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# Defence Business Services (DBS) - Senior Developer

Ministry of Defence

**Apply before 11:55 pm on Thursday 6th February 2025**



### Reference number

381589

### Salary

£44,590 - £55,990

(pro rata) - DSA ALLOWANCE, The base salary for this grade is £44590, Offers above this will be made up of DSA , Digital Skill allowance of up to £11,400 per annum for exceptional candidates.

A Civil Service Pension with an employer contribution of 28.97%

**Job grade**

Senior Executive Officer

**Contract type**

Permanent

**Business area**

MOD - Head Office & Corporate Services - Defence Business Services (DBS) - Digital, Information and Technology (DIT) -

Digital, Information, Technology - GOV.UK ([www.gov.uk](http://www.gov.uk))

**Type of role**

Digital

**Working pattern**

Flexible working, Full-time, Job share, Part-time

**Number of jobs available**

1

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## Location

Abbey Wood North, Stoke Gifford, Bristol, South West

## About the job

### Job summary

**Are you a dedicated person who is passionate about making a difference?**

**Would you like to work for the Ministry of Defence?**

Defence Business Services (DBS) is one of the largest shared service organisations in Europe that provides a wide range of corporate services, to over 1.2 million end users, including serving and past military and families, as well as MoD civil servants and industry. DBS delivers large scale administration and smaller specialist services to enable the wider MOD to focus on its core aims, maintaining the UK's Defence and Security. Services include Human Resources, Pay, Veterans, Finance and Procurement.

Our Vision - To support UK defence customers with outstanding service every time.

Our Mission - Together we will proudly support Defence, continuously improving and delivering flexible, timely, sustainable and value for money services that underpin the whole force and enhance operational capability.

DBS is committed to creating a great place to work for all our colleagues. We are building an inclusive culture and respectful environment that reflects the diversity of the society.

We want to maximise the potential of everyone who chooses to work for us through opportunities to develop your skills and experience. We also offer a range of flexible working patterns and support to make a fulfilling career accessible to you and offer a Civil Service pension with an average employer contribution of 27%. Where your role permits, we support a blended working approach alternatively known as hybrid working.

Where business needs allow, some roles may be suitable for a combination of office and home-based working. This is a non-contractual arrangement where all office-based employees will be expected to spend a minimum of 60% of their working time in office, subject to capacity and any required workplace adjustments. Requirements to attend other locations for official business, or work in another MOD office, will also count towards this level of attendance. Applicants can request further information regarding how this may work in their team from the Vacancy Holder (see advert for contact details). Defence Business Services cannot respond to any questions about working arrangements.

**Come and join the DBS community today!**

### **Job description**

Defence Business Services (DBS) aims to be the best business services partner for the UK Defence and Security Communities by providing critical business services, including Human Resources, Pay, Veterans, Finance and Procurement, that enable our customers to focus on strategic Defence priorities and maintain National Security.

Within DBS, the Digital, Information & Technology (DIT) team is responsible for management, support and delivery of the DBS information technology systems and the provision of accurate and timely management information to our customers.

As the Oracle HCM Cloud Reporting Lead, you will be responsible for the development, testing and maintenance of reporting solutions. Role is specifically responsible for the management of the payroll module which underpins the operates in the wider MyHR application.

Main responsibilities:

- Oversight for payroll development resources.

- Provide expert level knowledge of Oracle Cloud payroll application.

- Represent HR/IT as related to Oracle application support in partnership with business support resources.

Undertake development for; Applications Maintenance (focus on fix work) or Change Delivery (focus on business as usual or project work) according to prioritised business demand.

Design high-level architecture based on business requirements with solution architect.

Collaborate with the other HCM Cloud team leads on design decisions and direction.

Provide reporting solutions within the guidelines of the department's procedures.

Ensure that developed solutions are peer reviewed (as required) and formally documented to facilitate the implementation of software across DBS systems and Oracle Cloud.

Document reporting solutions for implementation with customer/vendors.

Provide technical assistance to other departments in relation to development and installation.

Provide 2/3 level support (where required).

Review Oracle release notes and works with other teams and Release Manager to assess impacts and coordinate testing.

Key decision maker around payroll development strategy, including introduction of new reports and exceptions.

#### Other responsibilities:

Represent the team in programs/projects to provide improved or new functionality.

Work on multiple enhancements/projects and other duties as assigned.

Log/maintain tickets in ticket tracking system.

Oversight of ad hoc requests for information.

Understand security and data privacy standards.

Lead, coach and mentor more junior colleagues

## **Person specification**

### **The HCM Cloud Reporting Lead must:**

Be experienced in managing stakeholders of various grades and able to adapt and thrive in a demanding environment.

Have sound judgement and the ability to interpret user needs.

Be able to translate complex challenges into meaningful, actionable and achievable activities.

Understand the impacts of Change (internal and external) on people, processes and technology.

