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Interaction Designer (Ref: 2235)

Ministry of Justice

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

Ministry of
JUSTICE

Reference number

387627

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.

GDD allowance

Salary: London: £47,657 - £52,040 (which may include an allowance of up to £418)

National: £41,463 - £45,276 (which may include an allowance of up to £462)

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, Part-time

Number of jobs available

2

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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

Interaction Designer

Location: National*

Closing Date: 2nd February

Interviews: Expected w/c 17th February

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 (which may include an allowance of up to £418)

National: £41,463 - £45,276 (which may include an allowance of up to £462)

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 Interaction Designers here at [Justice Digital](#) to be part of our warm and collaborative teams in:

Legal Aid Agency (LAA) Digital

Probation Digital

There's a thread linking our work at the Ministry of Justice. It's to help people who need and use our services. This is an opportunity for you to make a meaningful contribution to our design community and help us do that.

You will be welcomed into a thriving design community and multidisciplinary teams. You will work alongside user researchers, product managers, software developers, and others to deliver world-class, user-centred services.

In addition to doing great work, we're creating a great place to work. We offer brilliant training opportunities, excellent kits, and support from expert colleagues. You'll also find flexible working, an inclusive culture, and a place where your opinion is valued. We strive to create an environment where everyone feels welcomed and valued.

To help picture your life at [MoJ Justice Digital](#), please look at our [blog](#) and [Digital and Technology Strategy 2025](#), which outlines our vision and key initiatives for the next five years.

Key Responsibilities:

Analyse and interpret user needs and business objectives in highly complex service areas

Develop design concepts that help reimagine how services can be delivered end-to-end

Facilitate design workshops with the team, senior stakeholders and users

Rapidly design and test digital prototypes with users

Contribute to design standards and a design system, ensuring patterns and components are consistent, accessible, and easy to use

Contribute to developing best practice through our Design Community of Practice

If this sounds like an exciting challenge or something you are enthusiastic about, and you 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

You have a grounding in user-centred design, from concept to final delivery. You know which tools, processes or methods to use and how to bring an agile delivery team along with you.

You can listen to the needs of technical and business stakeholders and interpret them clearly for both audiences. You also know how to manage stakeholder expectations and navigate difficult discussions.

You can create high-quality, compelling design concepts and artefacts such as personas, service maps and wireframes.

You are experienced in rapid paper and digital prototyping. You can confidently work with developers and understand security, accessibility, version control and hosting.

You know what good public services look like and how to design them in an inclusive, accessible way.

You are a strong team player who knows how to work with and get the best out of a multidisciplinary delivery team.

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

How to Apply

Candidates must submit a current and relevant CV, including a link to a portfolio showing their relevant work (if they don't have a portfolio online, please upload it to Google Drive and include a link to it in their CV) and a cover letter (one-page max) explaining how they meet the requirements set out in the Person Specification above.

Cover Letter

The panel will review your cover letter against the following criteria as part of the sifting process. Please ensure you provide relevant examples.

You have a grounding in user-centred design, from concept to final delivery.

You know which tools, processes or methods to use and how to bring an agile delivery team along with you.

You are experienced in rapid paper and digital prototyping. You can confidently work with developers and understand security, accessibility, version control and hosting.

You are a strong team player who knows how to work with and get the best out of a multidisciplinary delivery team.

Should we receive a high volume of applications, a pre-sift will be conducted before the sift based on your grounding in user-centred design, from concept to final delivery. You will know which tools, processes, or methods to use and how to bring an agile delivery team along with you.

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 and Influencing

Working together

Delivering at pace

Changing and improving

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 up to 1.5-hour panel interview held via video conference, which will include a short task.

Should you be unsuccessful in the role 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 further application.

A reserve list may be held for up to 12 months, after 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

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) 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=578>

