

You need JavaScript enabled to use this service.

Cookies on Civil Service Jobs

We use some essential cookies to make this website work.

To understand how you use Civil Service Jobs and improve the website we'd like to set some additional cookies.

6c983d31c25af64cc32dbc12874f7840.1770

Accept additional cookies

Reject additional cookies

1770781807-ad199e75ed8d3059d56d122e62

change
Language
121
BQsDAAAABgoJMTczMjcyNjYzAAAAEXVzZXJz
1224
yes
1770781807-ad199e75ed8d3059d56d122e62

SAP Business Objects Report Writer (Ref: 14656)

Ministry of Justice

Apply before 11:55 pm on Sunday 22nd February 2026

Ministry of
JUSTICE

Reference number

448631

Salary

£35,335 - £42,859

The national salary range is £35,335 - £37,847, London salary range is £40,014 - £42,859. Your salary will be dependent on your base location

A Civil Service Pension with an employer contribution of 28.97%

Job grade

Higher Executive Officer

HEO

Contract type

Fixed term

Length of employment

For a period of up to 12-24 months

Type of role

Digital

Working pattern

Flexible working, Full-time, Part-time

Number of jobs available

3

Contents

[Location](#)

[About the job](#)

[Benefits](#)

[Things you need to know](#)

[Apply and further information](#)

Location

East Midlands (England), East of England, London (region), North East England, North West England, Scotland, South East England, South West England, Wales, West Midlands (England), Yorkshire and the Humber

About the job

Job summary

This position is based Nationally

Job description

SAP Business Objects Report Writer

Location: National*

Closing Date: 22nd February 2026

Interviews: W/C 9th March 2026

Grade: HEO (MoJ candidates who are on a specialist grade, will be able to retain this grade on lateral transfer)

Salary: National: £35,335 - £37,847 London: £40,014 - £42,859

(MoJ candidates who are on a specialist grade, will be able to retain this grade on lateral transfer)

Working pattern: full-time, part-time, flexible working

Contract Type: 12- or 24-month Fixed Term Contract

Vacancy number: 14656

***We offer a hybrid working model, allowing for a balance between remote work and time spent in your local office. Office locations can be found [ON THIS MAP](#)**

The Role

We're recruiting for **SAP Business Objects Report Writers** here at [Justice Digital](#), to be part of our warm and collaborative [HM Prison & Probation Service](#). team.

We're looking for talented and tenacious people to join our digital team to take the lead in creating world-class services in the justice system. We use cutting-edge agile software development approaches to make rapid but meaningful improvements to public services that live up to the unique challenges of MoJ's responsibility to society.

We support a suite of reporting applications used across HMPPS, which are mission critical to each business. These applications need to be supported, and holders of these roles are responsible for supporting and managing the applications. The National Applications Reporting Team is a 2nd line resolver group. It is also customer facing, with users able to access the team resources and expertise directly. The team is responsible for the end-to-end reporting solution. This includes the development, management and deployment of releases, incident management, centralised reporting, and technical application upgrades.

To help picture your life at [MoJ Justice Digital](#) please take a look at our [blog](#) and our [Digital and Technology strategy 2025](#)

Key Responsibilities:

Incident Management:

Manage incidents for the Live Service reporting resolver group(s) in line with Operational Level Agreements.

Resolve Incidents using knowledge of the HMPPS applications, supported functions and Business Objects reporting tool.

Allocate incidents to specialist personnel within the team where appropriate. Actively monitor delegated cases, obtain progress reports, and see through to resolution.

Produce Service Desk workaround documents for appropriate incidents.

Liaise with key stakeholders to seek continual service improvements within the incident management function; review Service Desk scripts, ensure that key information is captured by the agents whilst ensuring call times

are kept to a minimum.

Engage with the service provider representatives to ensure they are delivering resolutions as specified in the joint agreement and to the needs of the business.

Measure and report on the performance of the Live Service Reporting Incident Management Function.

Change and Release:

Design and build web intelligence reports to support the HMPPS applications. Reports are to adhere to agreed business standards and include technical specification documentation.

Test reports, universe design changes and specifications produced as part of the business change process. Detailed test exit reports including scenario-based testing are to be produced.

