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Software Developer

Department for Business and Trade

Apply before 11:55 pm on Sunday 9th February 2025



Department for
Business & Trade

Reference number

387951

Salary

£34,254 - £39,994

National: £34,254 - £36,142 London: £38,138 - £39,994

A Civil Service Pension with an employer contribution of 28.97%

Job grade

Higher Executive Officer

Contract type

Permanent

Business area

DBT - CMRR - Office for Product Safety and Standards

Type of role

Digital
Operational Delivery

Working pattern

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

Number of jobs available

1

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Location

Birmingham, London

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About OPSS

Do you care about the safety of products and want to protect people and places? Can we use your skills, knowledge and experience to enable UK business to thrive? If the answer is yes, then we would like to hear from you!

We are the Office for Product Safety and Standards (OPSS), part of the Department for Business & Trade (Previously the Department for Business, Energy and Industrial Strategy). We are here for the purpose of making regulation work to deliver real world impact. Regulation is a powerful Government tool to address market failures, influence behaviour and promote positive action. Crafted and delivered well, regulation can be an enabler of growth, innovation and efficiency.

Since early 2018 we have been building a positive and creative team that enjoys a position of influence and respect within an organisation that continues to grow, most recently with the addition of construction products regulation planned.

Our primary purpose is to protect people and places from product-related harm, ensuring consumers and businesses can buy and sell products with confidence

Further information can be found on our website [here](#).

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's recruitment principles. We embrace diversity and promote equality of opportunity. We are committed to building a team that represents a variety of backgrounds, perspectives and skills. There is a guaranteed interview scheme (DCS) for people with disabilities who meet the minimum selection criteria.

We are Inclusive

We are fully committed to being an inclusive employer and ensuring equal opportunities. We are keen to make our workforce as diverse as possible and recognise how important inclusivity is to achieve the best outcomes. We hope to attract applications from all underrepresented groups.

We will ensure that individuals with disabilities are provided reasonable accommodation if required to participate in the job application or interview process, to perform crucial job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.

Job description

About the Team

We are the OPSS Digital and Technology team, and we build digital services focused on product safety and regulation.

Our team is a mixed team of civil servants and contractors that collaborate in agile service teams working on user centred designs.

We have an exciting portfolio of services that have internal and external users and there are already further services in our pipeline for future development.

This is an exciting time to be at OPSS Digital. As a fast-growing area of the Department for Business and Trade, we're raising compliance standards across the board and making a real-world impact on millions of lives nationwide.

This is a mid-level role for an experienced software developer who will have the opportunity to develop and grow in the profession.

OPSS has sites in Birmingham, London and Teddington. This role can be based in either our Birmingham or London office. There will be a need to travel to our other sites on occasions.

About the Role

Software developers are integral to the development, deployment and maintenance of our services to ensure they meet user and business needs.

You will work within an agile delivery team to design, code, test and document programs to enable our services function as required.

We are seeking a Power Platform developer to work on new features, and support business as usual functionality for our internal case management system. Our CMS supports all OPSS operational teams who need to communicate effectively with regulated entities, capture and manage enquiries and cases relating to any regulatory concerns over regulation, use an organisational data set to profile risk effectively, procure and test products to assess legislative compliance, or provide accurate reports on OPSS activities. As a result, we have the provision of a single source of data that not only allows for case management in a consistent manner, but provides staff across the business with a consolidated view of data according to their needs. You will be working in a well-established team that employs Agile methodologies to onboard new features swiftly, whilst attending to live user needs in tandem. You must therefore be confident to contribute to discussions regarding solution options, as well as proactively assist in live support issues.

Our flexible working policy ensures a healthy work-life balance. We also nurture talent and offer a broad range of learning and development opportunities that will help you flourish in your role.

We work hard to maintain a positive working culture and are committed to helping you fulfil your potential. We value diversity and provide an open, inclusive and supportive environment to help you do your best work.

If you're interviewed, you will be tested on technical skill, behaviours and strengths.

Key Responsibilities

Due to the iterative nature of our delivery model, you must:

- Be confident in your ability to produce quality outcomes that withstand scrutiny according to acceptance criteria.

- Support your peers in their efforts to achieve a clean release.

- Be confident in pivoting your focus in the event of a live support issue that may take priority over known work.

- Ensure pipeline releases between environments are achieved successfully.

Be comfortable working alongside users, business analysts and user researchers to reach a common consensus on a solution that will satisfy user needs, or be proficient in explaining where a user need cannot be resolved.

You can find out more about what we expect from a software developer here: [Software developer - Government Digital and Data Profession Capability Framework \(ddat-capability-framework.service.gov.uk\)](https://ddat-capability-framework.service.gov.uk)

Person specification

The below is a list of characteristics which may be helpful in this role. These will not be assessed throughout the recruitment process, but are laid out to help candidates understand more about the role.

Essential criteria

The below criteria are essential and will be assessed at application stage.

Our case management system is based on a Microsoft Dynamics Customer Service foundation. You will have good knowledge of the following components;

- Power Apps to quickly build low-no code user interfaces to support existing and new business applications, primarily model driven.

- Power Automate to provide automation tasks, or to enable system to system interconnection.

- Data-verse to house our business data and associated security models

- SharePoint features to supplement data storage and aid the overarching user experience

Additionally, you will;

- Have experience in working within an Agile environment where collaboration is crucial,

- Be comfortable contributing to communities of practice to share knowledge and experiences for dissemination to the Digital team.

