United Kingdom
Debt Management
Office

disability
confident
EMPLOYER

Role Profile

Vacancy Summary

Job title:	Project Manager	Job reference:	HUM1110- 552
Reporting to:	UK Debt Management Office	Team:	Project Management, Business Delivery
Closing Date:	1 February 2026	Interviews w/c	16/02/2026 (indicative)
Salary Range:	£62,000 – £77,000	Contract Type:	23 month FTC

About the Role

The role requires an experienced & strong project manager with the ability to lead on critical Finance projects. The candidate should have experience in managing and successfully delivering high profile and high impact Finance projects within budget and to tight timescales.

This role will be within the DMO's Project Management team. Based in our IT team, this is a fixed term contract role which is key to the successful delivery of the DMO's Workplan programme. The Project Manager will be required to ensure effective delivery of all project deliverables with the project whether business change or changes and

About the Team:
The Project Management team is responsible for delivering the Workplan Programme. This consists of a number of projects spread across IT and the Business areas to ensure that the DMO meets its objectives. There is a wide variety of projects from IT technical upgrades, to deploying new systems, enhanced business functionality and introducing efficiency changes. The team consists of 6 Project Managers, one Programme Manager and a Project Management Officer.

Essential Skills:

1. Experience running projects for Financial Systems including Trading Systems and Payment Systems.

2. Initiating a Project including preparing the Project Brief and Project Initiation Documents

3. Managing key stakeholders including running Project Board meetings with Microsoft PowerPoint presentations.

4. Managing the cost, time and quality aspects of the project

5. Delivering change through projects successfully

6. Managing change to projects through the Change Control process

7. Prioritising work and making effective decisions

8. Delivering multiple projects in tight timelines working with Development, Testing and Infrastructure

9. Maintaining a risk and issue log for projects.

10. Running Project Meetings with the Project Team

Desirable Skills:

1. Experience using the Microsoft Toolset for Projects including DevOps

2. Experience of running projects using the Microsoft Azure Platform, including the use of Power Apps Platform.

Sift Criteria

For this vacancy, we will use the <u>Civil Service Success Profiles</u> to assess you against the following Behaviours, Experience and Technical Skills:

- **Experience: 1 (Lead Criteria)** – Experience of working with Financial Services products
- **Experience: 2** – Experience of resolving issues and recovering challenging projects
- **Experience: 3** – Evidence of leading projects
- **Technical: 1** – Evidence of a Project Management Qualification
- **Behaviour: 1** – Communicating and Influencing - Evidence of good communication skills

<u>To apply:</u>
Please send a CV and supporting statement to Recruitment@dmo.gov.uk

Candidates – Please ensure your supporting statement and CV clearly demonstrate how you meet the Essential skills and criteria. Your CV and supporting statement and application question will be assessed. The application question will be used to assess the lead sift criteria

Please note a sift based on the lead criteria may be conducted if in the event of a large number of applications being received. Candidates who pass the initial sift may be progressed to a full sift or progressed straight to interview.

Application details

Stage 1
Application:
- CV & Supporting Statement (750 word max)
- Application Questions (Refer to below)
Send all
Recruitment@dmo.gov.uk
in either Word or PDF formats

Stage 2
Shortlisting:
- Please note that only candidates shortlisted for interview will be informed of the progress of their application.
- Feedback will only be provided to those invited to attend an interview.

Stage 3
Interview:
- Inperson/via teams
- Technical Test

Stage 4
Interview Feedback:
- Feedback on the interview and your performance provided
- If successful you will be required to gain Security Clearance before a start date can be agreed

Application Questions Consider and answer the below question. Max 250 words

- Please could you give an example of a Financial Service project you project managed, the budget for the budget, the timeline at initiation and the total timeline it took and challenges you had to overcome delivering the project.

Supporting statement and CV

It is essential when submitting your personal statement that you provide as much detail as possible, and utilise the full word count given, explaining your motivation for the role and against the essential criteria outlined above as this will be used in conjunction with your CV to assess candidate suitability to move to the next stage of the recruitment process. Incomplete applications will not be reviewed.

AI

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.

Interview

Applicants for this post will be assessed against the elements of the Success Profiles recruitment framework listed above. The candidates will also undertake a numerical assessment on the day of the interview.

At interview you will be assessed on the following behaviours

- Changing & Improving

- Making effective decisions

- Communicating & Influencing

- Working Together

- Managing a quality service

- Delivering at pace

Please visit the following pages to find out more:

- UK DMO Careers

- Career FAQ Page

If you need any reasonable adjustments to take part in the selection process, please tell us about this in your application form. If you would like to speak to the DMO recruitment team regarding this, you can contact them via email at Recruitment@dmo.gov.uk. A reserve list may be held for up to 12 months from which further appointments may be made for the same or similar roles.

Timetable

These dates are indicative and may be subject to change.

Applications close on Sunday 1 February 2026 at 23:55
Sifting. w/c 2 February 2026
interviews w/c 16 February 2026

Working arrangements

Hours of work/Hybrid working

The working hours of this post are 36 hours per week excluding lunch breaks. This post is available on a full-time basis although part time/job share/flexible working hours may be considered.

We are an operational business and delivery of our Remit is a priority. We are a London based organisation and our contracts reflect that our place of work is our London office.

UKDMO is a flexible employer. We work in small teams and individuals have a say in how they do their work. Where employees have health or caring responsibilities, we are empathetic to different situations.

We work a hybrid pattern. From 1st April 2024 our expectation is for employees to work remotely for 40% of their time and 60% of their time in the office. This is in line with the rest of the Civil Service and much of the private sector. We measure this over a rolling month so that individuals can plan their time, in agreement with their line manager, and in order to meet business need.

In agreeing how we work, UKDMO has to balance the need to meet all business objectives, including working collaboratively, with our understanding of individual circumstances.

Eligibility Statement

Individuals appointed to the DMO will be subject to National Security Vetting. To allow for meaningful checks to be carried out applicants will normally need to have lived in the UK for at least 3 out of the past 5 years. A lack of UK residency in itself is not always a bar to security clearance, but the Department will need to consider eligibility on a case by case basis using all information that can be obtained following a successful application.

Data Protection

The DMO will keep your personal details and other information relating to your application for a maximum of two years following the close of the campaign, for audit purposes only after which time it will be securely destroyed. All data is held securely and takes account of our obligations under the General Data Protection Regulation (GDPR).

Civil Service Commission

The DMO's recruitment processes are underpinned by the recruitment principles of the Civil Service Commissioner, which outline that selection for appointment is made on merit on the basis of fair and open competition. https://civilservicecommission.independent.gov.uk/recruitment/recruitment-principles/

Civil Service Commission