Actively plan, document, and manage changes and releases. Plan, manage, document, and deliver releases through the release cycle to deployment into the various live environments.

Risk Management:

Identify risks within key areas of Live Service Reporting. Produce methods for mitigating risks and work with Live Service reporting management to implement measures.

Continual Service Improvement (CSI):

Organise, plan, manage and contribute to CSI improvement projects, including the Centralised Reporting Project, Report consolidation exercise and upgrade or replacement of Business Objects.

If this feels like an exciting challenge, something you are enthusiastic about, and want to join our team please read on and apply!

Benefits

37 hours per week and flexible working options including working from home, working part-time, job sharing, or working compressed hours.

A £1k per person learning budget is in place to support all our people, with access to best in class conferences and seminars, accreditation with professional bodies, fully funded vocational programmes and e-learning platforms.

Staff have 10% time to dedicate to develop & grow.

Generous civil service pension based on defined benefit scheme, with employer contributions of 28.97% from April 1st 2024 (Contribution Rates).

25 days leave (plus bank holidays) and 1 privilege day usually taken around the King's birthday. 5 additional days of leave once you have reached 5 years of service.

Compassionate maternity, adoption, and shared parental leave policies, with up to 26 weeks leave at full pay, 13 weeks with partial pay, and 13 weeks further leave. And maternity support/paternity leave at full pay for 2 weeks, too!

Wellbeing support including access to the Calm app.

Nurturing professional and interpersonal networks including those for Carers & Childcare, Gender Equality, PROUD and SPIRIT.

Bike loans up to £2500 and secure bike parking (subject to availability and location).

Season ticket loans, childcare vouchers and eye-care vouchers.

5 days volunteering paid leave.

Some offices may have a subsidised onsite Gym.

Person Specification

Essential

Experience in managing data, including following security and consent processes.

Ability to build effective working relationships with a team and stakeholders.

IT literate - with good working knowledge of MS Office products (Word, Excel, PowerPoint, Outlook) or equivalent

Experience and knowledge in one or more of the following:

1. Using SQL or associated data manipulation tools.
2. HMPPS Applications - National Delius, OASys, Prison NOMIS
3. SAP Business Objects Reporting Software (including Business Objects Web Intelligence), or equivalent reporting platforms.
4. Business Objects universe design.

Understanding or working experience of Information Technology Information Library (ITIL), Agile methodology or other IT Service Delivery or Project Management skills and frameworks.

Willingness to be assessed against the requirements for SC clearance.

We welcome the unique contribution diverse applicants bring and do not discriminate based on culture, ethnicity, race, nationality or national origin, age, sex, gender identity or expression, religion or belief, disability status, sexual orientation, educational or social background or any other factor.

Our values are Purpose, Humanity Openness and Together. Find out more here about how we celebrate diversity and an inclusive culture in our workplace.

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 and the Civil Service D&I Strategy.

How to Apply

Candidates must submit a **CV and a cover letter with a maximum of 750 words**, which describes how your skills and experience, meet the requirements set out in the below criteria:

1. Experience in one or more of the following:

Knowledge and experience of using SQL or associated data manipulation tools

HMPPS Applications - National Delius, OASys, Prison NOMIS

SAP Business Objects Reporting Software (including Business Objects Web Intelligence), or equivalent reporting platforms

Experience or awareness of Business Objects universe design **(250 words)**

2. Experience in managing data, including following security and consent processes **(250 words)**

3. Ability to build effective working relationships with a team and stakeholders **(250 words)**

Application Guidance

Please access the following link for guidance on how to apply and how to complete a Personal Statement

Application Guidance

In Justice Digital, we recruit using a combination of the **Government Digital and Data Profession Capability** and **Success Profiles** Frameworks. We will assess your Experience, Technical Skills and the following Behaviours during the assessment process:

Working Together

Managing a Quality Service

A diverse panel will review your application against the Person Specification above.

Successful candidates who meet the required standard will then be invited to a 1-hour panel interview held via video conference.

