



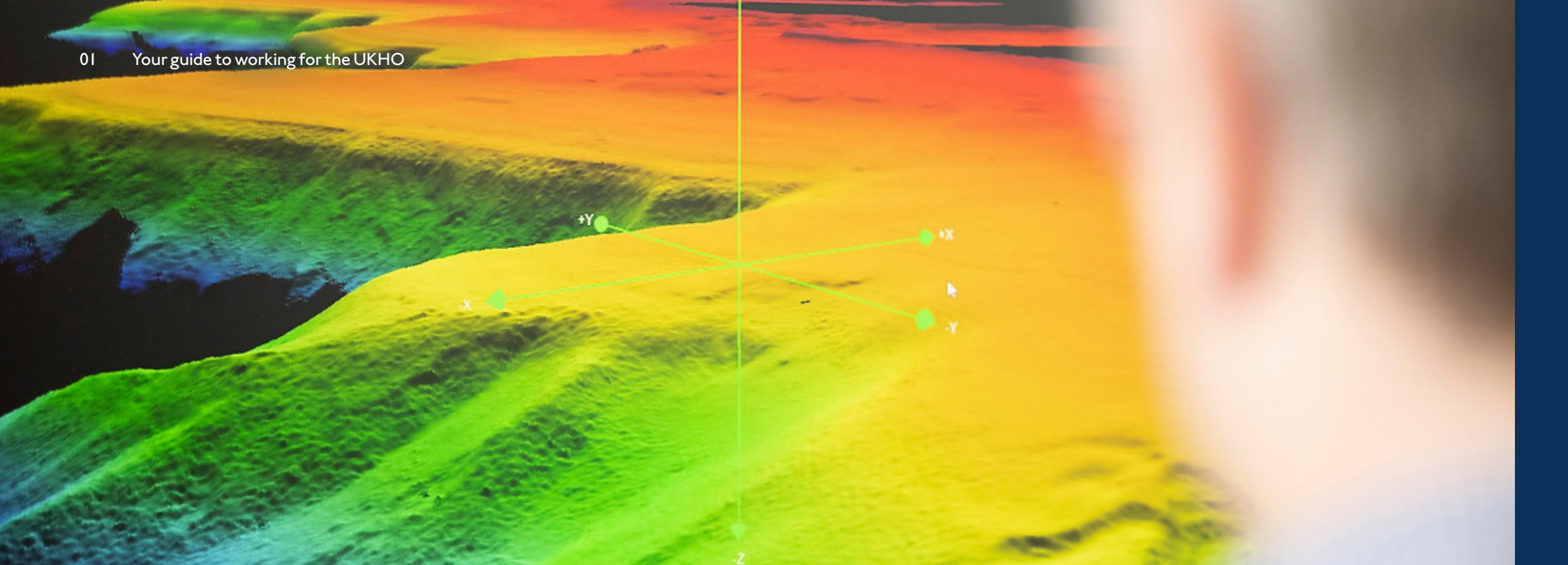
Candidate recruitment pack

UKHO Chief Digital Technology Officer



UK Hydrographic
Office

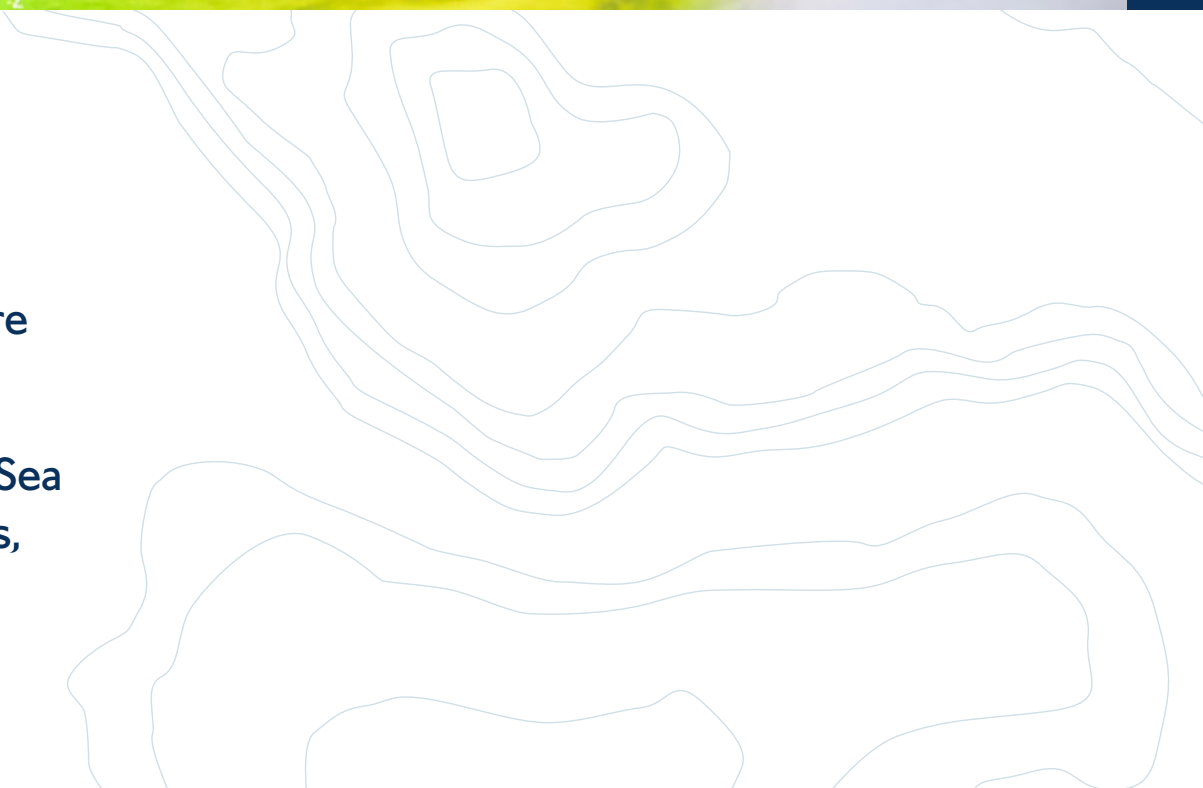
ADMIRALTY



What we do

We are a world-leading centre for hydrography. Our maritime data solutions support safe, secure and thriving oceans.

We fulfil the UK government's Safety of Life at Sea obligations and are relied upon by defence users, government and global shipping.





Our mission and status

Working with partners across the globe, we source, process and provide access to data from seabed to surface.

This data is shared with a wide range of users to help unlock a deeper understanding of the world's oceans and make best use of the marine environment.

Our mission

To meet national, Defence and civil requirements for navigational and other hydrographic information, products and services in the most efficient manner.

Our status

We are an Executive Agency of the Ministry of Defence (MOD) with Trading Fund status, and we fulfil our public task at no additional expense to the tax payer.

This is us

Our public task

- Satisfy SOLAS obligations delegated to UKHO
