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Senior Product Manager

Central Digital and Data Office

Apply before 9:00 am on Monday 27th January 2025



Central Digital
& Data Office

Reference number

387508

Salary

£61,793 - £65,163

£61,793 - £65,163 Based on capability. The base salary of this grade is £55,403. Offers made above this will be made up with a specialist pay allowance.

Job grade

Grade 7

Contract type

Permanent

Business area

CDDO - Other

Type of role

Digital
Information Technology

Working pattern

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

Number of jobs available

1

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Location

Bristol, Manchester

About the job

Job summary

The Central Digital and Data Office leads the Government Digital and Data function for government. We put the right conditions in place to achieve digital and data transformation at scale by working with departments, and other government functions like commercial, project delivery and security professionals.

Data is one of government's most valuable but underutilised assets. Unlocking the value of public data will drive up innovation and productivity across the economy, worth over £20 billion, could radically transform public services, delivering efficiency gains worth up to £110 billion, and fuel innovation in AI, boosting the UK's strategic advantage in this sector.

Transforming government's use of data to drive efficiency, innovation and improve public services sits at the heart of CDDO's mission. A core focus for the team, the National Data Library (NDL) will be a key part of the Government's programme to unlock better data sharing across government and into the economy.

Job description

CDDO needs a Product Manager to help us deliver a product that supports users' ability to find and access data from across the public sector. To support the delivery of great services for citizens, we want to make data that the whole of government holds discoverable in effective ways. This includes working closely with government data asset owners to understand and address the needs and barriers they face when managing and sharing their data, as well as policy and delivery officials to understand and address what they need when looking for data.

As a Product Manager, you'll:

- work with a multidisciplinary team to deliver the product and iteratively improve it through several cycles based on users' needs and behaviours
- define, explain and iterate an evidence-based product vision that is compelling to your users, team and stakeholders

maintain a backlog based on evidence and value for money and a roadmap that shows your strategic plans at different horizons and granularities and for the lifecycle of the product

collaborate with team members to create prototypes or other cheap ways to test these assumptions or approaches - at both a strategic and usability level

engage with users and stakeholders through a range of channels to encourage take-up and use of your product

build services according to the government service standard, and following the principles in the service manual

develop support and operations processes ensuring benefits are measured effectively

Align with other programmes across CDDO and share insight with leadership at an appropriate time to ensure the programme strategy can adapt and have the best chance of success

play an active role in the government product manager community, sharing your learning and celebrating progress made by other people and teams

Person specification

have experience of developing and releasing Digital and Data products, especially data management and cataloguing products, with proficiency in agile product management techniques, such as: roadmaps; prioritisation; creation of user stories; MVP definition; using research, analytics and insight to inform decisions; planning at different horizons;

understand of the variety of disciplines involved in digital delivery, including engineering, service design, performance analysis and user research, developed through working in multidisciplinary teams

interest in or experience of working on products or platforms used by public sector employees

can reconcile strong differing technical opinions using investment/ value for money evidence and user research

can identify assumptions or risks to adoption and collaboratively come up with ways to test them with end users

can design and carry out their own user research where necessary, following good practice

experience with setting, monitoring and reporting measurable performance objectives including through the use of data and analytics

effective verbal, written and visual communication skills, that you are able to tailor to the needs of the audience, from senior leadership to end-users for adoption

Benefits

The benefits of working at CDDO

There are many benefits including:

- flexible hybrid working with flexi-time and the option to work part-time or condensed hours

- a Civil Service Pension with an employer contribution of 28.97%

- 25 days of annual leave, increasing by a day each year up to a maximum of 30 days

- an extra day off for The King's birthday

- an in-year bonus scheme to recognise high performance

- career progression and coaching, including a training budget for personal development

- paid volunteering leave

- a focus on wellbeing with access to an employee assistance programme

- job satisfaction from making government services easier to use and more inclusive for people across the UK

- advances on pay, including for travel season tickets

- death in service benefits

- cycle to work scheme and facilities

- access to an employee discounts scheme

- 10 learning days per year

- volunteering opportunities (5 special leave days per year)

- access to a suite of learning activities through Civil Service learning

CDDO offers hybrid working for all employees. This means that everyone does some working from home and also spends some time in their local office. You'll agree to your hybrid working arrangement with your line manager in line with your preferences and business needs.

