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# Senior Business Analyst (Ref: 2979)

Ministry of Justice

**Apply before 11:55 pm on Sunday 23rd February 2025**

Ministry of  
**JUSTICE**

### Reference number

391586

### Salary

£56,532 - £69,338

The national salary range is £56,532 - £64,048, London salary range is £61,201 - £69,338. 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**

10

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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

These positions are based nationally.

## Job description

### Senior Business Analyst

**Location:** National\*

**Closing Date:** 23rd February

**Interviews:** expected between 10th-21st March

**Grade:** 7

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

**Salary:** National: £56,532 - £64,048 (which may include an allowance of up to £343)

London: £61,201 - £69,338 (which may include an allowance of up to £2,474)

\*please read the T&Cs at the bottom of the page, for more information

**Working pattern:** Full time, Part time, Job share, flexible working

**Contract Type:** Permanent

**\*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 **Senior Business Analysts** here at [Justice Digital](#), to be part of our warm and collaborative Justice Digital teams.

## **This role aligns against [Senior Business Analyst](#) from the Government Digital and Data Framework**

We're looking for talented and tenacious Senior Business Analysts to join our digital teams, to support us in creating world-class services in the justice system. We use agile software development approaches, to make meaningful improvements to public services, that live up to the unique challenges of MOJ's responsibility to society.

### **Senior Business Analysts:**

Make sure outcomes are aligned with service vision and business strategy, by joining up the dots across multiple delivery teams. Senior BAs challenge constructively and act as a critical friend to achieve solutions that are fit for purpose, collaborating and leading effective communication with stakeholders to support design, build and delivery to meet business needs.

A Senior Business Analyst has a good understanding of strategic arenas and leads large or complex projects. Passionate about business analysis, they contribute to the development of best practice and lead activities for their community of practice. They have excellent interpersonal skills, and are experienced in working with a diverse range of stakeholders, who may be vulnerable or working in challenging environments.

They have experience as a coach of others and are able to support peers and less experienced colleagues to develop their knowledge, confidence and skills.

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:**

- Apply and promote business analysis in a functional area or service

- Work with stakeholders to understand their perspectives, needs, processes, and constraints in order to facilitate effective and efficient business process change

- Understand the business processes and activities that impact and that are impacted by the product or service whilst developing an understanding of how the product or service aligns with the wider strategy

Own analysis and contribute to the definition of precise problems for investigation

Collaborate with service teams to formulate hypotheses to test in service design phases

Contribute to agile methodologies across functions, setting standards across the function and ensuring these standards and methodologies are followed. Work to educate the BA teams working across the functions on Agile methods and tools to support their development.

Work with Products Managers to ensure epics and user stories are effectively scoped, split and prioritised

Take responsibility for the quality and accuracy of requirements and user stories for the service

Work in collaboration with user researchers, service designers and technical architects to develop maps of relevant problem spaces and end to end journeys

Understand and analyse the business domain by developing models to articulate the data needs

Contribute to the definition of success metrics and support mechanisms for monitoring data through the life cycles of services

Take ownership of reviewing the fit of services into existing business context and the identification of business changes required to support the services

Contribute as an experienced practitioner and mentor within the wider Business Analyst community, taking on line management responsibilities for BAs. Additionally, play a significant role in recruitment & performance assessment activities

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 some 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, GDS Academy, etc.

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 King's 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.

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

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:**

Business analysis skills:

Extensive experience as a BA with a wide variety of business analysis tools and techniques and can demonstrate how you have applied these

Demonstrable stakeholder management skills and ability to clearly communicate findings and outputs in digestible formats for a range of stakeholders

Experience of conducting in-depth analyses of services, processes, data needs and working with teams to identify and implement opportunities to optimise them

Ability to identify and analyse problems and issues that may affect the successful adoption of digital services

#### Agile working:

Experience of business analysis within an agile arena

Ability to work in a fast-paced and dynamic environment

Experience of working with a multidisciplinary team (eg different roles across a digital team including User Centred Design roles) and advocating the BA role

Self-motivated, detail-oriented, and able to manage multiple priorities simultaneously

#### Developing Self and others:

Proactive and consistently improving based on business analysis best practice

Experience of leading/owning business analysis at a certain level, ability to advise on BA practice and coaching junior BAs on what BA tools to use and skills to apply in their role

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](#).

### How to Apply

Candidates must submit a **CV** along with a **Statement of Suitability** of no more than **900 words total**. Failure to provide both documents will result in a rejection of your application.

The Statement of Suitability should outline your experience and skill, giving clear examples of work undertaken. It should address the following three areas, using a separate paragraph for each (\*Statement of suitabilities which

have not adhered to the application process, of providing examples to the 3 points below, will be rejected at sift)

**Experience of business analysis** within an agile arena (300 words)

**Self-motivated, detail-oriented**, and able to manage multiple priorities simultaneously (300 words)

**Proactive and consistently improving** based on business analysis best practice (300 words)

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

Business Analysis

Agile working

Business modelling

Seeing the big picture

Communicating and Influencing

Developing self and others

Your application will be reviewed against the Person Specification above by a diverse panel.

Successful candidates who meet the required standard will then be invited to a 1-hour panel interview, which will include a short task to be given prior to the interview and held via video conference.

Should we receive a high volume of applications, a pre-sift based on

Experience of business analysis within an agile arena

will be conducted prior to the sift.

Should you be unsuccessful in the role that you have applied for, but demonstrated the capability for a role at a lower level, we reserve the right to discuss this opportunity with you and potentially offer you the position without the need for a further application.



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

## **Terms & Conditions**

Please review our [Terms & Conditions](#) which set out the way 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)

## **Person specification**

Please refer to attached job description.

## **Benefits**

Alongside your salary of £56,532, Ministry of Justice contributes £16,377 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

#### How to Apply

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The Statement of Suitability should outline your experience and skill, giving clear examples of work undertaken. It should address the following three areas, using a separate paragraph for each (\*Statement of suitabilities which have not adhered to the application process, or providing examples to the 3 points below, will be rejected at sift)

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Should you be unsuccessful in the role that you have applied for, but demonstrated the capability for a role at a lower level, we reserve the right to discuss this opportunity with you and potentially offer you the position without the need for a further application.

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

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) 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=593>