- Support UK Defence, Security, Development and Foreign Policy
- Represent and provide advice to the UK Government in the fields of hydrography, oceanography, marine cartography, maritime boundaries and Limits and computational astronomy
- Comply with Legal obligations which fall to UKHO as a public body

Our purpose

For safe, secure and thriving oceans

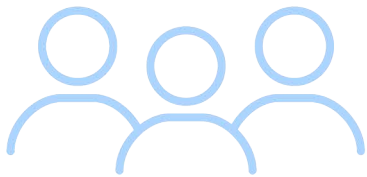
Our vision

We are the beacon for quality, innovative navigational solutions; trusted by customers and partners worldwide

Our values

Together

We combine our strengths



Responsibility

We do the right thing



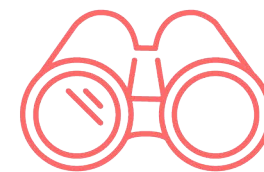
Excellence

We lead the way



Discovery

We reach beyond boundaries



A place for you...

Read on to find out about the role,
our culture and what we offer.

- Chief Digital Technology Officer role
- Diversity, equality and inclusion
- Rewards and benefits

Chief Digital Technology Officer

Role overview

We require a Chief Digital and Technology Officer (SCS PB I) to join us at our Head Office in Taunton, Somerset, where we offer excellent flexibility and a hybrid working environment.

