ensure that new technology is built support them
* Provide technical hands on leadership and advice for production quality code
* Understand and manage system quality with regards to simplicity, usability, availability, security and fraud avoidance
* Build and maintain a culture of continuous delivery and improvement, ensuring that key systems are regularly analysed, maintained and improved.
* Advise on, manage and implement agile delivery projects within the department, providing guidance, mentoring and training in agile technical delivery and evolutionary software architecture to government departments and agencies.
* Understand risk based governance frameworks and how they can interoperate with agile delivery models
* Be technical design authority for the project with relation to other departments
* Understand technical dependencies between the project and other systems and business units
* On occasion, work with external suppliers to ensure that their system architectures are robust, scalable, open and secure, with appropriate overall system design and integration points/APIs, to deliver a high quality user experience.
* Act as the technical authority in prospective, information gathering and scene setting meetings with other government departments.
* Ensure that new and updated platforms, products and transactions are thoroughly tested for performance, are able to handle specified load, and can be maintained over the long-term.
* Act as the technical authority in prospective, information gathering and scene setting meetings.
* Assist in the recruitment of new in-house digital and other technical skills and capabilities.

**Person Specification**

**Leadership**

The successful candidate will be a strong leader with the proven ability to set a strong direction and convey a persuasive future vision at all levels of an organisation. [Watch Baroness Lane-Fox (UK Digital Champion), Ian Trenholm (Chief Operating Officer, Defra) and Antonia Romeo (Director General, MoJ)](http://youtu.be/Oi_n3rAjs40) discuss the importance of digital leadership in government. Previous experience of leadership in government is not required for this role, but you will be expected to quickly get up to speed with the department’s technology architecture, culture and processes.

We are looking for a candidate with the ability to:

* Be highly articulate and credible at the most senior level across and outside the civil service, consistently delivering inspiring, engaging and meaningful messages about the future direction;
* Provide hands on technical leadership of delivery of operational digital service, and its maintenance and further development in production;
* Build and maintain a culture of continuous delivery and improvement, ensuring that key systems are regularly analysed, maintained and improved.
* Embed a culture of value for money, working collaboratively across boundaries to ensure that the Department maximizes its strategic outcomes within the resourcing available;
* Build a performance culture that is orientated to tangible delivery outcomes and rewards those appropriately;
* Create a team that is viewed as an exemplar of high quality across the civil service and beyond, making the department an enviable environment to work in
* Shape, promote and exemplify departmental and civil service values and culture

**Job specific skills:**

* Excellent knowledge of modern digital technologies and technical architectures, especially open source and open standards
* Exceptionally level of digital literacy, and capable of effectively engaging with a wide range of digital specialists, suppliers and stakeholders to define the best approach to service design to achieve business/user objectives
* Proven ability to lead and develop a highly-skilled specialist technical development team, and introduce a dev/ops culture.
* Experience of developing and operating services delivered to millions of users
* Deep understanding and experience of using of agile project management techniques and working practices, open source, cloud platforms and digital services
* Experience with dealing with large scale corporate or government projects
* Excellent knowledge and experience of leading modern best practice large scale digital transactions/transformations.
* Extensive experience of wide range of digital suppliers including SMEs, and of innovative approaches to sourcing services
* Some experience of engaging with large-scale system integrates in legacy IT environments.
* Demonstrable and practical experience, in public or private sector, of transformational change to business processes and systems, to deliver cost savings and service improvements for customers
* Awareness and understanding of industry standard security issues and processes.
* Awareness and understanding of Data Protection law and regulations.
* Demonstrable experience (past or present) in coding languages, including at least one of Ruby, Python, Java, C++, C# or .Net

**Reporting lines**

The post-holder will report to the [Chief Technology Officer]. There are [xxx] direct line reports who will be managed by this post.

