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# Business Intelligence Visualisation Developer

Crown Prosecution Service

**Apply before 11:55 pm on Sunday 23rd February 2025**



### Reference number

390053

### Salary

£34,680

£34,680 - £36,740 (National) - £36,360 - £38,630 (London) + £3,150 RRA

A Civil Service Pension with an employer contribution of 28.97%

**Job grade**

Higher Executive Officer  
B2

**Contract type**

Permanent

**Business area**

CPS - Chief Finance Officer Directorate

**Type of role**

Other

**Working pattern**

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

**Number of jobs available**

2

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## Location

Please note that this post can be based in any location within England and Wales, where a CPS office is located. Whilst it is an expectation of the role to travel to CPS locations as per business needs, CPS is a disability confident employer and all reasonable adjustments will be considered in line with Equality Act of 2010.

## About the job

### **Job summary**

CPS Chief Finance Officer Directorate is delighted to advertise the role of Business Intelligence Visualisation Developer.

The Crown Prosecution Service has fixed rates for its Higher Executive Officer grade – a developing rate (the starting salary) and a spot rate (the maximum salary). Applicants typically join us on the developing rate and, after completing a 18-month development period, move to the spot rate – this is subject to your line manager confirming that you are performing the role to a satisfactory standard.

If you are joining the Crown Prosecution Service on a lateral transfer from another government department, you should contact us about the impact on your salary and the implications of any time you have already spent at that grade before applying or accepting an employment offer. Your salary may be adjusted if your location changes when you join us. This adjustment will also take into account any existing allowances that may have previously been consolidated into your basic pay – there is no guarantee that you can retain these when you transfer.

The Crown Prosecution Service is based in England and Wales. If you are applying for this role and live in Scotland or Northern Ireland, you must let us know when accepting this offer as you need permission to work from your home address if hybrid working is part of your role. Unfortunately, there is no guarantee that this approval will be granted.

Please note that applicants must be aged 16 before starting in the role, start dates would be expected to be 8-12 weeks after the closing date of this advert.

Please note that as part of this role you will be expected to undertake direct line management responsibilities.

Please note that you must be able to meet the essential technical skills detailed below to be eligible to apply for this role:

Advanced Excel

For further information on how to apply, please see the Candidate Pack at the bottom of this page.

## **Job description**

The purpose of this role is to support the Business Intelligence and Systems Team and senior CPS leadership, by developing interactive, user-friendly, visual representations of data using modern visualisation tools like Power BI.

You will work closely with business stakeholders and others to transform complex HR, Financial and other data sets into understandable and actionable insights.

You will translate business needs into technical specifications and create visualisations and reports while continuously adapting to emerging technologies and methodologies in data visualisation.

You will support the business by providing expert advice on the ongoing development of the reporting capabilities of corporate ERP/HCM and planning systems both within and outside of the CPS.

You will manage the staff and work of reporting and systems specialists within the Business Intelligence and Systems Team, provide expert advice and guidance to colleagues both within and outside of CPS and will make sure standards and targets within Service Level Agreements are met.

You will ensure correct procedures are in place for critical finance and HR functions.

The role involves analysing data and processes, troubleshooting, improving existing BI systems, and ensuring the accuracy and efficiency of data-driven solutions.

## **Person specification**

You will work with others both within the team and other stakeholders, to identify areas for improvement in the reporting catalogue and simplify overall reporting processes, while using visualisation technologies to increase efficiency.

You will adopt a positive approach to keeping their own and their team's efforts focused on the top priorities, ensuring appropriate resources are available for their team whether that be technology, support for training or appropriate work plans.

You will demonstrate leadership by ensuring colleagues and stakeholders have a clear understanding of objectives, activities and timeframes.

You will encourage joined up teamwork within own Business Intelligence team and across other groups, including Finance and HR Business Partners and other corporate and operational functions.

You will make opportunities to regularly communicate and interact with staff, helping to clarify goals and activities and the links between these and departmental strategy.

