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# **Deputy Director, Project Delivery - £81,000 - £117,800 p.a. + benefits**

Medicines and Healthcare Products Regulatory Agency

**Apply before 11:55 pm on Sunday 8th February 2026**



Medicines & Healthcare products  
Regulatory Agency

## **Reference number**

446403

## **Salary**

£81,000 - £117,800

A Civil Service Pension with an employer contribution of 28.97%

## **Job grade**

SCS Pay Band 1

**Contract type**

Permanent

**Business area**

MHRA - Healthcare, Quality and Access Group

**Type of role**

Project Delivery

**Working pattern**

Flexible working, Full-time

**Number of jobs available**

1

## Contents

Location

About the job

Benefits

Things you need to know

Apply and further information

## Location

London

# About the job

## Job summary

We are currently looking for a **Deputy Director, Project Delivery** to join our **Authorisation Lifecycle Function** within the **Healthcare, Quality & Access group**.

This is a **full-time** opportunity, on a **permanent** basis. The role will be based in 10 South Colonnade, Canary Wharf London, E14 4PI. There may be a requirement to travel nationally and internationally with overnight stays as needed.

## Who are we?

The Medicines and Healthcare products Regulatory Agency enhance and improve the health of millions of people every day through the effective regulation of medicines and medical devices, underpinned by science and research.

The objective of the Healthcare Quality and Access portfolio is to drive quality and critically appraise benefits and risks to inform robust decisions on healthcare access including accelerated access pathways. It will do this by bringing together a fusion of our capabilities across both medicines and medical devices to enable licensing and market access, as well as ensuring compliance with regulations and standards.

## Job description

This role leads on the delivery of a digitally enabled change programme designed to update and modernise all our regulatory processes, to ensure they are fit for purpose and efficient. The programme will use the best emerging technologies to enable our highly skilled workforce to make prompt and risk proportionate decisions about the safety and efficacy of medicines and medical devices.

The programme of work is part of our wider ambition to make the MHRA the regulator of choice internationally, bringing innovative medicines and

medical devices (including AI) to UK patients first and supporting the growth and development of the UK Life Sciences industry.

### **Key responsibilities:**

Successful delivery and operational implementation of the programme deliverables across MHRA business as usual functions.

Day-to-day management and leadership of the project and the project team which is representative of each of the operations business areas, working with the appropriate expertise across each business area to provide effective leadership and management controls.

Work collaboratively with the SRO and Programme Director to manage senior stakeholders.

### **Person specification**

Our successful candidate will demonstrate the following.

One of the qualifications or accreditations listed in the person specification, or suitable experience in project delivery

Literate in Digital, Data & Technology (DDaT) practices and capable of effectively engaging with technical staff, suppliers and stakeholders to define the best approach to service design and delivery of the roadmap

Experience of service redesign

Leadership - Proven experience of leading and implementing complex projects. Managing multi-disciplinary teams. Delivering digital services at pace that enables users to adopt new ways of working along with evidence of behavioural and cultural change.

Understanding of project delivery governance including service assessments, spend controls, and accessibility, security and data protection requirements

### **Person Specification:**

**Method of assessment: A=Application, T=Test, I=Interview, P=Presentation**

## **Behaviour Criteria:**

**Leadership** - Proven experience of leading and implementing complex projects. Managing multi-disciplinary teams. Delivering digital services at pace that enables users to adopt new ways of working along with evidence of behavioural and cultural change. **(I, P)**

**Seeing the Bigger Picture** ability to create a compelling vision and purpose in delivering programme outcomes with credibility, clarity and impact across various internal and external stakeholders. Aligning programme outcomes with operational needs and strategic outcomes. **(I, P)**

**Making Effective Decisions** - Ability to build a consensus across a large and often diverse group of stakeholders and develop strategic relationships with internal and external suppliers managing risk to deliver successful programme outcomes on time and to budget. **(A, I)**

