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Associate Product Manager

HM Revenue and Customs

Apply before 11:55 pm on Wednesday 11th February 2026



**HM Revenue
& Customs**

Reference number

446157

Salary

£45,544 - £49,523

A Civil Service Pension with an employer contribution of 28.97%

Job grade

Senior Executive Officer

Contract type

Permanent

Business area

HMRC - CDIO - Chief Digital Product Office - Personal Tax

Type of role

Information Technology

Working pattern

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

Number of jobs available

2

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Location

Edinburgh, Glasgow, Newcastle-upon-Tyne

Please note, due to location restrictions, Newcastle-upon-Tyne is only available to existing HMRC employees already based in this location.

About the job

Job summary

Discover a career in your hands at HMRC. Whether you're seeking purpose, growth, or a workplace that gives you a true sense of belonging, hear from some of our employees as they share their story about what it's really like to work at HMRC.



Visit our [YouTube channel](#) to watch the full series and come and discover your potential.

Do you thrive in a collaborative environment and are great at building and maintaining positive relationships?

At HMRC, we are already one of the most digital advanced tax authorities in the world and have one of the largest IT infrastructures and data sources in the UK. With 50 million customers to serve, over 60 thousand colleagues to support, and £600 billion to collect to fund UK Plc, our IT operation is huge! For those who are up to the challenge, we offer unique and unparalleled opportunities to work with some of the newest technologies and make a real, lasting difference.

HMRC is made up of Customer Groups which are working independently towards one common goal. Our role sits within HMRC's Chief Digital & Information Office (CDIO) Group that deliver in-house solutions for a broad range of technical and operational issues. Our digital delivery centres are hi-tech, state-of-the-art facilities that allow our teams to maximise their capabilities.

Job description

A Product manager is responsible for facilitating a product team to build and release digital products or features. Product managers understand the business goals, the user needs for the service, and the different options for how to build and scope the digital product according to those needs. Associate product managers at HMRC can make use of multiple learning and

development opportunities to develop their product management skills if joining at entry level. Product managers at HMRC follow the government digital and data capability framework and career paths.

This role is for an Associate Product Management within the Employment Products and Personal Assets Tax product group within Personal Tax. You will join a small Product Management team, responsible for the quality and iterative development of a large product set. Reporting to the Product Manager, you will work with Stakeholders and IT suppliers to develop and implement strategies and opportunities for Product growth and features to further CDIO objectives, business goals and user needs.

Person specification

Responsibilities

You will:

Manage product features for Employment Products and Personal Assets Tax Products, including through pre-discovery and discovery phases.
Ensuring alignment to product vision, strategy and roadmap.

Iteratively develop product vision and strategy for the Product set.
Translating these into defined product opportunities, reflected within the product roadmap.

Engage stakeholders to get buy in for the product vision, strategy and roadmap.

Own and maintain a prioritised product backlog.

Work with a multidisciplinary product delivery team (civil servants and IT suppliers) with skills such as user research, service design, business analysis, product delivery and software engineering to iterate the product.

Work with team members and Business areas, to gather, interrogate and analyse data, pain-points, user insights and feedback on live products so that they can be iterated and improved.

Participate in, and contribute to the product management community of practice, whether through taking part in community initiatives, running sessions or talks, or other activities which support other product managers.

Essential Criteria

Experience within a similar IT role.

Experience in developing or iterating product vision and strategy in line with organisational objectives and user needs.

Experience in translating product vision and strategy into a product roadmap and prioritised backlog.

Experience of understanding problems within an IT product or process, and defining opportunities to resolve the issue.

Experience of building and maintaining positive relationships with stakeholders.

Able to prioritise work based on what is valuable to do first.

Further Information

This role maps to the cross-government framework for the Government Digital and Data (GDaD). For more information visit the [GOV.UK Government Digital and Data framework](#) (opens in new window).

Transitional Sites Information

If your location preference is for the following site, it's important to note that this is not long-term site for HMRC and we will require you to move to a new building in the future, subject to our location strategy and the applicable employee policies at that time.

For more information on where you might be working, [review this information on our locations](#) (opens in a new window)

This site is:

Benton Park View, Newcastle - moving to Pilgrims Quarter, Newcastle

You will be given more information about what this means at the job offer stage.

Benefits

Alongside your salary of £45,544, HM Revenue and Customs contributes £13,194 towards you being a member of the Civil Service Defined Benefit Pension scheme. [Find out what benefits a Civil Service Pension provides.](#)

HMRC operates both Flexible and Hybrid Working policies, allowing you to balance your work and personal commitments. We welcome applications from those who need to work a more flexible arrangement and will agree to requests where possible, considering our operational and customer service needs.

We offer a generous leave allowance, starting at 25 days and increasing by a day for every year of qualifying service up to a maximum of 30 days.

Pension - We make contributions to our colleagues Alpha pension equal to at least 28.97% of their salary.

Family friendly policies.

Personal support.

Coaching and development.

To find out more about HMRC [benefits](#) and find out what it's really like to work for HMRC [hear from our insiders](#) or visit [Thinking of joining the Civil Service](#)

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

How to Apply

As part of the application process, you will be asked to provide the following:

A name-blind CV including your job history, summarising your skills, knowledge and experience, up to your previous 3 roles.(maximum 250-words per role).