## **Behaviours**

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

Changing and Improving

Leadership

Working Together

Delivering at Pace

## Technical skills

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

Advanced Excel

## Benefits

Alongside your salary of £34,680, Crown Prosecution Service contributes £10,046 towards you being a member of the Civil Service Defined Benefit Pension scheme. [Find out what benefits a Civil Service Pension provides.](#)

### **Join the Crown Prosecution Service (CPS) and have a future that matters: Find Your Purpose**

CPS is passionate about ensuring that we are a top performing organisation and a great place to work. We are committed to be an equal opportunities employer and creating a culture where everyone can bring their whole self to work and individuality is truly appreciated.

We want to ensure all our employees can thrive at work and home and offer a range of support to achieve a balance. This includes where possible, flexibility of working hours, flexibility to support caring responsibilities and a flexible approach to deployment, which means that where you work (i.e. a court, an office, or a remote setting such as your home) will be based on the kind of work you are undertaking.

This culture of inclusion is underpinned by our staff networks covering Disability, Faith and Belief, LGBTQI+, Race, Social Mobility alongside our Mental Health First Aiders Programme and Wellbeing Sessions.

CPS commits to offer its employees the following experience

Impactful, purposeful work making a difference to your local communities

The ability to learn and grow, with access to the right opportunities and resources

To care about your wellbeing

To feel valued, trusted and included

We also offer the following range of benefits:

Civil Service Pension

Access to employee savings

Cycle2Work scheme

25 days leave, rising to 30 days after 5 years' service.

1 extra privilege day entitlement to mark the King's Birthday.

Competitive maternity, paternity and parental leave

Flexible working and a family friendly approach to work.

Childcare vouchers unless already registered with the Government Tax Free Childcare Scheme

Diversity at the Crown Prosecution Service is about inclusion, embracing differences and ensuring our workforce truly reflects the communities we serve. We want you to feel that you belong and can thrive, whatever your background, identity or culture. As a Disability Confident employer, we're happy to support requests for reasonable adjustments and improve your recruitment experience. If you'd like any reasonable adjustments made to our recruitment process, let us know within your application or contact [Connie.Hill@cps.gov.uk](mailto:Connie.Hill@cps.gov.uk).

We want to ensure our employees can thrive at work and home, and offer a range of support to achieve a balance. This includes flexibility of working hours, flexibility to support caring responsibilities and a flexible approach to deployment. We offer a hybrid working policy. From September 2024, you must spend at least 40% of your contracted hours over a four-week period at court, in an office or another official workplace depending on business need and the kind of work you're doing.

The CPS also has a range of development programmes to support all aspiring, new and experienced managers with developing the skills, behaviours and knowledge to build their confidence and capability. Our Manager Induction Programme is mandatory for all managers appointed from April 2024. This is a fantastic opportunity to arm all our new CPS managers with the tools required to perform effectively in their roles.

# Things you need to know

## Selection process details

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

## Recruitment Process

The recruitment process will consist of an **online application and interview** which are expected to take place on W/C Monday 17th March 2025

Your interview will be conducted online via Microsoft Teams. A member of our recruitment team will be in touch with further guidance. If you have any queries about this please contact [Connie.Hill@cps.gov.uk](mailto:Connie.Hill@cps.gov.uk).

You should keep this week or notify us if you are not available. We will make every effort to accommodate you in your preference for dates; however we cannot guarantee that they will be met.

## Personal Statement

You will also be asked to complete a personal statement of no more than 1250 words setting out how you consider your personal skills, qualities and experience, match the requirements as detailed in the Candidate Pack. You will also need to address the core behaviours for this role, detailed in the behaviours section of the candidate pack, which are;

1. Changing & improving - **Lead Behaviour**
2. Leadership
3. Working together
4. Delivering at pace

In addition, you will need to demonstrate the following technical skill required for this role, detailed in the technical Section of the candidate pack, which is:

Advanced Excel



In addition you will need to demonstrate the CPS or Civil Service Values.

