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# Curriculum Manager/ Developer    MHRA Academy - £46,160 p.a. + benefits

Medicines and Healthcare Products Regulatory Agency

**Apply before 11:55 pm on Friday 13th February 2026**



**Reference number**

446567

**Salary**

£46,160

A Civil Service Pension with an employer contribution of 28.97%

**Job grade**

Senior Executive Officer

**Contract type**

Permanent

**Business area**

MHRA - Corporate Group

**Type of role**

Human Resources  
Operational Delivery

**Working pattern**

Flexible working, Full-time

**Number of jobs available**

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## Location

Canary Wharf, London

# About the job

## Job summary

We are currently looking for a **Curriculum Manager/Developer** to join our **People** Function within the **Corporate** group.

This is a **full-time** opportunity, on a **permanent** basis. The role will be based in 10 South Colonnade, Canary Wharf London, E14 4PU.

Government departments and agencies are working towards implementing a minimum 60% attendance in office sites.

We are currently implementing a flexible, hybrid way of working, with a minimum of 8 days per month working on site to enable the collaboration and contact with partners and stakeholders needed to deliver MHRA business. Attendance on site is driven by business needs so depending on the nature of the role, this can flex up to 12 days a month, with the remainder of time worked either remotely or in the office. Some roles will need to be on site more regularly.

## 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 People function is part of the Corporate Group, along with Finance, Commercial and Infrastructure and Laboratory Services functions which are led by the Chief Finance Officer. The People function is separately led by the Chief People Officer, who is a member of the Unitary Board.

The People function focusses on: attracting and retaining the best people, developing exceptional people and leaders, valuing diversity, and promoting wellbeing and health, investing in a healthy culture, and enabling great performance and delivery.

## **Job description**

### **What s the role?**

The role sits within the MHRA Academy team which is an exciting new initiative aiming to set standards for MHRA Regulatory training and qualification, ensuring that the learning and development provided to key front-line colleagues is of the highest quality. Working with Subject Matter Experts you will play a pivotal role in shaping, managing and designing all aspects of the Academy s technical and regulatory curriculum. You will lead on the design, development, curation and continuous improvement of innovative, accessible, and effective elearning and blended solutions and content that support the professional development and accreditation of our assessors, inspectors, and wider scientific staff.

### **Key responsibilities:**

#### **Curriculum Development & Learning Design**

Work collaboratively with accreditation leads, subject matter experts (SME) and professional leads to identify key learning needs and develop structured learning pathways.

Map existing technical and regulatory learning materials and, deciding upon the most appropriate and effective means of delivery, translate,

adapt, and integrate them into modularised Academy curriculum programmes and content.

Define clear learning objectives for new curriculum products and design and develop blended learning solutions that reflect adult learning principles, offering a variety of formats such as eLearning, instructor-led training, simulations, job aids, videos, or self-guided learning.

Develop or commission high-quality, accessible and inclusive content that meets a diverse range of learner needs and preferences, incorporating learning analytics and user feedback to inform design.

Ensure that all learning content meets accessibility standards (e.g., WCAG2,2) and adheres to internal style guides and branding.

## **Learning Management System (LMS) & Digital Learning**

Working alongside the LMS implementation team, you will be responsible for all activities related to the organising, hosting, curating and administering Academy related content and products on the new Learning Management System and will produce reports and data in relation to their performance.

You will be responsible for all aspects of quality assurance and evaluation of Academy curriculum products and also stakeholder engagement in relation to the promotion of Academy products and content.

## **Person specification**

### **Who are we looking for?**

Our successful candidate will have the following:

Be an experienced learning and development professional with a keen interest in, and experience of, all aspects of learning design and in particular in designing and developing a variety of engaging learning content and products using authoring tools and reflecting best practise learning theories.

Effective at collaborating with a variety of stakeholders to identify key learning needs and work with them to design structured learning pathways.

Can work alongside the new Learning Management System (LMS) implementation and administration team to curate, organise, host and track curriculum modules and learning activities within a new agency-wide LMS.

Proactive in acting on learner feedback, assessments, and performance data to ensure continuous improvement of products and modules and incorporating innovation where appropriate.

### **Person Specification:**

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

### **Behaviour Criteria:**

Developing Self and Others **(I)**

Working Together **(I)**

Managing a Quality Service **(A, I)**

Seeing the Bigger Picture **(I)**

Communicating and Influencing **(I, P)**

### **Experience Criteria:**

Substantial experience of LMS management, content creation and the use of learning authoring tools to produce effective and engaging learning products **(A)**

Experience across all aspects of the learning cycle with a particular focus on designing and developing innovative and accessible effective learning interventions across a variety of formats **(A, P)**

### **Technical Criteria:**

Relevant CIPD level 5 (or equivalent qualification) in learning and development, or equivalent demonstrable experience **(A)**

### **Strengths Criteria**

Learner **(I)**

Focussed **(I)**

Improver **(I)**

Courageous **(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 £46,160, Medicines and Healthcare Products Regulatory Agency contributes £13,372 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

### The selection process:

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 of: **Learning Management Systems (LMS) management, content creation and the use of learning authoring tools to produce effective and engaging learning products.**

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.

**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: 13 February 2026

Shortlisting date: 06 March 2026

Interview date: 17 & 19 March 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](#).

Individuals appointed on level transfer will retain their existing salary and are responsible for ensuring they fully understand the financial implications of any potential move and the impact (if any) on their terms. If an individual is in any doubt, they should seek clarification before accepting a job offer.

Staff joining on promotion will receive up to a 10% increase of their current basic salary, or the pay band minimum, whichever is the greater.

The individual will not retain any allowances paid by the former department/ Agency, unless there are special circumstances, such as a reserved right to those allowances on transfer.

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, in the first instance, you should contact the MHRA Recruitment Team at [careers@mhra.gov.uk](mailto: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](http://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.

## **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 : Sarah Cook

Email : [sarah.cook@mhra.gov.uk](mailto:sarah.cook@mhra.gov.uk)

Recruitment team

Email : [Careers@mhra.gov.uk](mailto: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](http://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