Should we receive a high volume of applications, a pre-sift will be conducted before the sift based on:

Experience in one or more of the following:

Knowledge and experience of using SQL or associated data manipulation tools

HMPPS Applications - National Delius, OASys, Prison NOMIS

SAP Business Objects Reporting Software (including Business Objects Web Intelligence), or equivalent reporting platforms

Experience or awareness of Business Objects universe design

Should you be unsuccessful in the role that you have applied for but demonstrate the capability for a role at a lower level, we reserve the right to discuss this opportunity with you and offer you the position without needing a further application.

A reserve list may be held for up to 12 months, from which further appointments may be made.

Use of Artificial Intelligence

Artificial Intelligence can be a useful tool to support your application, however, all examples and statements provided must be truthful, factually accurate and taken directly from your own experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by artificial intelligence, as your own) applications may be withdrawn and internal candidates may be subject to disciplinary action. Please see our [candidate guidance](#) for more information on appropriate and inappropriate use.

Terms & Conditions

Please review our [Terms and Conditions](#) which set out how we recruit and provide further information related to the role and salary arrangements.

If you have any questions, please feel free to contact digitalanddatarecruitment@justice.gov.uk

Person specification

Please refer to Job Description

Benefits

Alongside your salary of £35,335, Ministry of Justice contributes £10,236 towards you being a member of the Civil Service Defined Benefit Pension scheme. Find out what benefits a Civil Service Pension provides.

Access to learning and development

A working environment that supports a range of flexible working options to enhance your work life balance

A working culture which encourages inclusion and diversity

A Civil Service pension with an employer contribution of 28.97%

Annual Leave

Public Holidays

Season Ticket Advance

For more information about the recruitment process, benefits and allowances and answers to general queries, please click the below link which will direct you to our Candidate Information Page.

Link: <https://justicejobs.tal.net/vx/candidate/cms/About%20the%20MOJ>

Things you need to know

Artificial intelligence

Artificial intelligence can be a useful tool to support your application, however, all examples and statements provided must be truthful, factually accurate and taken directly from your own experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by artificial intelligence, as your own) applications may be withdrawn and internal candidates may be subject to disciplinary action. Please see our [candidate guidance \(opens in a new window\)](#) for more information on appropriate and inappropriate use.

Selection process details

Candidates must submit **a CV and a cover letter with a maximum of 750 words**, which describes how your skills and experience, meet the requirements set out in the below criteria:

1. Experience in one or more of the following:

Knowledge and experience of using SQL or associated data manipulation tools

HMPPS Applications - National Delius, OASys, Prison NOMIS

SAP Business Objects Reporting Software (including Business Objects Web Intelligence), or equivalent reporting platforms

Experience or awareness of Business Objects universe design **(250 words)**

2. Experience in managing data, including following security and consent processes **(250 words)**

3. Ability to build effective working relationships with a team and stakeholders **(250 words)**

Application Guidance

Please access the following link for guidance on how to apply and how to complete a Personal Statement

Application Guidance

In Justice Digital, we recruit using a combination of the **Government Digital and Data Profession Capability** and **Success Profiles** Frameworks. We will assess your Experience, Technical Skills and the following Behaviours during the assessment process:

Working Together

Managing a Quality Service

A diverse panel will review your application against the Person Specification above.

Successful candidates who meet the required standard will then be invited to a 1-hour panel interview held via video conference.

Should we receive a high volume of applications, a pre-sift will be conducted before the sift based on:

Experience in one or more of the following:

Knowledge and experience of using SQL or associated data manipulation tools

HMPPS Applications - National Delius, OASys, Prison NOMIS

SAP Business Objects Reporting Software (including Business Objects Web Intelligence), or equivalent reporting platforms

Experience or awareness of Business Objects universe design

Should you be unsuccessful in the role that you have applied for but demonstrate the capability for a role at a lower level, we reserve the right to discuss this opportunity with you and offer you the position without needing a further application.

A reserve list may be held for up to 12 months, from which further appointments may be made.

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

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 :	SSCL Recruitment Enquiries Team
Email :	moj-recruitment-vetting-enquiries@resourcing.soprasteria.co.uk
Telephone :	0345 241 5359
Recruitment team	
Email :	moj-recruitment-vetting-enquiries@resourcing.soprasteria.co.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 SSCL (Moj-recruitment-vetting-enquiries@gov.sscl.com) 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/>

<https://www.jobtrain.co.uk/justicedigital/Job/JobDetail?jobid=972>

