Product Manager/Owner (Band2/Grade7)

Health and Safety Executive

Apply before 11:59pm on Tuesday 4th January 2022

Reference number

169716

Salary

£53,360 - £59,625

Grade

Grade 7

Contract type

Fixed Term

Length of employment

25 Months

Business area

HSE - Operational Services Division (OSD)

Type of role

Digital
Project Delivery

Working pattern

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

Number of posts

2

Location

East Midlands (region), East of England (region), North East (region), North West (region), Scotland, South East (region), South West (region), Wales, West Midlands (region), Yorkshire and the Humber (region)

About the job

Summary

Diverse perspectives and experiences are critical to our success and we welcome applications from all people from all backgrounds with the experience and skills needed to perform this role. We look forward to receiving your application.

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 Health and Safety Executive (HSE) is the independent regulator for work-related health and safety. Our purpose is to protect people and places - we save lives and we are highly regarded both nationally and internationally. The benefits that our work brings to business, workers and the UK economy are clear. Improved health and safety risk management protects workers and translates into reduced sickness absence, lower healthcare and welfare costs, and better productivity.

Why we're recruiting
HSE is maturing its approach to managing and delivering change to enable the delivery of our ambitious roadmap of transformation and we're building a team of change, project management and delivery professionals to support this work.

We are leading on a number of cross government, multi agency programmes in addition to a series of internal transformational initiatives: from establishing a new Building Safety Regulator to a post EU exit Chemicals regulation regime. We're designing new digital services to transform the way we deliver services and regulate, enabling new operating models, and transitioning to agile methods of development and delivery.

The team we're building
We're seeking a range of project managers, change and business improvement managers, business analysts and subject matter specialists to work alongside a wider community of delivery partners and operational teams. Delivery partners range from top tier consulting houses to SMEs focused on digital innovation. You will work alongside Digital, Data and Technology professionals as well as operational and subject matter experts from HSE divisions. We're seeking change agents who relish the opportunity to lead in a rapidly maturing environment.

Overall Purpose
This is an exciting opportunity to help us lead, drive and deliver significant change across HSE, driven by a new strategy and a number of new and challenging transformation programmes.

Job description

As the Product Owner you will be responsible for the quality of the products that will delivered by the HSE. You will be responsible for the overall vision and quality of the products being delivered, in conjunction with the programme director. You will identify opportunities for improving business outcomes and enhancing benefits, looking to continuously improve the quality, capability and efficiency of your products.

You will use your knowledge of user needs and business goals to frame and solve problems and set priorities for delivery teams, identify opportunities for improving business outcomes and look to continuously improve the quality, capability and efficiency of products and services.

You can develop a long-term vision and objectives. You are discerning and disciplined in focusing on what is important and most relevant. You know how to develop the capability of others.
• DDaT perspective. You know about the wider digital economy and advances in technology. You understand agile working at an organisational level. You can create the environment for success. You know how to initiate and support working with other digital, data and technology (DDaT) roles, job families and professions.
• Life-cycle perspective. You know how to successfully lead teams through the full product life cycle. You can identify which tools and techniques should be used at each stage. You can develop sustainable support models. You can identify and deal with potential risks across or between all stages of the product life cycle. You know how to coach others. You can contribute to the assessment of other teams, providing guidance and support as they move through stages of the product life cycle.
• Problem ownership. You know how to anticipate problems and how to defend against them at the right time. You understand how the problem fits into the larger picture. You can articulate the problem and help others to do it. You know how to build problem-solving capabilities in others.
• Product ownership. You can start to define and create approaches. You know how to coach others. You can implement new ways of working. You are aware of what other sectors are doing. You understand what is most important and applicable.

Responsibilities

• Form the vision for the products that you own, and engage teams and stakeholders in the development of that vision over time, leading the production of roadmaps, release plans and lifecycle plans for the delivery and maintenance of the product(s) as well as inputting into the departmental wide approach.
• Act as the main point of contact for stakeholder groups.
• Take a product through its lifecycle (e.g. discovery, alpha, beta, live) including HSE internal governance and GDS service assessments.
• Represent users and focus on their needs throughout the delivery process.
• Lead the prioritisation process for the work that needs to be done by the development team by creating and maintaining a product backlog which balances immediate user needs with the long-term investment in development and overall business benefits.
• Ensure products are designed to standards, including the Government Digital Service Standard, TDA standards, Technology Code of Practice and Accessibility legislation, providing final sign off on any completed functional development prior to the deployment to a production environment for your product(s).
• Take the lead in using product or service usage data, and user feedback to devise new ideas for functionality or new ways of working with a continuous improvement mindset and take a lead in promoting such evidence/data driven design across the wider department.

Experience-essential
• Good interpersonal skills with the ability to understand, empathise with, negotiate and influence

individuals and groups.

• Successful track record promoting the needs of the team, and of the product; understanding how these may vary between the different phases of a product Lifecycle.

• Experience in agile working and coaching others to work in an agile way.

Experience-desirable

• Experience of working on new, complex projects/programmes of work.

• Experience of working in a complex regulatory environment.

• Knowledge and experience of Cabinet Office spending controls.