### **Essential skills:**

Knowledge of all Microsoft Office applications.

Proven ability to communicate both written and verbal.

Highly motivated and resilient.

A driven desire to learn new technologies.

### **Desirable Skills:**

Oracle HCM Knowledge.

Oracle Support process knowledge.

Application Support Service Delivery (Service Management).

Solution design and requirements gathering.

Functional design.

Knowledge of end-to-end development process.

Unit Testing knowledge.

REMEDY and ticket management expertise.

## **Behaviours**

We'll assess you against these behaviours during the selection process:

Leadership

Seeing the Big Picture

## Technical skills

We'll assess you against these technical skills during the selection process:

Information security

Programming and build (software engineering)

Systems design

User focus

## Benefits

Alongside your salary of £44,590, Ministry of Defence contributes £12,917 towards you being a member of the Civil Service Defined Benefit Pension scheme. Find out what benefits a Civil Service Pension provides.

An environment with flexible working options Monday-Friday

25 days paid annual leave rising (1 day per year) to 30 days upon completion of 5 years' service (pro rata). In addition to 8 public holidays per year, you will also receive leave for HM The Sovereign's birthday

Hybrid working where role permits

An opportunity to be considered for Reward and Recognition - £250-£5000 per year

Family-friendly policies including - parental leave and adoption leave

Learning and development tailored to your role

Professional and personal development of skills

A culture encouraging inclusion and diversity

Minimum of 15 days special leave in a rolling 12 month period for volunteer reserve commitments

Special paid leave to volunteer up to 6 days per year

A Civil Service pension with an average employer contribution of 28.97%

## Allowances

The post does not offer relocation expenses.

Please be advised that the Department is conducting a review of all pay related allowances which could impact on those allowances that the post currently being advertised attracts.

External recruits who join the MOD who are new to the Civil Service will be subject to a six-month probation period.

**This post is eligible for a Digital Skills Allowance of up to £11,400 per annum. Eligibility for this allowance will be assessed at interview against the 4 core technical skills only and reviewed annually in line with departmental policy.**

### **Employment Hours**

This position is advertised at 37 hours per week.

## Things you need to know

### **Selection process details**

This vacancy is using [Success Profiles \(opens in a new window\)](#), and will assess your Behaviours, Experience and Technical skills.

When choosing your Behaviour examples, please make sure you use real life scenarios that relate to your own experiences. Whilst technology may help to enhance your written submission, presenting the ideas of others or those generated by technology, could result in your application being rejected.

Please ensure that at the application and interview stages of the campaign you review the Success Profiles Framework to assist you in the demonstration of your skills and experience.

Your suitability for the role will be assessed using the Success Profile elements that have been chosen for this campaign. Each element will be scored accordingly, and the successful candidate will be appointed on merit.



Applications will be sifted on all Success Profile elements, but in the event of a high number of applications, an initial sift will be conducted on the following success profile elements:

**Primary:** Behaviour - Leadership

At **application** stage you will be assessed against the following:

**Experience:**

CV

Personal Statement. In no more than 1000 words, please detail your experience of the following. Please provide information of how you meet the criteria set out in the job description. You may wish to further include examples of how you have tackled similar tasks or demonstrated the skills outlined in the job advert.

At **interview** you will be assessed against the following:

**Technical:**

Information security - Practitioner Level

Programming and build (software engineering)- Practitioner Level

Systems design - Practitioner Level

User focus - Practitioner Level

<https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fddat-capability-framework.service.gov.uk%2F&data=05%7C01%7CTimothy.Smith969%40mod.gov.uk%7Cb91a59d2cb45457710bb08dbbea5ffdf%7Cbe7760ed5953484bae95d0a16dfa09e5%7C0%7C0%7C638313392432743940%7CUnknown%7CTWFpbGZsb3d8eyJWljoImMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IklhaWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=JVYXGB7rpebZlNgEGmlUNzT0eUWU34hSBBgrHcJatgU%3D&reserved=0>

In the rare case where individuals have exact matching scores, the order of merit will be determined based on the behaviour scores at interview in the following order:

- 1 - Technical - Programming and build (software engineering)
- 2 - Technical - User focus
- 3 - Technical - Information security
- 4 - Technical - Systems design
- 5 - Behaviour - Leadership
- 6 - Behaviour - Seeing the Big Picture
- 7 - Career - Personal Statement

If candidate scores are still exact, the merit order will then be determined on the sift score in the below order or priority:

- 1 - Career - Job History
- 2 - Career - Qualification Details
- 3 - Career - Previous Skills
- 4 - Technical - Programming and build (software engineering)
- 5 - Technical - User focus
- 6 - Technical - Information security
- 7 - Technical - Systems design
- 8 - Behaviour - Leadership
- 9 - Behaviour - Seeing the Big Picture
- 10 - Career - Personal Statement

We want to offer opportunities to all who are successful at interview for our roles, but this isn't always possible, so we do hold candidates on an active reserve list for 12 months.