**Communicating and Influencing** - Strong stakeholder management, ability to engage, influence and negotiate with senior stakeholders, building effective partnerships across technical, policy and operational areas to delivery programme outcomes successfully and safely. **(A, I)**

## **Experience Criteria:**

Experience of service redesign **(P)**

Understanding of project delivery governance including service assessments, spend controls, and accessibility, security and data protection requirements **(A)**

Experience of managing delivery risks and issues, proactive approach to dependency management, prioritisation and problem-solving to unblock and find solutions to issues. **(I)**

## **Technical Criteria:**

One or more of the following qualifications/accreditation or a suitable experience in project delivery: **(A)**

PRINCE2 Practitioner

Agile Project Management Practitioner

APM Chartered Project Professional

Major Projects Leadership Academy  
Project Leadership Programme  
Leading and Managing Project Workstreams

In-depth knowledge of the regulatory environment in which the Agency works with particular experience in complex data usage. **(A, I)**

Literate in Digital, Data & Technology (DDaT) practices and capable of effectively engaging with technical staff, suppliers and stakeholders to define the best approach to service design and delivery of the roadmap(s). **(A)**

### **Strengths Criteria**

Motivator **(I)**

If you would like to find out more about this fantastic opportunity, [please read our Job Description and Person Specification!](#)

**Please note: The job description may not open in some internet browsers. Please use Chrome or Microsoft Edge. If you have any issue viewing the job description, please contact [careers@mhra.gov.uk](mailto:careers@mhra.gov.uk)**

## **Benefits**

Alongside your salary of £81,000, Medicines and Healthcare Products Regulatory Agency contributes £23,465 towards you being a member of the Civil Service Defined Benefit Pension scheme. [Find out what benefits a Civil Service Pension provides.](#)

Annual Leave: 25 days annual leave on entry, rising by one day for each completed year of service to a maximum of 30 days and pro-rata for part-time staff. PLUS 8 bank holidays

Privilege Leave: 1 day

Hours of Work: 37 hours (net) per week for full time staff in all geographical locations, including London and pro rata for part-time staff

Occupational Sick Pay (OSP): One month full pay/one month half pay on entry, rising by one month for each completed year of service to a maximum of five months full pay/five months half pay

Mobility: Mobility clause in contracts allowing staff to be mobile across the Civil Service

Civil Service Pension Scheme. Please see the link for further information <http://www.civilservicepensionscheme.org.uk/> For enquiries relating to the Civil Service Pension Schemes please contact MyCSP's Pension Service Centre directly on 0300 123 6666

Flexible working to ensure staff maintain a healthy work-life balance

Interest free season ticket loan or bike loan

Employee Assistance Services and access to the Civil Service Benevolent Fund

Eligibility to join the Civil Service Motoring Association (CSMA)

Variety of staff and Civil Service clubs

On-going learning and development

## 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**

We use the Civil Service Success Profiles to assess our candidates, [find out more here.](#)

Online application form, including questions based on the Behaviour, Experience and Technical Success Profiles. Please ensure all application questions are completed in full; your application may not be considered if any responses are left blank. Our applications are CV blind, and our Hiring Managers will not be able to access your CV when reviewing your application.

Presentation, to be prepared as part of your interview, with further information being supplied when you reach this stage.

Interview, which can include questions based on the Behaviour, Experience, Technical and Strengths Success Profiles.

**In the instance that we receive a high number of applications, we will hold an initial sift based on the lead criteria (Experience) of candidates demonstrating the understanding of project delivery governance including service assessments, spend controls, and accessibility, security and data protection requirements.**

Applicants are assessed on whether they meet any mandatory requirements as well as the necessary skills and experience for the role. Applications are scored based on the competency-based answers provided- ensure you have read these thoroughly and allow sufficient time. You can view the competencies for this role in the job description.