**Please note, the panel has the right to assess the lead behaviour Changing & improving first. If the standard on this behaviour isn't met, the other behaviours won't be considered and your application won't progress. The panel also has the right to raise the minimum standard pass mark.**

Please note, the panel may also refer to the lead behaviour at the interview stage to determine merit order.

## **CV**

You will not be required to upload your CV however, when submitting your application there is a CV section. You will be required to provide information regarding your employment/academic history for the past 3 years.

Please note that it is the candidate's responsibility to provide the specified application information in the requested format to ensure that they are considered for the post.

Please note, if you are unable to cover 3 years through employment/academic, a character reference will be required for clearance purposes.

## **Strengths**

Please note, strengths will be tested at interview stage, the strengths being tested will not be shared in advance of the interview.

## **Use of AI**

Candidates must ensure that their applications, including personal statements and behaviour examples, are truthful and factually accurate. Please note, that plagiarism can include presenting the ideas and experience of others, or generated by artificial intelligence, as your own.

## **Other**

This is a full-time post. However, requests for flexible, part-time working and job share will be considered, considering at all times the operational needs of the Department.

### **Clearance Required**

The successful applicant will be required to secure **DBS and SC** clearance.

**If successfully appointed, you will be asked to complete the Character Enquiry Form, Nationality and Immigration Questionnaire and National Security Vetting Form.**

If you are an internal member of staff, you will not be required to undergo this DBS check as you will already hold this clearance.

**The job you are applying for is covered by Article 3(a) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, consequently Section 4(2) of that Act does not apply.**

**For the reasons outlined above you are required to disclose all previous convictions and cautions, including spent convictions. Failure to make a full declaration will result in the withdrawal of an offer of employment if our checks reveal convictions that have not been disclosed.**

To be cleared to SC clearance level the candidate has to be able to meet the residency requirement as per Cabinet Office guidance. They are as follows for CPS.

**SC** 3 years within the last 5 years.

### **Waiting List**

Candidates who are recommended by the selection panel but not appointed to the current vacancy will be placed on a waiting list for 12 months and may be offered another post, should any further vacancies for a Business Intelligence Visualisation Developer arise in their chosen location. CPS may also approach candidates on the waiting list to fill other roles requiring similar knowledge and experience, including in other locations.

### **Feedback**

Feedback will not be provided until the vacancy is complete, please note that written feedback will not be provided for candidates who do not pass the application stage.

### **Fair Processing Notice (FPN)**

From April 2018, the CPS will provide a Fair Processing Notice (FPN) to all new applicants after they have been successful at interview. These candidates will be informed that, as one aspect of pre-employment screening, their personal details – name, National Insurance Number and date of birth - will be checked against the Internal Fraud Database (IFD) and that anyone included on the IFD will be refused employment unless they can demonstrate exceptional circumstances.

The Strategic Resourcing team in the CPS will, on behalf of the vacancy holder, inform applicants when they are refused employment because of their inclusion in the IFD.

### **Civil Service Commission**

If you are dissatisfied with the recruitment process and wish to make a complaint, please contact [Strategic.Resourcing@cps.gov.uk](mailto:Strategic.Resourcing@cps.gov.uk) with your concerns.

If you remain dissatisfied and wish to make a further complaint, please click on the following link to the Civil Service Commission complaints page <https://civilservicecommission.independent.gov.uk/recruitment/civilservicerecruitmentcomplaints/>

Civil Service Commission Recruitment Principles can be found here

<https://civilservicecommission.independent.gov.uk/recruitment/>

Details of the Civil Service Nationality Rules are located at:

<https://www.gov.uk/government/publications/nationality-rules>

Candidates will be subject to UK immigration requirements. For the most up-to-date information on the requirements of working in the UK, please go to

the UK Visas and Immigration website: <https://www.gov.uk/browse/visas-immigration/work-visas>

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 : Connie Hill

Email : [Connie.Hill@cps.gov.uk](mailto:Connie.Hill@cps.gov.uk)

Recruitment team

Email : [strategic.resourcing@cps.gov.uk](mailto:strategic.resourcing@cps.gov.uk)

