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# Senior Performance Analyst(Ref: 1780)

Ministry of Justice

**Apply before 11:55 pm on Tuesday 21st January 2025**

Ministry of  
**JUSTICE**

### Reference number

385474

### Salary

£41,463 - £52,040

The national salary range is £41,463 - £45,276, London salary range is £47,657 - £52,040. Your salary will be dependent on your base location

A Civil Service Pension with an employer contribution of 28.97%

**Job grade**

Senior Executive Officer  
SEO

**Contract type**

Permanent

**Type of role**

Digital

**Working pattern**

Flexible working, Full-time, Job share, Part-time

**Number of jobs available**

1

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## 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 Performance Analyst

Location: National\*

Closing Date: 21 January 2025

Interviews: 14 February 2025

Grade: SEO

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

Salary: London: £47,657 - £52,040; National: £41,463 - £45,276

Working pattern: Full-time, part-time, flexible working

Contract Type: Permanent

Vacancy number: 1780

\*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 a Senior Performance Analyst here at [Justice Digital](#), to be part of our warm and collaborative Strategy & Operations team.

As the Senior Performance Analyst you will play a leading role in providing insightful analysis on Technology Services performance, providing the evidence to support decision makers and to develop maturity in the area.

The role would suit an individual who is naturally inquisitive and confident to use data and analysis to challenge performance and ensure measurement of what matters, whilst capable of building positive relationships with stakeholders at all levels across the organisation.

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

## Key Responsibilities:

Lead the development of performance measurement frameworks including Key Performance Indicators (KPIs) for Technology Services and ensure alignment with overall business objectives, to ensure progress is in line with strategic priorities.

Demonstrate a deep understanding of business goals and turn these into tangible performance measures, linking them to the broader portfolio landscape, including horizon scanning at the portfolio level to inform decision-making.

Lead the preparation, commissioning and analysis of quantitative and qualitative performance data from Technology Services to produce key reports for internal and external stakeholders in order to support decision making and ensuring business plan tracking is aligned with strategic outcomes.

Creating and maintaining a portfolio-level plan including performance reviews, assurance reviews and gates and ensuring this is effectively communicated across the Portfolio.

Support the Lead Performance Analyst to create a culture of continuous improvement in systems, data, processes, relationships and joined up working in the full performance cycle from setting of objectives to extracting benefits

Support work towards improved platforms for data collection and data visualisation, including development of dashboards and driving automation.

Collect, analyse and present performance data to support strategic outcomes, providing insightful analysis and comment.

Create a strong collaborative working environment within the team, and interact positively with a variety of stakeholders to build community, capability and credibility

Actively contribute to the performance analysis community within your department or organisation, while forging links with other analytical disciplines

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.

A £1k per person learning budget is in place to support all our people, with access to best in class conferences and seminars, accreditation with professional bodies, fully funded vocational programmes and e-learning platforms

Staff have 10% time to dedicate to develop & grow

Generous [civil service pension](#) based on defined benefit scheme, with employer contributions of 28.97% from April 1st 2024 ([Contribution Rates](#))

25 days leave (plus bank holidays) and 1 privilege day usually taken around the Kings birthday. 5 additional days of leave once you have reached 5 years of service.

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!

Wellbeing support including access to the Calm app.

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

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

5 days volunteering paid leave.

Free membership to BCS, the Chartered Institute for IT.

Some offices may have a subsidised onsite Gym.

## Person Specification

### Essential

Strong experience in the use of the Microsoft Suite to ensure that quantitative and qualitative performance data can be collected, analysed and presented in a concise and compelling manner

Experience of specialist data analysis software and tools to support dashboards, analysis and visualisation

A strong understanding of Performance Management and the measurement of outcomes to support delivery of strategic priorities and how this is used to support decision making and how this fits into the wider Strategic Planning process

Strong and demonstrable analytical skills, including experience of the ability to synthesise evidence from multiple data sources, and experience

of using this to identify insights to support debate and evidence-based decision making at a senior level.

Stakeholder Relationships and Communications - experience in meeting the requirements of high-level senior stakeholders, including experience of delivering written/oral presentations and reports directly to Senior Leadership Teams.

Ability to identify issues or areas for improvement and work collaboratively to resolve them

Willingness to be assessed against [the requirements](#) for BPSS clearance

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](#).

## **Person specification**

Please refer to attached Job Description

## **Benefits**

Alongside your salary of £41,463, Ministry of Justice contributes £12,011 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

### Selection process details

Candidates must submit a **CV and Personal Statement (up to 750 words)**, which describes how you meet the requirements set out in the Person Specification above.

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:

- Communicating & Influencing

- Managing a Quality Service

- Seeing the Big Picture

- Working Together

A diverse panel will review your application against the Person Specification above.

Successful candidates who meet the required standard will then be invited to a 1-hour panel interview held via video conference.

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.



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

## **Terms & Conditions**

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

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

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**

This vacancy is part of the [Great Place to Work for Veterans \(opens in a new window\)](#) initiative.

The Civil Service welcomes applications from people who have recently left prison or have an unspent conviction. [Read more about prison leaver recruitment \(opens in new window\)](#).

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@gov.sscl.com

Telephone : 0845 241 5359

Recruitment team

Email : Moj-recruitment-vetting-enquiries@gov.sscl.com

### **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) 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=560>