Other skills

• Agile working. You know how to coach and Lead teams in Agile and Lean practices, determining the right approach for the team to take and evaluating this through the Life of a project. You can think of new and innovative ways of working to achieve the right outcomes. You are able to act as a recognised expert and advocate for the approaches, continuously reflecting and challenging the team. (Relevant skill Level: expert)

• Experience of working within constraints. You know how to influence, challenge and coach. You can anticipate how constraints might change and know where to challenge or remove constraints. (Relevant skill Level: expert)

• Operational management. You keep abreast of industry best practice and can cascade ways of working. You know how to make operations efficient. You can act as the escalation point for major operational issues and champion operational management across the community. You can work closely with Leaders of operational delivery teams in digital, data and technology (DDaT). (Relevant skill Level: expert)

• User focus. You know how to give direction on which tools or methods to use. You are experienced in meeting the needs of users across a variety of channels. You can bring insight and expertise in how user needs have changed over time to ensure these are met by the business. You know how to apply strategic thinking in how to provide the best service for the end user. (Relevant skill Level: expert)

• Financial ownership. You understand the marketplace, realising the benefit and persuading others that a product is the right one to use. You know how to integrate a product with other services. You can ensure that products get used. You can realise benefits by Linking work in progress back to the business case. You can build business cases based on user needs.

Behaviours

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

    Making Effective Decisions
    Communicating and Influencing
    Changing and Improving
    Leadership

Benefits

We invest in our people with;

•Competitive rates of pay

•Access to the highly competitive Civil Service Pension Scheme to which HSE contribute 27.9%, far more than in the private sector.

•Family friendly policies and working hours to help balance your home Life and career

•25 days annual holiday increasing to 30 days after 5 years' service, plus bank holidays and 1-day Civil Service privilege Leave

• Parental Leave benefits: Maternity, adoption or shared parental Leave of up to 26 weeks full pay followed by 13 weeks statutory pay and a further 13 weeks unpaid, and paternity Leave of 2 weeks full pay.

Allowances

This post is eligible for Excess Fares Allowance. A successful internal candidate currently based at another office may be entitled to Excess Fares Allowance in Line with HSE policy (http://intranet/finance/expenses/excess-fares-allowance-policy.htm)

Things you need to know

Security

Successful candidates must pass a disclosure and barring security check.

People working with government assets must complete basic personnel security standard checks.

Selection process details

This vacancy is using Success Profiles, and will assess your Behaviours, Strengths and Experience.

As part of the application process you will be asked to complete a CV and Personal Statement (Max word Limit 750)

Your personal statement should demonstrate how you meet the Key Responsibilities as set out in the job description and essential criteria.

Please access the following Link for guidance on how to apply and how to complete a Statement of Suitability https://www.civiL-service-careers.gov.uk/how-to-appLy/

The Sift will take place during the week commencing 3rd January 2022 and you will be assessed on your personal statement and CV. We may contact you for an informal telephone conversation as part of the sifting process.

If you are successful at sift stage you will be invited to an interview which will be a blended approach of strength based questions and some behaviour based and technical skills questions as outlined above.

As part of your interview you'll be asked to deliver a 5-minute presentation to assess your technical skills, details of which will be sent with your invite to interview..

These dates may change subject to business needs

Please note, due to current COVID restrictions, interviews will take place using MS Teams, where you will be required to have access to;

A Laptop - personal or work
A webcam
Good internet access
MS Teams

Further Information

Existing Civil Servants and applicants from accredited NDPBs are eligible to apply, but will only be considered on Loan basis (Civil Servants) or secondment (accredited NDPBs). Prior agreement to be released on a Loan basis must be obtained before commencing the application process. In the case of Civil Servants, the terms of the Loan will be agreed between the home and host department and the Civil Servant. This includes grade on return.

It is the candidate's responsibility to ensure they are aware of the terms and conditions they will adopt should they be successful in their application. For a summary of HSE terms and conditions as part of Civil Service Reform, please see the attached document.

Any move across the Civil Service on or after 4 October 2018 may have implications on an employee's ability to carry on claiming childcare vouchers.

If you have a disability and you need an application form in an alternative format or you would Like to know more about our recruitment process, please contact: hr.resourcing-team@hse.gov.uk

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

Nationality requirements

This job is broadly open to the following groups:

- UK nationals

- nationals of Commonwealth countries who have the right to work in the UK

- nationals of the Republic of Ireland

- nationals from the EU, EEA or Switzerland with settled or pre-settled status or who apply for either status by the deadline of the European Union Settlement Scheme (EUSS)

- relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service

- relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service

- certain family members of the relevant EU, EEA, Swiss or Turkish nationals

Further information on nationality requirements

Working for the Civil Service

The Civil Service Code 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.

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.

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: Mark Hamilton
Email: Mark.Hamilton@hays.com
Telephone: 0161 228 6266

Recruitment team :

Email: hr.resourcing-team@hse.gov.uk

Further information

If you believe that Civil Service Commission principles of selection for appointment on merit on the basis of Fair and Open competition have not been met you can raise a complaint by emailing: HR.Resourcing-Team@hse.gov.uk or by writing to HSE at the following address: HSE Resourcing Team2.3 Redgrave Court Merton Road Bootle Merseyside L20 7HS If you are not satisfied with the response you receive from the Department, you can contact Civil Service commissioners: https://civilservicecommission.independent.gov.uk/code/civilservicecodecomplaints/

www.hse.gov.uk