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# Lead Interaction Designer (Ref:2237)

Ministry of Justice

**Apply before 11:55 pm on Sunday 2nd February 2025**

Ministry of  
**JUSTICE**

### Reference number

387661

### Salary

£68,967 - £83,585

The national salary range is £68,967 - £78,842, London salary range is £73,115 - £83,585. Your salary will be dependent on your base location.

GDD allowance:

National: £68,967 - £78,842

London: £73,115 - £83,585 (which may include an allowance of up to £7,360)

A Civil Service Pension with an employer contribution of 28.97%

### **Job grade**

Grade 6

Grade 6

### **Contract type**

Permanent

### **Type of role**

Digital

### **Working pattern**

Flexible working, Full-time, 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**

Lead Interaction Designer

Location: National\*

Closing Date: 2nd February

Interviews: expected 11th-14th February

Grade: G6

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

Salary: please see T&Cs for more on pay

National: £68,967 - £78,842

London: £73,115 - £83,585 (which may include an allowance of up to £7,360)

Working pattern: Full time, Part time, 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 a Lead Interaction Designer here at [Justice Digital](#), to be part of our warm and collaborative HMPPS Digital - Probation team.

This role aligns against [Lead Interaction Designer](#) from the Government Digital and Data Framework

These are exciting times at [Justice Digital](#). We have a clear vision to develop a digitally-enabled justice system that's better and simpler for everyone. We're looking for talented people who are passionate about this mission and ready for the challenge.

You'll be welcomed into a thriving design community and into multidisciplinary teams, alongside user researchers, product owners, delivery managers and software developers to deliver world-class, user-centred services.

As well as doing great work, we're creating a place that's great to work in. We offer brilliant training opportunities, excellent kit and support from expert colleagues. On top of that, you'll find flexible working, an inclusive culture and a place where your opinion is valued.

We are growing our digital services and products at MoJ, especially within HM Prison & Probation Service (HMPPS). Our teams could be designing a sophisticated case management system for probation staff or designing tools that help people in prison prepare for life after release.

A lead interaction designer is an expert practitioner who influences and mentors others. You will support designers across teams to do their best work and ensure designs are consistently inclusive, accessible and easy to use.

Working with the other MoJ Design Leads and the Head of Design, you'll also be a part of advancing our approach across the department, helping to grow

our design culture, and standardising and systemising the way we work to allow the design function to scale.

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:

As a Lead Interaction Designer, you will

### People & community

- Lead the recruitment of a talented and diverse team of designers that meet the growing needs of probation

- Support the professional development of designers through coaching, line management & career progression

- Lead Community of Practices that inspire designers to learn, share best practice and collaborate on strategic problems.

### Design standards & operations

- Work with the Head of Design to set an ambitious vision for Design at MoJ, pushing the boundaries of what design can do to transform government

- Work with the other Design Leads to develop and embed design standards that ensure all our design work is consistently inclusive, accessible and easy to use.

- Oversee the work of the MoJ Design Operations specialist. Specifically: the development of the MoJ Design System and ensuring all our designers have the guidance, tools and training they need to enable great design

### Cross-government collaboration

- Be an active leader in the cross-government design community, sharing our work, learnings and developing best practice

## Influence Digital Strategy

Work closely with HMPPS Heads of Digital, Leads & Service Owners to champion design, influence strategy and ensure teams are supported and equipped to deliver against that strategy

If this feels like an exciting opportunity, 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 King's birthday.

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

Option to buy or sell annual leave

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

You have a strong grounding in user-centred design, and have experience working on multiple or highly complex services. You know how to give direction on which tools or methods to use and how to bring agile delivery teams along with you.

You know what good public services look like and how to design in an inclusive, accessible way. You can set design standards and coach others.

Having worked as a designer, you can create high-quality, compelling design concepts and artefacts. You are experienced in rapid paper and digital prototyping, and understand security, accessibility, version control and hosting.

You advocate for end to end service design at a strategic level, agnostic of teams, departments and organisations.

You are passionate about growing talent and developing design culture. You have experience of managing designers and coordinating communities of practice.

You can interpret the needs of senior leaders and stakeholders. You use design thinking to help solve complex organisational challenges and influence strategy.

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 £68,967, Ministry of Justice contributes £19,979 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

Candidates must submit a current and relevant CV, including a link to a portfolio showing your relevant work (if you don't have a portfolio online, please upload it to Google Drive and include a link to it in your CV) and a cover letter (700 words max).

Failure to provide those documents will result in a rejection of your application. Also, if the statement is too long, we won't read past the first 700 words.

The Cover Letter should outline your experience, against the following points of the essential criteria list above, under Person Specification :

You have a strong grounding in user-centred design, and have experience working on multiple or highly complex services. You know how to give direction on which tools or methods to use and how to bring agile delivery teams along with you.

Having worked as a designer, you can create high-quality, compelling design concepts and artefacts. You are experienced in rapid paper and digital prototyping, and understand security, accessibility, version control and hosting.

You can interpret the needs of senior leaders and stakeholders. You use design thinking to help solve complex organisational challenges and influence strategy.

**\*\*Should we receive a high volume of applications, a pre-sift based on You have a strong grounding in user-centred design, and have experience working on multiple or highly complex services. You know how to give direction on which tools or methods to use and how to bring agile delivery teams along with you. will be conducted before the sift.**

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

Leadership

Communicating and influencing

Working together

Seeing the Big Picture

Changing and Improving

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 1.5-hour panel interview held via video conference, which will include a Design Task.

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 how we recruit and provide further information related to the [Justice Digital Recruitment Terms & Conditions](#) 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**

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 :	0845 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=576>