A 500-word Personal Statement. Your Personal Statement should be used to describe how your skills and experience would be suitable for the advertised role, making reference to the Essential Criteria outlined in the advert.

Further details around what this will entail are listed on the application form.

Sift

In the event of a large number of applications being received, an initial sift may be held on your Personal Statement.

At full sift your CV and your Personal Statement will be assessed, with the successful candidates being invited to interview.

We may also raise the score required at any stage of the process if we receive a high number of applications.

Interview

During the panel interview your experience will be assessed.

Interviews will take place via video link. Sift and interview dates to be confirmed.

Eligibility

Please take extra care to tick the correct boxes in the eligibility sections of your application form. We understand mistakes sometimes happen but if you contact us later than two working days(Monday-Friday) before the vacancy closes, we will not be able to reopen your application for you. If you do make a mistake with your eligibility form, or have withdrawn yourself in error and

need your application reinstated whilst the campaign is still live, please contact us via: unitybusinessservicesrecruitmentresults@hmrc.gov.uk Use the subject line to insert appropriate wording for example Please re-open my application [insert vacancy ref] & vacancy closing date [insert date].

To check that you are eligible to apply for this role, [please review the eligibility information before submitting your application.](#)

Reserve List

A reserve list may be held for up to 12 months from which further appointments may be made for the same or similar roles if this applies to you, we'll let you know via your Civil Service Jobs account.

Merit List

After interview, a single merit list will be created, and you will only be considered for posts in locations you have expressed a preference for. Appointments will be made in strict merit order in line with the set number of roles in each location.

Criminal Record Check

Applications received from candidates with a criminal record are considered fairly in accordance with the DBS Code of Practice and the Recruitment of ex-offenders Policy.

Hybrid working at HMRC

HMRC is an office-based organisation, and colleagues are expected to spend 60% of their working time in the office. Our offices provide opportunity for interaction, collaboration which aids learning and development and a sense of community. Where the role allows it, and where the home environment is suitable, colleagues can work from home for up to 2 days a week, averaged over a calendar month (or a proportionate amount of time for colleagues who work less than full time).

Reasonable Adjustments

We want to make sure no one is put at a disadvantage during our recruitment process. To assist you with this, we will reduce or remove any barriers where possible and provide additional support where appropriate.

If you need a change to be made so that you can make your application, you should:

Contact the UBS Recruitment team via unitybusinessservicesrecruitmentresults@hmrc.gov.uk as soon as possible before the closing date to discuss your needs.

Complete the `Assistance required` section in the `Additional requirements` page of your application form to tell us what changes or help you might need further on in the recruitment process. For instance, you may need wheelchair access at interview, or if you're deaf, a Language Service Professional.

Important information for existing HMRC contractual homeworkers

This role may be suitable for existing HMRC employees who are contractual homeworkers. Occasional attendance to the office will be required where there is a business need. Please consider the advertised office locations for this role when applying and only select locations from the `location preferences` section that you can travel to.

Terms and Conditions

Customer facing roles in HMRC require the ability to converse at ease with members of the public and provide advice in accurate spoken English and/or Welsh where required. Where this is an essential requirement, this will be tested as part of the selection process.

HMRC has a presence in every region of the UK. For more information on where you might be working, [review this information on our locations \(opens in a new window\)](#).

The Civil Service values honesty and integrity and expects all candidates to abide by these principles. The evidence you provide in your application must relate to your own experiences.

Any instances of plagiarism or other forms of cheating will be investigated and, if proven, the relevant application(s) will be withdrawn from the process.

Recording of interviews is prohibited unless explicit agreement is sought in line with the UK General Data Protection Regulations.

Questions relating to an individual application must be emailed as detailed later in this advert.

Applicants who are successful at interview will be, as part of pre-employment screening, subject to a check on the Internal Fraud Database (IFD). This check will provide information about employees who have been dismissed for fraud or dishonesty offences. This check also applies to employees who resign or otherwise leave before being dismissed for fraud or dishonesty had their employment continued. Any applicant's details held on the IFD will be refused employment.

A candidate is not eligible to apply for a role within the Civil Service if the application is made within a 5 year period following a dismissal for carrying out internal fraud against government.

New entrants will join on the minimum of the pay band.

Please note that, if you are applying for roles on a part-time basis, the salary agreed will be pro-rata, reflective of the working hours agreed within your contract.

If you experience accessibility problems with any attachments on this advert, please contact the email address in the 'Contact point for applicants' section.

For more Information for people applying for, or thinking of applying for, roles at HM Revenue and Customs, please see link: [Working for HMRC: information for applicants - GOV.UK](#).

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

Security

Successful candidates must undergo a criminal record check.

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 : Amy Adamson

Email : amy.adamson@hmrc.gov.uk

Recruitment team

Email : unitybusinessservicesrecruitmentresults@hmrc.gov.uk

Further information

Appointment to the Civil Service is governed by the Civil Service Commission's Recruitment Principles. You have the right to complain if you feel there has been a breach of the Recruitment Principles.

In the first instance, you should raise the matter directly via ubsrecruitmentcomplaints@hmrc.gov.uk. Please note that we do not accept complaints or appeals regarding scoring of outcomes of campaigns unless

candidates can provide clear evidence that the campaign did not follow the Recruitment Principles.

If 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 website.

