



Job Title	Senior Product Manager
Contract Type	This is a permanent and pensionable appointment
Business Area	Directorate for Digital
Main Location	Victoria Quay, Edinburgh, EH6 6QQ
Salary	£49,420 - £61,617
Profession / Specialism	Digital, Data and Technology
DDaT Profession Pay Supplement and Professional Development	<p>This post is part of the Scottish Government DDaT profession.</p> <p>It attracts a £4000 DDaT Pay Supplement after a 9 month competency qualifying period. Pay supplements are temporary payments designed to address recruitment and retention issues caused by market pressures and are subject to regular review.</p> <p>As a member of the profession you will join the Professional Development Scheme, currently BCS RoleModel<i>plus</i>.</p>
Nationality Requirements	<p>Nationality Requirements</p> <p>This job is broadly open to the following groups:</p> <ul style="list-style-type: none"> • UK nationals • nationals of Commonwealth countries who have the right to work in the UKs • nationals of the Republic of Ireland • nationals from the EU, EEA or Switzerland with (or eligible for) status under 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
Working Pattern	This is a full time vacancy, however applications from people wishing to work an alternative working pattern will be considered.



Guaranteed Interview Scheme	<ul style="list-style-type: none">Applicants claiming a guaranteed interview will be invited for further assessment should they meet the minimum essential criteria listed in this document.
Reserve List	In the event that further posts are required, a reserve list of successful candidates will be kept for up to 9 months.
Further Information	<p>Further information on the post is available from Alastair Hutchinson who can be contacted at alastair.hutchison@gov.scot.</p> <p>If you have any queries relating to your eligibility on the grounds of Nationality or Qualifications, or if you have any difficulty applying for this role, please contact recruitment@gov.scot.</p>

Information about the Business Area

A Changing Nation: How Scotland will thrive in a digital world, our new digital strategy has been published in March 2021. This strategy sets out the measures which will ensure that Scotland will fulfil its potential in a constantly evolving digital world and sets out our plans for ensuring that we put digital at the heart of everything we do. A key part of this is improving service users' access to services and eliminating unnecessary duplication, including through the implementation of common platforms, processes and standards.

The Digital Transformation Service (DTS) sits within Scottish Government's Digital Directorate and acts as the single front door for all digital transformation support across the public sector.

Its vision is that "all services provided by Scottish Government and related organisations are well designed, accessible, and inclusive". The service aims to realise this vision in the following ways:

- Find Help – provide advice and guidance to public sector organisations on their digital transformation journey
- Self Help – ensure public sector organisations have access to the right materials to help them to help themselves
- Lead and Participate – provide specialist resources to public sector organisations to support them to build the capacity and capability to meet their needs
- Data & Analytics – identify common risks, blockers and lessons learned from across the public sector and support their resolution
- Create the Right Environment – build and utilise networks and communities from across the public sector to disrupt the resistance to change.

Information about the Role

The post holder will be a key part of the team as DTS transforms from 'minimum viable service' into a fully user centred service that meets the needs of service users and public sector stakeholders.

As Senior Product Manager you will play a pivotal role in leading the management of the Digital Transformation Service delivery and service transformation efforts. You will be leading and working with a multi-disciplinary team and reporting into a C2 Service Owner to deliver a complex digital

programme in line with the Digital Scotland Service Standards (formally the Digital 1st Standards).

Specific Duties

Engage senior stakeholders across the Division, Directorate and broader public sector, including at CEO and/ or SCS level.

Maintain alignment of delivery to the service vision and service objectives.

Manage the service roadmap, ensuring stakeholders are bought in and that delivery teams understand what is required of them.

Manage and prioritise the backlog of work, ensuring delivery is evidence based and reflect user needs.

Ensure quality of outputs; write acceptance criteria and sign off work, as appropriate.

Lead a multi-disciplinary team, building their digital maturity and ensuring they are working effectively in an agile way while also creating a supportive delivery environment underpinned by wellbeing.

Ensure the service is having the desired impact through analysing data and iterating the delivery priorities accordingly.

Act as a conduit between the team and the Senior Responsible Officer and Service Owner.

Identify opportunities to reuse best practice Product Management tools, templates, methods and insights across the public sector.

Provide best practice Product Management advice, guidance and signposting to organisations as required.

Support recruitment of Product Management capability across the sector as required.

Essential Criteria

1. Experience of delivering complex transformation programmes, working with a multi-disciplinary team to deliver user centred service design.
2. Experience of best practice agile methods and Product Management approaches.
3. Proven experience of stakeholder management and excellent communication skills to find a workable route with stakeholders through complex policy or programme delivery issues.
4. Ability to effectively plan and manage conflicting demands on your time whilst delivering to tight deadlines in a busy, change environment.

Digital, Data and Technology (DDaT) in Scottish Government

This is a crucial time for digital, data and technology specialists as government harnesses digital technologies, skills and tools to transform public services. The DDaT Function comprises around 18,000 digital, data and technology colleagues across UK and devolved governments, and it is rapidly scaling up nationwide in the face of a rapidly changing society and circumstances.

Find out more about Digital, Data and Technology Profession in Scottish Government on gov.scot

Find out more about the UK wide Digital, Data and Technology Profession on [GOV.UK](https://gov.uk)

Application Process

To apply for this post, you will need to provide the information requested below via the online application process. These must be combined into one document as the system can only accept a single document upload per application.

- You should submit a CV (no more than 2 sides of A4) and a personal statement (no more than 750 words).
- Your CV and personal statement should include your career history and other relevant self-taught/non-work-related experiences that are relevant to the essential criteria for the role. Please also include detail of your responsibilities and achievements.

You should tailor your CV and personal statement to reflect the role you are applying for and clearly outline that you have the essential skills and criteria needed for the job.

Failure to submit a single combined document (CV and personal statement) will mean the panel only have limited information on which to assess your application against the essential criteria.

When reviewing your application we will be assessing your career history and achievements against the essential criteria for the role. We're looking for examples of things you have previously achieved or your knowledge in a particular field which are relevant to the role.

Where the criteria states that you must hold a qualification, you need only state that you do or do not hold the qualification and provide any other information you feel relevant.

We would recommend that you prepare your answers before you begin the online application process.

Competencies Required

All roles in the Digital, Data and Technology profession are aligned to the [DDaT Competency Framework](#). This role is aligned to **Senior Product Manager** in the Product & Delivery job family.

If you are selected to attend an assessment, we will ask you to complete a technical assessment and an interview as part of the processes. You will be tested against the technical competencies appropriate for the role as detailed on the framework.

The Skills for Success Competencies required for this role are shown below. You will be tested against these competencies at interview.

- Leading Others
- Improving Performance
- Analysis and Use of Evidence
- Communications and Engagement

[Scottish Government Competencies \(PDF\)](#)

[Competencies for Band C Roles \(PDF\)](#)