Application sifting to take place early February.

Interviews are currently taking place via the following method: MS Teams

Interviews will be conducted mid February.

A minimum of 2 full working days' notice will be provided for interviews.

We endeavour to stick to these dates, but these are subject to change around business needs.

The Civil Service embraces diversity and promotes equality of opportunity. There is a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

If you need to advise us that you need additional help or reasonable adjustments for the recruitment process, please contact: DBS-EnhancedRecruitmentTeam@mod.gov.uk

MOD Recruitment Satisfaction Survey we may contact you regarding your experience to help us improve our customer satisfaction. The survey is voluntary and anonymous. You may however be given the opportunity to provide additional information to help us improve our service which includes the collection of some personal data as defined by the United Kingdom General Data Protection Regulation (UK GDPR). The MOD Privacy Notice sets out how we will use your personal data and your rights.

As a result of the changes to the UK immigration rules which came into effect on 1 January 2021, the Ministry of Defence will only offer sponsorship for a skilled worker visa under the points-based system, where a role has been deemed to be business critical.

The role currently being advertised has not been assessed as business critical and is therefore NOT open to applications from those who will require sponsorship under the points-based system. Should you apply for this role and be found to require sponsorship, your application will be rejected, and any provisional offer of employment withdrawn.

To assist with your application please find attached -

**DBS Candidate Information Guide** - [Working for Defence Business Services - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/dbc-candidate-information-guide)

[\(26\) UK Ministry of Defence: Life , LinkedIn](#)

<https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fddat-capability-framework.service.gov.uk%2F&data=05%7C01%7CTimothy.Smith969%40mod.gov.uk%7Cb91a59d2cb45457710bb08dbbea5ffdf%7Cbe7760ed5953484bae95d0a16dfa09e5%7C0%7C0%7C638313392432743940%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IklhaWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=JVYXGB7rpebZlNgEGmlUNzT0eUWU34hSBBgrHcJatgU%3D&reserved=0>

Feedback will only be provided if you attend an interview or assessment.

## **Security**

Successful candidates must undergo a criminal record check.

Successful candidates must meet the security requirements before they can be appointed. The level of security needed is [security check \(opens in a new window\)](#).

[See our vetting charter \(opens in a new window\)](#).

People working with government assets must complete [baseline personnel security standard \(opens in new window\)](#) checks.

## **Nationality requirements**

This job is broadly open to the following groups:

UK nationals

nationals of the Republic of Ireland

nationals of Commonwealth countries who have the right to work in the UK

nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities with settled or pre-settled status under the [European Union Settlement Scheme \(EUSS\) \(opens in a new window\)](#)

nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities who have made a valid application for settled or pre-settled status under the European Union Settlement Scheme (EUSS)

individuals with limited leave to remain or indefinite leave to remain who were eligible to apply for EUSS on or before 31 December 2020

Turkish nationals, and certain family members of Turkish nationals, who have accrued the right to work in the Civil Service

[Further information on nationality requirements \(opens in a new window\)](#)

## **Working for the Civil Service**

The [Civil Service Code \(opens in a new window\)](#) 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 \(opens in a new window\)](#).

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

The Civil Service also offers a Redeployment Interview Scheme to civil servants who are at risk of redundancy, and who meet the minimum requirements for the advertised vacancy.

## **Diversity and Inclusion**

The Civil Service is committed to attract, retain and invest in talent wherever it is found. To learn more please see the [Civil Service People Plan \(opens in a new window\)](#) and the [Civil Service Diversity and Inclusion Strategy \(opens in a new window\)](#).

## **Apply and further information**

This vacancy is part of the [Great Place to Work for Veterans \(opens in a new window\)](#) initiative.

Once this job has closed, the job advert will no longer be available. You may want to save a copy for your records.

## **Contact point for applicants**

Job contact :

Name : Peter Spencer

Email : [Peter.spencer606@mod.gov.uk](mailto:Peter.spencer606@mod.gov.uk)

Recruitment team

Email : [DBS-EnhancedRecruitmentTeam@mod.gov.uk](mailto:DBS-EnhancedRecruitmentTeam@mod.gov.uk)

## Further information

Appointment to the Civil Service is governed by the Civil Service Commission's Recruitment Principles. If you feel a department has breached the requirement of the Recruitment Principles and would like to raise this, please contact DBS-EnhancedRecruitmentTeam@MOD.gov.uk in the first instance. If the role has been advertised externally (outside of the Civil Service) and you are not satisfied with the response, you may bring your complaint to the Commission. For further information on bringing a complaint to the Civil Service Commission please visit their web pages: <http://civilservicecommission.independent.gov.uk/civil-service-recruitment/complaints/>