**This role - context**

[What has happened to date]

[How the role is expected to transform the department]

[Future priorities and challenges]

**Terms and Conditions**

**Contract / Post**  
[to include]

**Reward**  
The role is SCS pay band 1, which ranges from £58,200 to £117,800.

Applicants currently holding a permanent post in the Civil Service should note that, if successful, their salary on appointment would normally be determined by applying the usual Cabinet Office salary progression rules.

**Location**

[to include]

**Pension**  
The Civil Service offers a choice of two pension schemes giving you the flexibility to choose the pension that suits you best.  The nuvos pension scheme is an occupational defined benefit pension scheme, whilst the partnership pension account is a stakeholder pension with a choice of providers.  Both provide good quality ways of saving for retirement.  For more information, please visit the [Civil Service Pensions](http://www.civilservice-pensions.gov.uk/) website.

**Restrictions**  
While in post there will be certain restrictions on political activities. Applicants should also note that there may be restrictions placed upon their ability to move to some business appointments once they have left this position.  
  
**Annual Leave**  
There will be 30 days’ paid annual leave plus 10½ days public and privilege holidays.

**Conflicts of Interest**

If you or your partner has any actual or potential conflict of interest with the activities of the department, this should be declared clearly in your application. Any indirect association of this kind through any other family member or partnership should also be disclosed.

**Appointment and Confidentiality**  
The offer of a job will be made subject to satisfactory references and security clearance. The successful applicant will be required to sign the Official Secrets Act, adhere to the Civil Service Code and to exercise care in the use of official information acquired in the course of official duties, and not to disclose information, which is held in confidence. If the role is a regulated post, then the job offer will be made subject to the receipt of a satisfactory enhanced CRB check. A regulated post would have either: direct and regular contact with children or vulnerable adults, access to sensitive or personal information about children or vulnerable adults or involve giving advice to children over the telephone or other form of electronic communication including the internet and mobile telephone text messaging.

# Equal Opportunities

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.

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.

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 relevant section of the application form.

# How to Apply

To apply for this post, please provide the following information:

* a comprehensive CV setting out your career history with key responsibilities and achievements;
* a supporting statement of up to three sides of A4, explaining how you believe your skills and experience match the leadership and role specific requirements of the post.
* your evidence should also clearly show what draws you to the post and why you think you would make a success of it.
* if appropriate, please complete and submit a Guaranteed Interview Scheme Declaration (enclosed) for people with disabilities; and
* a completed Nationality and Immigration Form (enclosed). This form is mandatory.
* if applying internally on promotion, a recommendation from your line manager, on no more than two sides of A4, assessing you against the leadership criteria and job specific skills

Applications should be sent to [recruitment contact] to arrive no later than [**xxxx]**.

For any additional information on this role, please contact [xxxx]

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## The role of the Civil Service Commissioners

The recruitment process will be run under the rules and guidelines set down by the Civil Service Commissioners. The Commissioners have two key functions.

The first is to maintain the principle of selection for appointment to the Civil Service on merit on the basis of fair and open competition. For the most senior posts in the Civil Service, the Commissioners discharge their responsibilities directly by overseeing the recruitment process and chairing the final selection panel.

The second is to promote an understanding of the Civil Service Code, which sets out the constitutional framework in which all civil servants work and the values they are expected to uphold, and to hear and determine appeals made under it. A copy of the code can be found at: [Civil Service Code](http://www.civilservice.gov.uk/about/values/cscode/index.aspx) or a hard copy is available on request.

## Complaints under the Civil Service Commissioners’ Recruitment Code

The Department’s recruitment processes are underpinned by the Civil Service Commissioner’s Recruitment Principles which outline that selection for appointment be made on merit on the basis of fair and open competition.

If you feel your application has not been treated in accordance with the values in the Civil Service Code/if you feel the recruitment has been conducted in such a way that conflicts with the Civil Service Commissioner’s Recruitment Principles, you may make a complaint.

If you are not satisfied with the response you receive from the Department, you can contact the Office of the Civil Service Commissioners.

<http://www.civilservice.gov.uk/recruitment/background>