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# Senior Content Designer (Ref: 14822)

Ministry of Justice

**Apply before 11:55 pm on Sunday 1st March 2026**



**Reference number**

449486

**Salary**

£58,511 - £70,725

The national salary range is £58,511 - £65,329, London salary range is £63,343 - £70,725. Your salary will be dependent on your base location

A Civil Service Pension with an employer contribution of 28.97%

**Job grade**

Grade 7

Grade 7

**Contract type**

Permanent

**Type of role**

Digital

**Working pattern**

Flexible working, Full-time, Part-time

**Number of jobs available**

2

## Contents

Location

About the job

Benefits

Things you need to know

Apply and further information

## Location

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

## About the job

**Job summary**

This position is based Nationally

## **Job description**

**Senior Content Designer**

**Location:** National\*

**Closing Date:** 1st March

**Interviews:** Expected w/c 16th March

**Grade:** 7

(MoJ candidates who are on a specialist grade, will be able to retain this grade on lateral transfer)

**Salary: National: £58,511- £65,329**

**London: £63,343- £70,725**

**Working pattern:** Full-time, Part-time, flexible working

**Contract Type:** Permanent

**Vacancy number:** 14822

**\*We offer a hybrid working model, allowing for a balance between remote work and time spent in your local office. Office locations can be found [ON THIS MAP](#)**

The Role

We're recruiting for **x2 Senior Content Designers** at [Justice Digital](#), to be part of our warm and collaborative user-centred design community, based in Office of the Public Guardian Digital & Probation Digital.

**This role aligns against [Senior Content Designer](#) role from the Government Digital and Data Framework.**

About the Office of the Public Guardian Digital:

The Office of the Public Guardian (OPG) is recruiting for a Senior Content Designer to join our friendly, creative and delivery-focused product team. As a member of OPG Digital, you'll be enabling users to stay in control of decisions about their health and finance, and to make important decisions for others who cannot decide for themselves, whilst delivering on OPG's commitment to provide its services in both English and Welsh. OPG is part of the Ministry of Justice (MoJ).

About Probation Digital:

In Probation Digital we are creating a world class digital-first probation service that reduces reoffending. We are working hard to solve challenges at the heart of our justice system with a probation service that is under increasing pressure. Our aim is to deliver simpler, better, faster digital services for frontline staff and people on probation.

To help picture your life at [Justice Digital](#) please take a look at our [blog](#) and our [Digital and Technology strategy 2025](#).

## Key Responsibilities:

Create content and develop strategies to help digital services and platforms meet user needs and business objectives

Help teams manage and visualise outcomes, define scope and agree on the best processes to follow

Advise teams on how to create great content, assure the quality of content from more junior colleagues and guide their development

Monitor and improve content based on user feedback, research and data

Work effectively with subject matter experts, stakeholders and partners to support commitments while delivering user-led services

Ensure all content is user-focused, accurate and uses relevant design patterns, components and styles; this includes establishing and contributing to styles and patterns

Take an overall perspective on business issues, wider implications and long-term impact, and how content can help solve challenges

Support the wider content community with peer reviews, content audits, knowledge management and benchmarking

If this feels like an exciting challenge, something you are enthusiastic about, and want to join our team please read on and apply!

## Benefits

37 hours per week and flexible working options including working from home, working part-time, job sharing, or working compressed hours.

We are committed to nurturing our staff and provide lots of training and development opportunities with learning platforms such as: Linux Academy, O Reilly, Pluralsight, Microsoft Learning, Civil Service Learning

10% dedicated time to learning and development with a budget of £1000 a year per person

Generous [civil service pension](#) based on defined benefit scheme, with employer contributions of 26-30% depending on salary.

25 days leave (plus bank holidays) and 1 privilege day usually taken around the Kings birthday.

Option to buy or sell annual leave

Wellbeing support including access to the Calm app.

Our values are Purpose, Humanity Openness and Together. Find out more [here](#) about how we celebrate diversity and an inclusive culture in our workplace. Candidates must submit **a CV and Statement of Suitability** (750 words max) which describes how you meet the requirements set out below, from the essential criteria:

Proven experience as a content designer, able to create and iterate clear, accessible user-centred content that communicates complex issues

Able to persuade, influence, network and work collaboratively with stakeholders and business leads, with experience presenting content concepts, propositions and deliverables

Successful candidates who meet the required standard will then be invited to a 1-hour panel interview held via video conference, which will include a Content Design task. Details of the task, will be shared with candidates ahead of the interview.

## Application Guidance

### [Application Guidance](#)

Managing a Quality Service

A diverse panel will review your application against the Person Specification above. Should you be unsuccessful in the role that you have

applied for but demonstrate the capability for a role at a lower level, we reserve the right to discuss this opportunity with you and offer you the position without needing a further application. Terms & Conditions

If you have any questions, please feel free to contact [digitalanddatarecruitment@justice.gov.uk](mailto:digitalanddatarecruitment@justice.gov.uk)

Please review our [Terms and Conditions](#) which set out how we recruit and provide further information related to the role and salary arrangements.

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.

