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# Publications Manager (Ref: 14942)

Ministry of Justice

**Apply before 11:55 pm on Tuesday 3rd March 2026**

Ministry of  
**JUSTICE**

## Reference number

449767

## Salary

£35,335 - £42,859

The national salary range is £35,335 - £37,847, London salary range is £40,014 - £42,859. Your salary will be dependent on your base location

A Civil Service Pension with an employer contribution of 28.97%

## Job grade

Higher Executive Officer

HEO

### **Contract type**

Fixed term

Loan

### **Length of employment**

For a period of up to 3 years

### **Type of role**

Administration / Corporate Support

Digital

Education and Training

Other

### **Working pattern**

Flexible working, Full-time

### **Number of jobs available**

1

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## Location

This position can be based at 5 WELLINGTON PLACE, LEEDS, LS1 4AP,  
LOUGHBOROUGH MAGISTRATES LOUGHBOROUGH, LE11 1AZ, RCJ  
LONDON, WC2A 2LL

# About the job

## Job summary

Please refer to Job Description

## Job description

### Publications Manager

Group/Directorate/Team: Judicial Office / Judicial College / Publications

Role: Publications Manager

Grade: HEO

Duration: 3 years

### Overview of the Judicial Office

The Judicial Office (JO) reports to, and is accountable to, the Lady Chief Justice (LCJ). It was established in 2006 to support the LCJ and the wider judiciary in upholding the rule of law and delivering justice impartially, speedily and efficiently following the Constitutional Reform Act 2005.

The JO also supports, and is accountable to, the Senior President of Tribunals, whose responsibilities extend to Scotland and Northern Ireland.

The JO is a unique organisation where all work supports the independence and impartiality of the judiciary. It works closely with HM Courts & Tribunals Service (HMCTS), the Ministry of Justice (MoJ), other government departments, and the legal profession. Although funded by the Ministry of Justice, it operates as an Arm's Length Body, agreeing priorities with the senior judiciary. Recent years have seen significant growth due to an expanded remit.

Staff video overview: <https://design102.wistia.com/medias/uhtgmbtnlv>

### Overview of the Team

The Publications team is a small, specialist unit with staff based in London, Leeds, and Loughborough. It supports the production of a wide range of

internal and external publications and training materials for the judiciary, ensuring accuracy, accessibility, timeliness, and high quality.

### **Hybrid Working Requirement**

Eligible for hybrid working. Current minimum requirement: 60% of working time at the base location (subject to change based on business requirements).

### **Summary of the Role**

Reporting to the Senior Publications Manager, the Publications Manager will:

- Manage their own workload and lead a small team of publications assistants.

- Review, format, and proofread a range of high-profile legal publications (e.g., Equal Treatment Bench Book, Crown Court Compendium).

- Assist with face-to-face and digital learning resources.

- Support a variety of communication and support materials, such as reports, eLetters, and the Judicial College annual training prospectus.

- Work with the Senior Publications Manager to establish and maintain governance processes.

- Manage enquiries submitted to the team.

### **Responsibilities, Activities & Duties**

As Publications Manager, you will:

- Lead and manage a small team of publications assistants, including quality checks.

- Use strong writing and editing skills to improve clarity, accuracy, and tone.

- Ensure consistency, accuracy, and adherence to templates, formatting standards, and house style.

- Build relationships with internal colleagues and external stakeholders.

- Ensure compliance with governance processes and accessibility regulations.

- Produce a range of communications products (briefs, forum posts, eLetters, notices).

Support the development and implementation of new processes and best practice.

Monitor and manage parts of the team budget.

Handle internal and external enquiries about Judicial College publications.

Attend planning meetings to support resource planning and track requirements.

Support design and development of new business processes related to increased magistrates' training demand.

### **Essential Knowledge, Experience and Skills**

Leadership and team-management experience.

Professional sub-editing or proofreading experience.

Excellent attention to detail; strong spelling, grammar and punctuation.

Ability to manage multiple projects and work well under pressure.

Strong teamworking and relationship-building skills.

Excellent interpersonal skills and ability to work independently with all stakeholder levels.

A flexible, proactive approach and willingness to learn.

### **Desirable Knowledge, Experience and Skills**

Experience using Adobe InDesign for publication design/layout.

Proficiency in MS Word (templates, tracked changes).

Knowledge of accessibility best practice.

Experience working with editorial teams and understanding editorial processes.

Understanding of the judiciary and/or the courts and tribunals environment.

### **Behaviours (Success Profiles)**

Leadership

Working Together

Managing a Quality Service

Delivering at Pace

## **Assessment Process Application**

CV

Statement of Suitability (750 words)

Behaviours (250 words each)

A sift may be conducted based on the lead behaviour Leadership and the Statement of Suitability.

Interviews will be via Microsoft Teams.

## **Assessment Process Interview**

One interview stage

Assessment of Experience, Behaviours, and Strengths

Includes a short editing/proofreading skills test

## **Person specification**

Please refer to Job Description

## **Behaviours**

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

Leadership

Working Together

Managing a Quality Service

Delivering at Pace

## **Benefits**

Alongside your salary of £35,335, Ministry of Justice contributes £10,236 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

### **Artificial intelligence**

Artificial intelligence can be a useful tool to support your application, however, all examples and statements provided must be truthful, factually accurate and taken directly from your own experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by artificial intelligence, as your own) applications may be withdrawn and internal candidates may be subject to disciplinary action. Please see our [candidate guidance \(opens in a new window\)](#) for more information on appropriate and inappropriate use.

### **Selection process details**

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

Successful candidates must meet the security requirements before they can be appointed. The level of security needed is [counter-terrorist check \(opens in a new window\)](#).

[See our vetting charter \(opens in a new window\)](#).

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@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://jobs.justice.gov.uk/careers/JobDetail/14942?entityId=14942>