Our AI Usage Guidelines

We welcome the use of AI tools during your application process, as they can assist you in crafting your CV and personal statement. However, it is crucial that all submitted information is factually accurate and genuinely represents your own ideas and experiences.

Your application may be rejected, and you could face disciplinary measures if plagiarism is detected. Plagiarism includes presenting others' ideas and experiences, or content generated by artificial intelligence (AI), as your own.

The information in your CV and personal statement will be verified during both the sift stage and your interview.

Behaviours

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

- Delivering at Pace

- Changing and Improving

Technical skills

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

- Software Development Practices

Benefits

Alongside your salary of £34,254, Department for Business and Trade contributes £9,923 towards you being a member of the Civil Service Defined Benefit Pension scheme. [Find out what benefits a Civil Service Pension provides.](#)

- Learning and development tailored to your role

- An environment with flexible working options

- A culture encouraging inclusion and diversity

- A Civil Service pension with an employer contribution of 28.97%

We recognise the challenges that people with (multiple) protected characteristics may experience on the job market and in their career progression. We are fully committed to being an inclusive employer and ensuring equal opportunities. We are keen to make our workforce as diverse as possible, and we hope to attract applications from underrepresented groups, including ethnic minorities, people with a disability, and people with gender diverse identities.

Please refer to the attached candidate pack for further information on our benefits.

Things you need to know

Selection process details

This vacancy is using [Success Profiles \(opens in a new window\)](#), and will assess your Behaviours, Strengths, Experience and Technical skills.

Interviews for this vacancy will be conducted virtually. We will, however, consider in-person interviews by exception.

Please ensure that you check your emails regularly as all updates from us will be sent to you this way.

To apply for this post, you will be asked to complete the following as part of the online application:

A **CV** setting out your career history, with key responsibilities and achievements. Provide employment history that relates to the essential criteria, and that any gaps in employment history within the last 2 years are explained. The CV should not exceed more than **2 x A4 pages**.

A **Personal Statement** of up to **750 words**, explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role in reference to the essential criteria.

In the event of a large number of applicants, an initial short sift will be conducted on the **Personal Statement**. Candidates who pass the initial sift

may be progressed to a full sift or progressed straight to assessment/ interview.

As part of your interview, you will be asked to deliver a short oral presentation, details will be provided prior to your interview.

It is likely that the sift will take place **1-2 weeks** after the closing date and interviews **3-5 weeks** after the closing date, though this is subject to change.

Reasonable Adjustments

We are committed to supporting candidates so they can perform at their best throughout the recruitment process. This includes making reasonable adjustments to our process. In order to request an adjustment:

Complete the Assistance required section on the Additional requirements page of your application form to tell us what changes or help you might need further on in the recruitment process.

Alternatively contact the Government Recruitment Service at DBTrecruitment.grs@cabinetoffice.gov.uk as soon as possible before the closing date to discuss your needs.

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

Candidate Support

You may want to join a virtual [Candidate Support Session](#). These sessions include helpful tips and advice on the recruitment process, from application to interview.

Please see attached Candidate Pack for further information on: Diversity and Inclusion; Benefits; Learning and Development; Working Patterns and what we deliver as a department.

Further Information

A reserve list may be held for a period of 12 months from which further appointments can be made. Reserve Lists will be for each location and appointments made in merit order based on location preferences.

Any move to the Department for Business and Trade from another employer will mean you can no longer access childcare vouchers. This includes moves between government departments.

The Department will not consider sponsoring a visa or issuing a Certificate of Sponsorship. We are unable to offer advice on any Visa and Immigration cases.

New entrants are expected to join on the minimum of the pay band.

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. Any applicant who has 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.

Terms and Conditions are attached. Please take time to read the document to determine how these may affect you.

Please note the successful candidate will be expected to remain in post for a minimum of 18 months before being released for another role.

This role may be considered as a secondment opportunity. Please reach out to the hiring manager listed at the bottom of this advert to discuss.

Candidates that do not quite meet the standard for this role may be offered a position at a lower grade.

In order to process applications without delay, we will be sending a Criminal Record Check to Disclosure and Barring Service on your behalf.

However, we recognise in exceptional circumstances some candidates will want to send their completed forms direct. If you will be doing this, please advise Government Recruitment Service of your intention by emailing [Pre-](#)

EmploymentChecks.grs@cabinetoffice.gov.uk stating the job reference number in the subject heading.

Feedback

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.

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 : Erin Kehoe

Email : OPSS.recruitment@businessandtrade.gov.uk

Recruitment team

Email : dbtrecruitment.grs@cabinetoffice.gov.uk

Further information

Our recruitment process is underpinned by the principle of appointment on the basis of fair and open competition and appointment on merit, as outlined in the Civil Service Commissioners Recruitment Principles.

If you feel your application has not been treated in accordance with these principles and you wish to make a complaint, you should in the first instance contact DBT by email: Resourcing@businessandtrade.gov.uk.

If you are not satisfied with the response you receive, you can contact the Civil Service Commission, which regulates all Civil Service recruitment.

For further information on bringing a complaint to the Civil Service Commission please visit their web pages: Click [here](#) to visit Civil Service Commission/Complaints.

