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Defence Business Services (DBS) Developer (HEO)

Ministry of Defence

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



Reference number

385673

Salary

£36,530

per annum (pro rata)

A Civil Service Pension with an employer contribution of 28.97%

Job grade

Higher 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)

Type of role

Digital

Working pattern

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

Number of jobs available

1

Contents

Location

About the job

Benefits

Things you need to know

Apply and further information

Location

Bristol - Abbey Wood North BS34 8JH

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 Expenses Developer, you will be responsible for the development, testing and maintenance of Oracle Fusion Cloud Expenses solution. This application is used by MoD Civilian staff to claim for reimbursement of UK and Overseas Travel and Subsistence Expenses, incurred while on official duty.

The role is specifically responsible for the management of the expenses module which operates within the wider MyHR application. It also involves managing a 2nd line customer support service to the application.

Responsibilities:

Analyse, design, build, unit test implement, and document the Functional and Technical solutions required in the maintenance of the cloud HCM Expenses Application. Technologies used include Oracle Financials, Oracle Integrations, SQL Plus, and BI Publisher.

Manage a 2nd line Service call resolution process supporting the MoD wide Cloud Expenses customers.

Provide practitioner level knowledge of Oracle Cloud Expenses capabilities as an SME.

Carry out Impact Assessments in support of the implementation of monthly Oracle patches.

Participate in LM identified formal and desk training in support of role responsibilities.

Review specifications and ensure that solutions meet requirements outlined in the design documentation.

Use data analysis and data modelling techniques (where applicable) to establish, modify or maintain a data structure and its associated components (entity descriptions, relationship descriptions, attribute definitions)

Perform and coordinate reviews of your own work.

Assist the Service Management Team with the investigation of any incidents. Provide SME support to diagnose the root cause and subsequently support resolution as required.

Monitor and report to the Lead developer on the progress of systems development projects using agreed processes.

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

Collaborate with a wide range of customers or delivery partners to achieve common delivery goals.

Organise meetings with customers where necessary to define and clarify requirements.

There may be occasions to represent the Applications team at meetings with Delivery Partners

Understand security and data privacy standards.

Person specification

You will be able to demonstrate:-

An aptitude for problem solving and analysis

Being able to logically break down a problem into smaller manageable parts to solve

The ability to work as part of a Team to achieve individual and team goals

The ability to work within the constraints of industry best practice and standards

The ability to understand a business process from a workflow document

The ability to communicate verbally a technical idea to a non-technical person

You will have:-

At least 2 years experience in solution development using Oracle Forms 12c, PL/SQL, SQL Plus and Shell Scripting

Experience of Implementing and maintaining a Functional Expenses solution in Oracle Fusion Cloud

Experience of designing, building and Implementing an Oracle Integration

An understanding of the fundamentals for the ERP Cloud Common Features

Behaviours

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

Leadership

Seeing the Big Picture

Managing a Quality Service

Technical skills

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

Programming and build (software engineering)

Benefits

Alongside your salary of £36,530, Ministry of Defence contributes £10,582 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 the King's birthday

Hybrid working, where role permits

An opportunity to be considered for Reward & 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 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 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 your **Primary:** Behaviour - Leadership. In this instance the remaining elements will be tested at interview.

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

Behaviours:

Leadership

Seeing the Big Picture

Managing a Quality Service

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 outlines in the job advert.

Technical:

Programming and build (software engineering) - Level Practitioner

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

Behaviours:

Leadership

Seeing the Big Picture

Managing a Quality Service

Technical:

Programming and build (software engineering) - Level Practitioner

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. Behaviour Leadership
2. Behaviour Seeing the Big Picture
3. Behaviour Managing a Quality Service
4. Technical Programming and build (software engineering)

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 Personal Statement
2. CV
3. Behaviour Leadership
4. Behaviour Seeing the Big Picture
5. Behaviour Managing a Quality Service
6. Technical Programming and build (software engineering)

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 week commencing: **10/02/2025**

Interviews are currently taking place via the following method: **Face to Face**

Interviews will be conducted week commencing: **17/02/2025**

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 \(www.gov.uk\)](#)

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

Technical Skills Framework Guide:- <https://ddat-capability-framework.service.gov.uk/role/software-developer>

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

Recruitment team

Email : 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/>

