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# DMS Product Developer

Serious Fraud Office

**Apply before 11:55 pm on Monday 27th January 2025**



### Reference number

386367

### Salary

£43,886 - £49,887

Staff applying on promotion within the Civil Service will usually be appointed to the salary minimum or receive a 10% increase on their existing salary. Individuals appointed on level transfer will retain their existing salary. Applicants from outside of the Civil Service should be aware that starting salaries will normally be at the band minimum and you should not expect to receive a higher salary.

A Civil Service Pension with an employer contribution of 28.97%

**Job grade**

Senior Executive Officer  
Band C

**Contract type**

Permanent

**Type of role**

Information Technology

**Working pattern**

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

**Number of jobs available**

1

## Contents

Location

About the job

Benefits

Things you need to know

Apply and further information

## Location

The role will be based at our offices at 2-4 Cockspur Street, London, SW1Y 5BS, in central London. Please be aware that this role can only be worked in the UK and not overseas. Informal hybrid working arrangements apply and there is an expectation that staff will attend the office regularly. Work pattern and office attendance will be agreed with successful candidates.

## About the job

### **Job summary**

Technology and data are at the heart of the SFO's business. A Document Management System has been introduced to ensure that we use new digital capabilities to deliver at pace as well as comply with our legislative obligations. The system will be implemented to support all areas of the organisation including operational casework teams as well as corporate services, being used by approximately 650 users in total.

The Product Developer role will play a key part in developing and supporting the SFO's document management environment to assist in delivering its core strategic objectives. The Product Developer will work as part of an agile project team, engaging users across the business to identify improvements in the design, build and delivery of features in line with their needs. Working closely with the Product Manager, they will transition support and continuous improvement of the solution into business as usual, where they will then lead on the configuration and development of new workflows, user interface designs and feature sets as required.

The Product Developer will be passionate about creating digital processes that work for the SFO, aligning with our policies and making it easy for users to follow them. They will maintain, design, run and improve functions of the system – getting to grips with business problems and technical solutions, understanding toolsets to build workflows as well as how to configure the platform. The Product Developer role will also require the post holder to actively champion the document management solution, as well seek to develop their own technical understanding of it.

## **Job description**

As a DMS Product Manager you will be responsible for:

Work with the DMS Product Manager to design, implement, and develop SharePoint Online and Power Platform service models, ensuring that administration and governance best practices are followed.

Provide technical implementations and solutions to support the SFO's use of SharePoint, ensuring that colleagues working across the organisation experience a well-developed, well structured technical architecture.

Provide technical administration for the SharePoint Online and Power Platform services ensuring end user access is automatable, auditable, and manageable.

Plan and manage all technical elements of the PowerPlatform service including user access, licences, capacity, connectors, environment strategy, Dataverse and DLP policies to ensure a sustainable service model is developed. and contribute to the ongoing governance of service usage

For more information about the role and for a full list of key responsibilities, please see attached Job Pack.

## **Person specification**

See above and attached Job Pack

## **Behaviours**

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

Changing and Improving

Communicating and Influencing

Delivering at Pace

Managing a Quality Service

Making Effective Decisions

We only ask for evidence of these behaviours on your application form:

Changing and Improving

# Benefits

Alongside your salary of £43,886, Serious Fraud Office contributes £12,713 towards you being a member of the Civil Service Defined Benefit Pension scheme. Find out what benefits a Civil Service Pension provides.

Option to join the Civil Service pension scheme. For further details, click here <http://www.civilservice.gov.uk/pensions>

Generous annual leave provision of 25 days which increases to 30 days after five years' service plus an additional day in recognition of the King's Birthday and the option to buy or sell up to five days' leave per year. Different terms may apply if you are already a Civil Servant.

Discretionary performance-related bonus scheme.

Interest-free season travel ticket, bicycle loan and cycle to work scheme.

Access to the Rental Deposit Salary Advance Scheme which assists employees in meeting the costs of deposits for privately rented homes.

Opportunities for learning and development.

Flexible working arrangements and family-friendly policies.

Voucher for eye care and discounted spectacles.

Access to a range of discounts through membership of the Civil Service Sports and Social Club, CSSC Sports and Leisure. <http://www.cssc.co.uk/>

Maternity and paternity leave provision over and above the statutory entitlements.

Access to My CPS Rewards Gateway. My CPS Rewards offers staff a range of rewards and savings including:

- Discounts with high street retailers

- Savings on grocery shopping at a range of supermarkets

- Special salary sacrifice and recognition schemes

Reloadable gift cards and e-cards

Instant vouchers

Any move to the Serious Fraud 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 vacancy is using [Success Profiles \(opens in a new window\)](#), and will assess your Behaviours and Experience.

#### Application stage

As part of the application process you will be required to provide:

1. A statement of no more than 250 words that explains how your skills and experience meet each of the following essential technical criteria:

Professional IT Certification (Microsoft Power Platform, Microsoft 365)

Knowledge and experience of App development within at least one of the following:

Power Apps

Power Automate

Knowledge and experience of working with PowerPlatform, Purview, Defender and/or Intune

2. A statement of no more than 500 words that explains how your skills and experience meet each of the following essential experience criteria:

Knowledge and experience supporting and developing cloud-based services (M365 and Azure)

Experience in scripting or automation (M365 management in Powershell)

Designing, Developing and Deploying technical solutions to business led or derived problems

3. Provide a 250 word example of how you meet one of the key behaviours for the role Changing and improving

4. A CV outlining your job history and qualifications.

It will not be possible to provide feedback to applicants who are unsuccessful at the application stage.

## **Interview stage**

If you are shortlisted, you will be invited to an interview to explore the following behaviours and essential experience in more depth.

Behaviours:

Communicating and Influencing

Delivering at Pace

Managing a Quality Service

Making Effective Decisions

Essential Experience:

Knowledge and experience supporting and developing cloud-based services (M365 and Azure)

Experience in scripting or automation (M365 management in Powershell)

Designing, Developing and Deploying technical solutions to business led or derived problems

Full details of the interview process will be made available to shortlisted candidates in the invite to interview.

Sift to take place from 29th of January

Interviews are expected to take place from 13th of February.

All dates are indicative and subject to change.

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

## **Security**

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 :	People and Culture
Email :	People@sfo.gov.uk
Telephone :	0207 239 7272

Recruitment team

Email :	People@sfo.gov.uk
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### **Further information**

For external competitions there is no appeal against the selection decision. However, individuals have a right to appeal if they feel that the principle of

appointment on merit through fair and open competition and the Civil Service Commissioners' recruitment principles have not been met. Individuals who want to appeal should do this by setting out their grounds for appeal in an email for the attention of Head of People to [People@sfo.gov.uk](mailto:People@sfo.gov.uk). If, after an internal appeal, you still believe that the Civil Service Commissioners' Principles have not been met, then you can contact the Commission directly: Complaints should be sent in writing to: Civil Service Commission, Room G08, 1 Horse Guards Road, London SW1A 2HQ. Email [info@csc.gov.uk](mailto:info@csc.gov.uk)