You will be a full member of the UKHO's Executive Leadership Team, empowering and inspiring leadership and contributing to the UKHO's wider strategic direction. You will promote creativity and diversity of thought, and help to shape our digital future with changes to our systems, services, culture and ways of working at an unprecedented rate.

The UKHO plans to make significant investment over the next 5 years for digital transformation and we seek an experienced leader who is able to support us in harnessing this investment to improve success for our customers and staff, overseeing excellent services.

Our digital & technology services are at the heart of this change and when you join us you will continue our ambitious digital and organisational transformation, enhancing digital services for our customers' service delivery and broadening our critical activity in response to customer demand and reducing our technology debt.

Reporting to the CEO you will be fundamental to these changes and meeting our obligations to our core customer, the Royal Navy, for national charting, and in sustaining our share of the global merchant shipping market.



Chief Digital Technology Officer

Summary of role and responsibilities

You will lead our passionate and talented team of 200 strong, digital & technology professionals, you will champion, support, and lead, providing clear direction, customer centricity, togetherness, and support, fostering and maintaining a culture that reflects our core values.

As a critical part of our Executive Leadership Team you will be mutually accountable for meeting the UK's Safety of Life at Sea commitments through the design, ownership, delivery and success of our corporate strategy.

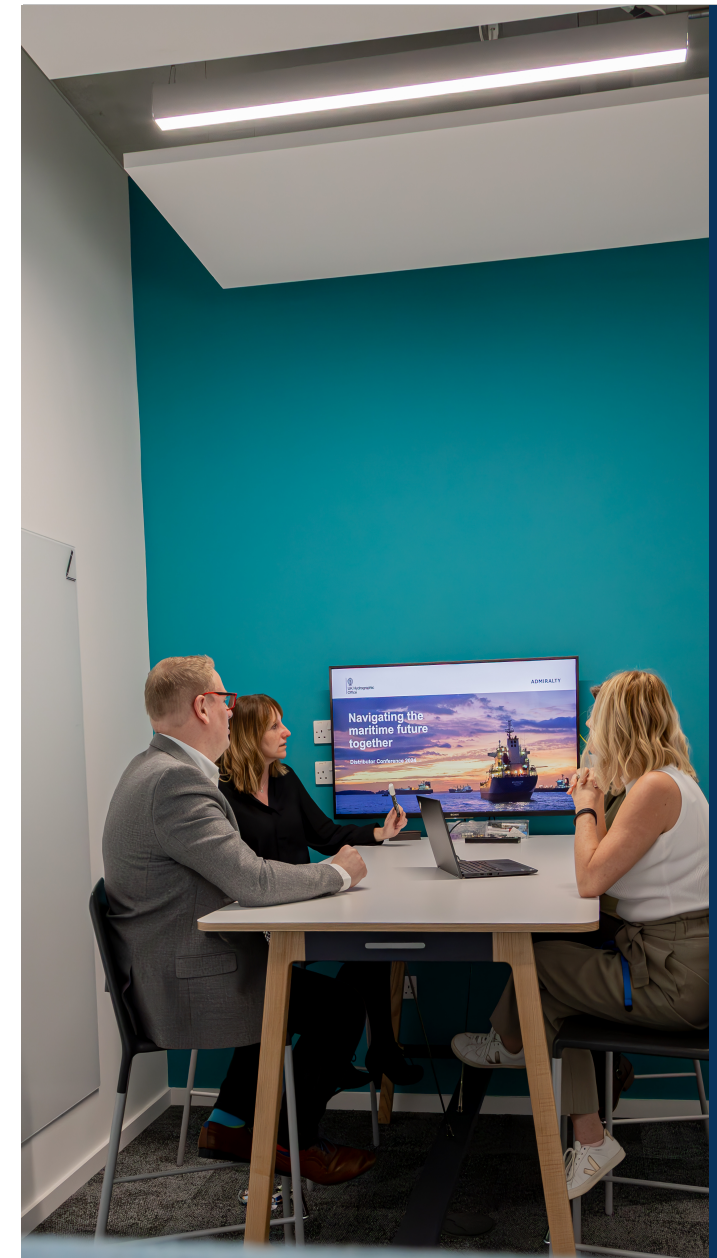
You will lead on our digital and technical vision, defining, innovating, and delivering our strategic objectives and serving as a change agent throughout the organisation, delivering a shift in service delivery and developing cost-effective, sustainable, technological capability.