#### Use of Artificial Intelligence

A reserve list may be held for up to 12 months, from which further appointments may be made.

#### Developing Self and Others

#### Communicating and Influencing

In Justice Digital, we recruit using a combination of the [Government Digital and Data Profession Capability](#) and [Success Profiles](#) Frameworks. We will assess your Experience, Technical Skills and the following Behaviours during the assessment process:

Please access the following link for guidance on how to apply and how to complete a Personal Statement

Should we receive a high volume of applications, a pre-sift based on Proven experience as a content designer, able to create and iterate clear, accessible user-centred content that communicates complex issues will be conducted before the sift.

Experience working collaboratively in fast-paced, multidisciplinary agile teams

In the statement of suitability, candidates should outline their experience and suitability, in no more than 250 words per section, against the following 3 criteria (750 words max)

### How to Apply

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](#) and the [Civil Service D&I Strategy](#).

We welcome the unique contribution diverse applicants bring and do not discriminate based on culture, ethnicity, race, nationality or national origin, age, sex, gender identity or expression, religion or belief, disability status, sexual orientation, educational or social background or any other factor.

You must be willing to be assessed against [the requirements](#) for BPSS clearance.

Compassionate maternity, adoption, and shared parental leave policies, with up to 26 weeks leave at full pay, 13 weeks with partial pay, and 13

weeks further leave. And maternity support/paternity leave at full pay for 2 weeks, too!

5 additional days of leave once you have reached 5 years of service.

Nurturing professional and interpersonal networks including those for Careers & Childcare, Gender Equality, [PROUD](#) and [SPIRIT](#)

Season ticket loans, childcare vouchers and eye-care vouchers.

Free membership to BCS, the Chartered Institute for IT.

#### Essential

Experience working collaboratively in fast-paced, multidisciplinary agile teams

Able to persuade, influence, network and work collaboratively with stakeholders and business leads, with experience presenting content concepts, propositions and deliverables

Experience mentoring, coaching and developing junior or mid-weight content designers, with the ability to support career growth and maintain high-quality content standards across the team

An understanding of end-to-end journeys, how content is affected and consistency maintained throughout

Experience developing content strategies or identifying content solutions to meet user needs and business objectives

Proven experience as a content designer, able to create and iterate clear, accessible user-centred content that communicates complex issues

#### Person Specification

Some offices may have a subsidised onsite Gym.

5 days volunteering paid leave.

Bike loans up to £2500 and secure bike parking (subject to availability and location)

## **Person specification**

Please refer to Job Description

## **Benefits**

Alongside your salary of £58,511, Ministry of Justice contributes £16,950 towards you being a member of the Civil Service Defined Benefit Pension scheme. [Find out what benefits a Civil Service Pension provides.](#)

Access to learning and development

A working environment that supports a range of flexible working options to enhance your work life balance

A working culture which encourages inclusion and diversity

A [Civil Service pension](#) with an employer contribution of 28.97%

Annual Leave

Public Holidays

Season Ticket Advance

For more information about the recruitment process, benefits and allowances and answers to general queries, please click the below link which will direct you to our Candidate Information Page.

Link: <https://justicejobs.tal.net/vx/candidate/cms/About%20the%20MOJ>

## **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**

Candidates must submit a CV and Statement of Suitability (750 words max) which describes how you meet the requirements set out below, from the essential criteria:

In the statement of suitability, candidates should outline their experience and suitability, in no more than 250 words per section, against the following 3 criteria (750 words max)

Proven experience as a content designer, able to create and iterate clear, accessible user-centred content that communicates complex issues

Experience working collaboratively in fast-paced, multidisciplinary agile teams

Able to persuade, influence, network and work collaboratively with stakeholders and business leads, with experience presenting content concepts, propositions and deliverables

Should we receive a high volume of applications, a pre-sift based on Proven experience as a content designer, able to create and iterate clear, accessible user-centred content that communicates complex issues will be conducted before the sift.

Successful candidates who meet the required standard will then be invited to a 1-hour panel interview held via video conference, which will include a Content Design task. Details of the task, will be shared with candidates ahead of the interview.

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.

## 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 : SSCL Recruitment Enquiries Team  
Email : moj-recruitment-vetting-enquiries@resourcing.soprasteria.co.uk  
Telephone : 0345 241 5359  
Recruitment team  
Email : moj-recruitment-vetting-enquiries@resourcing.soprasteria.co.uk

### Further information

Appointment to the Civil Service is governed by the Civil Service Commission's Recruitment Principles. If you feel a department has breached the requirement of the Recruitment Principles and would like to raise this, please contact SSCL ([Moj-recruitment-vetting-enquiries@gov.sscl.com](mailto:Moj-recruitment-vetting-enquiries@gov.sscl.com)) in the first instance. If the role has been advertised externally (outside of the Civil Service) and you are not satisfied with the response, you may bring your complaint to the Commission. For further information on bringing a complaint to the Civil Service Commission please visit their web pages: <http://civilservicecommission.independent.gov.uk/civil-service-recruitment/complaints/>

<https://www.jobtrain.co.uk/justicedigital/Job/JobDetail?jobid=978>