Any move to the Central Digital and Data Office from another employer will mean you can no longer access childcare vouchers. This includes moves between government departments. You may however be eligible for other government schemes, including Tax Free Childcare. Determine your eligibility at <https://www.childcarechoices.gov.uk>

Things you need to know

Selection process details

This role is being advertised with Manchester or Bristol as a location. There is an exception to this, if a current London-based member of staff from CDDO applies, and is successful, they would retain their London base for pay and allowance purposes.

The standard selection process for roles at CDDO consists of:

- a simple application screening process - We only ask for you to answer 2 application questions
- a 60 minute video interview

Whilst we value the use of AI technology to enhance our daily work, we also value the personal touch and urge applicants to write responses without the use of AI to emphasise their own unique experiences.

Depending on how many applications we get, there might also be an extra stage before the video interview, for example a phone interview or a technical exercise.

In the event we receive a high volume of applications, we will conduct the initial sift against the lead criteria which is:

- Please describe your approach to making sure you are solving the right problems in an environment with high interest, competing priorities and

many varied user groups? Please reference an example from your career in your answer

In the Civil Service, we use [Success Profiles](#) to evaluate your skills and ability. This gives us the best possible chance of finding the right person for the job, increases performance and improves diversity and inclusivity. We ll be assessing your technical abilities, skills, experience and behaviours that are relevant to this role.

For this role we ll be assessing you against the following [Civil Service Behaviours](#):

- changing and improving
- making effective decisions
- delivering at pace

We ll also be assessing your experience and specialist technical skills against the following skills defined in the Government Digital and Data Profession Capability Framework for the [Senior Product Manager](#) role:

- Product ownership
- Agile working
- User focus
- Strategic ownership
- Government Digital and Data perspective

Recruitment Timelines

Role closes: 27th January 2025

Sift completion: 31st January 2025

Interviews starting: W/C 10th February 2025

Please note that these times are subject to change

Candidates that do not pass the interview but have demonstrated an acceptable standard may be considered for similar roles at a lower grade.

A reserve list will be held for a period of 12 months, from which further appointments can be made.

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](#).

Please note that this role requires CTC clearance, which would normally need 3 years UK residency in the past 5 years. This is not an absolute requirement, but supplementary checks may be needed where individuals have not lived in the UK for that period. This may mean your security clearance (and therefore your appointment) will take longer or, in some cases, not be possible.

You may be aware that there are plans for the Government Digital Service (GDS) & the Central Digital & Data Office (CDDO) to move into the Department of Science, Innovation & Technology (DSIT). This move is to bring together the digital transformation of public services into one core department. The move itself will offer huge opportunities whilst allowing DSIT to lead the way and drive forward the new Government's digital agenda.

As the announcement is relatively new, we are awaiting more detailed information. Therefore, we encourage you to apply for this role, and will keep you informed with updated information throughout the application process.

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 [counter-terrorist 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.

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.

The Civil Service welcomes applications from people who have recently left prison or have an unspent conviction. [Read more about prison leaver recruitment \(opens in new window\)](#).

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 : gds-recruitment@digital.cabinet-office.gov.uk

Email : gds-recruitment@digital.cabinet-office.gov.uk

Recruitment team

Email : gds-recruitment@digital.cabinet-office.gov.uk

Further information

If you feel your application has not been treated in accordance with the Recruitment Principles and you wish to make a complaint, you should contact gds-recruitment-complaints@digital.cabinet-office.gov.uk in the first instance.

If you are not satisfied with the response you receive you can contact the Civil Service Commission by email:

info@csc.gov.uk Or in writing: Civil Service Commission, Room G/8 1 Horse Guards Road, London, SW1A 2HQ.