You will work closely with stakeholders, building strong working partnerships, developing digital and data skills and ensuring effective talent acquisition, people development and performance management.

You will be a part of a wider digital community which will allow you to support and enable UKHO's strategies to your best ability, whilst ensuring alignment and coherence.

You will foster key high-level partnerships both within, and external to Government, to strengthen and scale the UKHO's technology delivery capability and deliver value for money.

Working closely with Defence Digital, The Government Digital Service, wider Government and colleagues, this role offers a great opportunity to collaborate and learn from others, whilst ensuring the effective delivery of excellent digital services for our customers and staff.



Chief Digital Technology Officer

Person specification

You will be highly experienced in managing a large and highly effective digital/technology team with a diverse range of skills and capabilities (as well as suppliers and stakeholders) in a complex organisation.

A visible, empowering and inspiring leader, who can create a culture of trust as a platform for promoting innovation, creativity, motivation and diversity of thought.

Able to combine public sector values with those of an ambitious and innovative commercial enterprise.

Confident to challenge at all levels and influence decision making, structures and processes to lead an effective organisation.

Experienced in ensuring governance, compliance and security requirements are adhered to.

You will have a track record of leading and delivering digital transformation and will be a proven leader with the ability to lead and work at a strategic and operational level.

Experienced in delivering not just new products and technologies, but also the team building, capability development, processes, systems and skills that underpin them.

High levels of personal drive and an interest and passion for innovation and delivering results.

Our technology division incorporates enterprise architecture, software and database technology, software development, cyber security, dev ops, system administration and test methodologies, data intelligence and engineering, product and service management and development and IT governance. An appreciation or understanding of some of these areas highly beneficial.

Passionate to deliver quality with experience in raising standards and effectively challenging to find common sense solutions to problems and the delivery of high-quality services and outcomes.

Commercially aware with sound judgement and the capacity to research and analyse issues.

Strategic thinker who can take the broader view and set the long-term strategy, and articulate a vision effectively, obtaining buy-in and engagement from others across an organisation.

Leadership behaviours

Behaviours, Experience, Technical and Strengths for this role;

This will be assessed against Level 5 Success Profiles – Civil Service Behaviours (publishing.service.gov.uk).

The Behaviours we will be assessing will be:

- Leadership
- Making Effective Decisions
- Communicating and Influencing
- Changing and Improving

A place for everyone

We are committed to being an inclusive organisation, encouraging equality, diversity and inclusion among our people, and eliminating unlawful discrimination and we know that ensuring equality, diversity and inclusion is essential to meeting our core function and business aims.

Everyone has a role in creating an inclusive, safe, and supportive working environment where colleagues feel valued and want to work.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel included, respected, and able to fulfil their potential.

We embrace Diversity and Inclusion (D&I). People from all walks of life work with us, because diverse perspectives mean more innovative solutions.

We believe everyone should have access to the same opportunities irrespective of our individual differences.

We have a D&I Forum and a community of networks which sit within it.

Some of our networks include:

- Women's Network
- Science, technology, engineering, mathematics
- Mental Health Awareness Group
- LGBTQ+
- Christian Fellowship
- Disabilities Group



Amazing culture, they really take the time to ensure our wellbeing as well as our professional development.

Alison Kennedy – Recruitment Specialist



A place which values you

We pride ourselves on offering a great working environment, with forward thinking policies and reward structures that benefit all our employees.



Generous holidays

We know you need a break so offer 26.5 days annual leave, rising to 31.5 days after five years – plus nine paid bank holiday days each year (pro-rata for part-time employees).



Family first thinking

Our onsite nursery and enhanced maternity leave pay, adoption and shared parental pay, shows how much we value our staff and their family life.



Flexible working

We offer a range of flexible working options, from hybrid working to condensed hours, job shares and career breaks for greater work/life balance.



Outstanding pension

Saving for the future is vital and our pension contribution rates are currently up to 27.9%.



Discounts and rewards

We have reward, recognition and discount schemes to ensure we help all employees where we can.