## **Use of AI in Job Applications**

**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 for more information on appropriate and inappropriate use.**

**If you require any disability related adjustments at any point during the process, please contact [careers@mhra.gov.uk](mailto:careers@mhra.gov.uk) as soon as possible.**

**Closing date: 8th February 2026**

**Shortlisting date: 13th February 2026**

**Interview date: week commencing 23rd February 2026**

If you need assistance applying for this role or have any other questions, please contact [careers@mhra.gov.uk](mailto:careers@mhra.gov.uk)

Candidates will be subject to UK immigration requirements as well as Civil Service nationality rules. Further information on whether you are able to apply is available here.

Successful candidates must pass a disclosure and barring security check as well as animal rights and pro-life activism checks. People working with government assets must complete basic personnel security standard checks.

Certain roles within the MHRA will require post holders to have vaccinations, and in some circumstances, routine health surveillance. These roles include:

Laboratory-based roles working directly with known pathogens

Maintenance roles, particularly those required to work in laboratory settings

Roles that involve visiting other establishments where vaccination is required

Roles required to travel overseas where specific vaccination may be required.

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.

Any move to the MHRA 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 [here](#).

Standard Cabinet Office rules on pay will apply to civil servants appointed on level transfer or promotion. Their salary will increase to the minimum of the SCS PB1 range or by a promotion award of up to 10% more than their current basic salary excluding all allowances (whichever is the greater).

Individuals appointed on level transfer will retain their existing basic salary excluding all allowances. You may be eligible for a non-consolidated annual bonus payment, subject to successful performance, in line with the Senior Civil Service pay arrangements. These are set annually within the guidelines laid down by the Cabinet Office.

Successful candidates may be subject to annual Occupational Health reviews dependent on role requirements. If you have any queries, please contact [careers@mhra.gov.uk](mailto:careers@mhra.gov.uk).

Successful candidates may be subject to annual Occupational Health reviews dependent on role requirements. If you have any queries, please contact [careers@mhra.gov.uk](mailto:careers@mhra.gov.uk).

In accordance with the Civil Service Commissioners’ Recruitment Principles our recruitment and selection processes are underpinned by the requirement of selection for appointment on the basis of merit by a fair and open competition. If you feel your application has not been treated in accordance with the Recruitment Principles and you wish to make a complaint, you should firstly contact careers@mhra.gov.uk

If you are not satisfied with the response you receive, you can contact the Civil Service Commission at: [civilservicecommission.independent.gov.uk](mailto:civilservicecommission.independent.gov.uk)

[info@csc.gov.uk](mailto:info@csc.gov.uk)

Civil Service Commission

Room G/8

1 Horse Guards Road

London

SW1A 2HQ

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

This role has a minimum assignment duration of 3 years. An assignment duration is the period of time a Senior Civil Servant is expected to remain in the same post to enable them to deliver on the agreed key business outcomes. The assignment duration also supports your career through building your depth of expertise.

As part of accepting this role you will be agreeing to the expected assignment duration set out above. This will not result in a contractual change to your terms and conditions. Please note this is an expectation only, it is not

something which is written into your terms and conditions or indeed which the employing organisation or you are bound by. It will depend on your personal circumstances at a particular time and business needs, for example, would not preclude any absence like family friendly leave. It is nonetheless an important expectation, which is why we ask you to confirm you agree to the assignment duration set out above.

## **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**

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 : Julian Beach

Email : Julian.Beach@mhra.gov.uk

Recruitment team

Email : Careers@mhra.gov.uk

## **Further information**

In accordance with the Civil Service Commissioners' Recruitment Principles our recruitment and selection processes are underpinned by the requirement of selection for appointment on the basis of merit by a fair and open competition. 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 the Resourcing Team at [Careers@mhra.gov.uk](mailto:Careers@mhra.gov.uk), in the first instance. If you are not satisfied with the response you receive you can contact the Civil Service Commission at:

[civilservicecommission.independent.gov.uk](mailto:civilservicecommission.independent.gov.uk) - [info@csc.gov.uk](mailto:info@csc.gov.uk) - Civil Service Commission Room G/8 1 Horse Guards Road London SW1A 2HQ

