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# Data Quality Lead (Ref: 3060)

Ministry of Justice

**Apply before 11:55 pm on Thursday 27th February 2025**

Ministry of  
**JUSTICE**

### Reference number

391665

### 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, 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

Data Quality Lead

**Location:** National\*

**Interviews:** w/c 10th March 2025 (this may be subject to change)

**Grade:** 7

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

**Salary:** London: £61,201 - £69,338; National: £56,532 - £64,048 (Your salary will be dependent on your base location)

**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 Data Quality Lead here at the [Ministry of Justice](#), to be part of our warm and collaborative Data Improvement Team, within the Data Directorate.

We are passionate about improving justice outcomes through innovative research, data, and analysis. In the Data Directorate, we provide high-quality

data and analysis to ensure strategic, policy, finance, corporate, and operational decisions are based on robust evidence.

We create a culture in which people are empowered with the data and information to make excellent decisions; using cutting-edge tools, techniques, and collaboration; putting evidence at the heart of the justice system.

We launched our data strategy for MoJ and are working on improvements across data governance, architecture, literacy, culture, dissemination, and linking. You can read more about the Data Strategy in this [blog post](#).

As a Data Quality Lead, you will enable teams across the MoJ to understand and implement best practices in data quality management. You will lead on the strategy for the department's data quality initiatives, supporting a small team to ensure the accuracy, consistency, and reliability of data across various business areas. You will also ensure continuous improvement of our data quality framework and toolkit.

You will be the subject matter expert for data quality across the directorate and help stakeholders, developers, policymakers, and decision-makers understand what is required to maintain high standards of data quality for effective decision-making and operational efficiency.

## Key Responsibilities:

Define, implement, and manage data quality frameworks, policies, and standards: Develop and enforce guidelines to ensure data quality across the organisation.

Design and implement practical data quality solutions: Create and apply solutions that support the organisation's needs and improve data quality.

Identify opportunities for improvement: Make recommendations to enhance the quality and trustworthiness of data throughout the organisation.

Optimise data safety and value: Apply data quality measures to ensure data is safe and valuable throughout its lifecycle through the data value chain.

Minimise data risks: Work within the organisation to reduce data-related risks.

Communicate effectively with stakeholders: Ensure clear communication between technical and non-technical stakeholders, supporting discussions within multidisciplinary teams.

Advocate for better data use and management: Promote the importance of data quality and encourage its best practices within the organisation.

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 Criteria

**Strong understanding of data quality concepts:** Practical experience with data quality frameworks, tools, and processes to ensure high standards in data management.

**Empowering leader:** Ability to motivate and guide teams, presenting information clearly to senior leadership and key stakeholders.

**Collaborative thinker:** Experience in data management or related fields, influencing the direction of work and promoting teamwork across disciplines.

**Effective communicator:** Skilled at conveying complex data quality concepts in a way that is understandable to both technical and non-technical audiences.

**Professionally curious:** Committed to continuous professional development, staying informed about the latest research and best practices in data quality to drive improvements in data management.

**Knowledgeable about data techniques:** Collaborative engagement with data experts from diverse teams, focusing on key data management issues such as accuracy, consistency, and reliability.

**Supportive evaluator:** Ability to critically assess assumptions in data projects, ensuring that outcomes are reliable and meet high-quality standards.

The following experience and skills are **desirable**:

Certified Data Management Professional (CDMP) qualification or similar.

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 and a personal statement (up to 750 words), which describes how you meet the requirements set out in the Person Specification.

We are recruiting 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:

- Changing and Improving
- Seeing the Bigger Picture
- Working Together
- Communicating and influencing

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 we receive a high volume of applications, a pre-sift based on **data quality concepts** will be conducted before the sift.

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 [datarecruitment@justice.gov.uk](mailto:datarecruitment@justice.gov.uk)

## Person specification

Please refer to Job Description



## Behaviours

We'll assess you against these behaviours during the selection process:

Changing and Improving

Seeing the Big Picture

Working Together

Communicating and Influencing

## 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

This vacancy is using [Success Profiles \(opens in a new window\)](#), and will assess your Behaviours and Experience.

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

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.

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 :	0345 241 5359

Recruitment team

Email :	moj-recruitment-vetting-enquiries@resourcing.soprasteria.co.uk
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## 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://jobs.justice.gov.uk/careers/JobDetail/3060?entityId=3060>