Award winning office

Our state of the art office in Taunton, Somerset, has exceptional facilities, including an onsite gym.

Take the next step...

Read on for additional information about the application process.

- Application process
- Pre-interview assessment
- Pre-employment checks at the UKHO
- Additional information
- Current initiatives
- Contact details

Application process

All applications for this role will be managed by our agent Green Park.

The closing date for applications is 13 October 2024.

Late applications will not be accepted.

Please apply directly on the Green Park website: <https://micro.green-park.co.uk/ukho/>

If you would like further information please contact Lucy Kythreotis or Darcie Stumpf:

Lucy.Kythreotis@green-park.co.uk

Darcie.Stumpf@green-park.co.uk

You will need to provide the following:

1. A CV setting out your career history, with responsibilities and achievements.

2. A statement of suitability (1 000 words max) explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role, with particular reference to the criteria set out in the person specification.

Please note that the statement of suitability is an important part of your application and is as much the means by which you will be assessed as your CV.

Application process

Recruitment into the Civil Service is governed by the Civil Service Commission.

We work to a strict constitutional framework (in which all civil servants work) that ensures that all of our recruitment and selection is on merit and conducted in a fair and open manner.

More detailed information can be found on the Civil Service Commission website:
civilservicecommission.independent.gov.uk

The Civil Service Commission has two primary functions:

- Providing assurance that selection for appointment to the Civil Service is on merit on the basis of fair and open competition. For the most senior posts in the Civil Service, the Commission discharges its responsibilities directly by overseeing the recruitment process and by a Commissioner chairing the selection panel.
- Hearing and determining appeals made by civil servants under the Civil Service Code which sets out the Civil Service values – Impartiality, Objectivity, Integrity and Honesty – and forms part of the relationship between civil servants and their employer.

Application process

During the recruitment process, after the shortlist has been compiled, there will be two types of Pre-Interview Assessment that will be used during the recruitment campaign for this role;

- Psychometric tests / Leadership assessments

- Staff engagement exercise

Details of these will be shared after the shortlist meeting has taken place.

The recruitment panel will be chaired by:

Vanessa Blake

UKHO Chief Executive

In addition to Vanessa Blake, the following individuals will sit on the interview panel:

Amy Carrillo, UKHO Head of People division

Tom Betts, UKHO Non-Executive Director

Andrew Selves, MOD Nuclear Emergency Planning Policy Assistant Head

Timeline:

Opening date:

16 September 2024

Closing date:

13 October 2024

Interview calls with Green Park:

w/c 21 October 2024

Shortlist decided:

4 November 2024

Psychometric testing:

w/c 11 November 2024

Stakeholder engagement exercise:

w/c 18 November 2024

Outcomes:

w/c 23 November 2024

Final panel interviews:

w/c 2 December 2024

Pre-interview assessment

Green Park has researched 12 leadership behaviours which are critical for high performance. This Wave/Hogan Model defines future-focused and inclusive attributes in four clusters; Knows Self, Leads People, Advances Inclusion and Shapes Transformation. Together, they form the foundation for our psychometric assessment and Wave/Hogan Inclusive Leadership Index Report.

All shortlisted candidates will go through the following Wave/Hogan assessment process:

1. Shortlisted candidates will be contacted by Green Park via email to complete the Wave/Hogan psychometric assessment.

This will take 30 minutes to complete, and candidates do not need to prepare anything in advance.

2. Candidates will be invited to select a date/time for a 90-minute validation interview with a Green Park psychologist.

This will be held online via MS Teams. The purpose of this interview is to discuss and elaborate on the results of the online assessment and their work experiences so that insight shared in the final Wave/Hogan Leadership Index Report is a well-rounded mix of both qualitative and quantitative data.

3. The psychologist will complete the Wave/Hogan Leadership Index Report based on the psychometric data and interview discussion.

This report will detail information about candidates' skills and experience as well as their values, motives, and drivers to give a rounded picture of their suitability for the role, as well as an overall summary of strengths, areas to probe and suggested interview questions.

4. Following the validation interview, candidates may request their personalised Wave/Hogan report based on the psychometric assessment data.

Pre-employment checks at the UKHO

How we manage our responsibility on nationality rules related to Civil Service recruitment.

- If you are successful at interview, you will be checked against the HMRC PAYE Employment History Database to verify employment records. Please note that IF there are gaps in your employment history, we will request references from you to cover the employment gaps.
- Your personal details – Name, NI Number and date of birth will be checked against the Civil Service Fraud database (IFD). Anyone included on the IFD will be refused employment (unless they can show exceptional circumstances).
- We shall send you a Fair Processing Notice to notify you prior to this check (for GDPR purposes). If you are refused employment because of the IFD check, our HR Department will be in touch to inform you.
- Candidates will be subject to UK immigration requirements (Right to Work Checks).
- This is a reserved post and is therefore only open to sole UK nationals.
- Successful applicants will require Developed Vetting (DV) and therefore need to have resided in the UK for a minimum of 5 years within the last 10 years.
- Please note: at least one year of this must have been a consecutive twelve-month period, unless you have served overseas with HMG – Majesty's Government, or have lived overseas as a result of your parent's or partner's Government employment.
- In the event you are offered a role with us, you will be required to go through Basic Personnel Security Standard (BPSS) checks which will include Employment and Right to Work Checks. You will also need to apply for SC Clearance which will allow you to start while the DV checks progress.

Additional information

For UK Nationals currently living outside of the UK (but who still meet the minimum residency requirement).

- If you have not been resident in the UK for the the last 10 years (for DV clearance) then you may be requested to supply the information below:
 - Evidence of your actual overseas residence (bills or rental agreements confirming addresses etc.).
 - Police Certificate providing confirmation that no criminal record is held in the overseas country of residence.
 - Reference/Confirmation of employment from an employer in the overseas country of residence.
- Reference/Confirmation of residence or travel from friends, companions or fellow travellers that have knowledge of or have been in the company of you, when resident outside of the UK.
- Reference from a UK based organisation maintaining contract with a sponsorship of you, while residing overseas.

Current initiatives

Applying with confidence and veteran opportunities.

Disability Confident Scheme – guaranteed interview

- UKHO embraces diversity and promotes inclusion and equality of opportunity. We are a **Disability Confident** employer, which includes offering a guaranteed interview to candidates with disabilities, providing they meet the minimum selection criteria. If you are a disabled candidate and wish to be considered under the Disability Confident guaranteed interview scheme, please ensure you select the correct response while applying.
- By 'minimum selection criteria' we mean that the evidence you provide in your application must demonstrate that you meet the minimum pass mark, set by the short-list panel, for each criteria listed in the 'short-list' section, above. The short-list panel will not be made aware of any disability you may choose to declare; this information will be processed solely by HR, in accordance with Data Protection legislation.

Great Place to work for Veterans Scheme – guaranteed interview

- When you apply for a role through Civil Service Jobs, you will be prompted to enter whether you are eligible for the Great Place to Work for Veterans Initiative and whether you would like to apply for the role through this route.
- In order to use the Great Place to Work for Veterans Initiative, you must also meet the minimum standard for the role you would like to apply for.
- The minimum standard is the combination of experience, behaviours, strengths, abilities and technical/professional skills that a candidate will need to perform effectively in the role. For more information – see here: **Great Place to Work for Veterans**

Current initiatives

Redeployment Interview Scheme (RIS):

- Under this scheme, the UKHO offer an interview to a fair and proportionate number of civil servants who are at risk of redundancy and who meet the minimum job requirements.
- For example, you may be at risk if your work area has launched a voluntary or compulsory redundancy scheme that you're eligible for, or you are aware that your employer has begun consultation on how to reduce staff in your immediate team or work area. Information will be processed solely by HR, in accordance with Data Protection legislation.

To be considered for an interview, you must:

- Have good reason to believe that you are likely to be made redundant in the near future
- Have demonstrated in your application and testing stages that you meet the minimum job criteria detailed in the person specification
- Be applying for a job at the same grade as, or lower than, your current job
- The application form will ask if you want to apply under the Redeployment Interview Scheme.



Contact details

If you have any questions or would like to know more, please contact:

Lucy.Kythreotis@green-park.co.uk

Darcie.Stumpf@green-park.co.uk



UK Hydrographic
Office

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