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Learning Design Manager (Ref: 2643)

Ministry of Justice

Apply before 11:55 pm on Monday 17th February 2025

Ministry of
JUSTICE

Reference number

389552

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

A Civil Service Pension with an employer contribution of 28.97%

Job grade

Senior Executive Officer
SEO

Contract type

Permanent

Type of role

Digital
Education and Training
Human Resources
Information Technology
Other

Working pattern

Flexible working, Full-time, Job share, Part-time

Number of jobs available

5

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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

Job Title: Learning Design Manager

Band: SEO

Number of posts: Up to 5, permanent

Business Group: Chief Operating Officer Group

Directorate: People and Capability

Team: Talent, Learning and Leadership

Location: National

People and Capability

People and Capability is here to support the organisation by enabling its people to be the best that they can be. We are continuously reviewing and enhancing the services we provide across the Ministry of Justice (MoJ) to ensure the delivery of high-quality services for our customers.

As a department, we are going through a period of significant transformation and our people services are at the forefront of enabling that change. MoJ People and Capability is a team of 1,400 committed and capable professionals delivering people services across the Justice family. At the heart of delivering these services, are our people.

Information about the MoJ and its priorities can be found at www.gov.uk/government/organisations/ministry-of-justice/about

About the Role

The Learning Design team offers the development, creation, and delivery of Ministry of Justice and His Majesty's Prison Service learning. This includes procuring, co-creation and co-curation with external suppliers where appropriate. The learning design team look to push the boundaries with our products to engage learners and maximise impact. The team will develop and create memorable and compelling online and in-person learning products to excite learners, maintain their attention. Delivery will foster and promote positive learning environments (either face to face or online), will challenge learners to be their best and ensure the highest quality learning experiences.

This role leads the specialisms of learning design, digital creation, and delivery.

The role will be primarily based at a local MoJ office and will require some national travel. The MoJ offers flexible working including working from home.

Main Activities / Responsibilities

The job holder will be required to undertake the following duties and responsibilities:

Assist in shaping our design standards and delivery plans and execution across all our products, to ensure delivery to time, cost and quality standards and act upon evaluation recommendations.

Assisting the Head of Design and Delivery in curating and procuring the design and/or delivery of products and interventions with an eye for detail and an ability to identify best practice, ensuring our briefs are clear and understood.

Monitor quality, provide robust and practical feedback including challenging standards if required. This will involve developing an understanding of commercial contracting to work effectively with external providers and ensure value for money.

Building strong relationships, expertise and passion for innovation, improving capability and championing people development to inspire and empower individuals to fulfil their potential across the MoJ family.

Effective collaboration and engagement with a range of stakeholders including working closely with SMEs to deliver on strategic priorities and ensure our design and delivery of programmes and interventions are in line with high quality standards - what good looks like .

Provide leadership in the development of learning in the MoJ

Striving for excellence in a dynamic and creative way, open to working in a collaborative, iterative way that gets the best from the team whilst working at pace.

Utilising knowledge of the latest thinking and innovation and identifying appropriate opportunities to ensure that we are continually developing our people

Solve problems using experiential interpretation, using initiative to adapt solutions or create new ones

Make decisions on daily work processes, and how to allocate and prioritise work

Influence senior grades using a variety of data; evidence-based, experiential, qualitative and quantitative

Monitor their own and their team's performance against agreed targets and act to keep work on track

Management of Resources

This role will include the management of a team of Learning Designers (HEO)

Essential Criteria

An understanding and recognition of the varied roles and responsibilities across the MoJ and developing people to be their best in order to deliver a world class justice system.

Track record of building and maintaining lasting stakeholder relationships.

Experience of leading teams and projects in the design, production and roll out of effective learning products.

Experience of working on your own initiative, delivering through others and ensuring that stakeholders are kept informed of risks and issues.

Experience of working in a flexible, agile environment and ability to plan ahead to ensure that the portfolio is developed to meet changing operating requirements.

Experience of planning, organising and utilising project methodology to deliver positive outcomes.

Well developed skills in teamwork and collaboration; leadership, professionalism and strong work ethic.

Actively promote diversity and equality of staff across the business.

Grade C/4 pass at GCSE Maths and English, or equivalent, examples include L2 Functional Skills or L2 Key Skills - Level 2 English and Mathematics equivalences , Bournemouth University

Desirable Criteria

Involved in the development and delivery of robust and measurable organisation wide strategies and plans that deliver impact and positive transformational change

Experience of developing digital capability within the team through applying their own expertise and various coaching and mentoring techniques.

Excellent drafting, presentation, oral and written communication skills

Develop and energise line management to identify and improve the capability of their staff, helping them to develop a performance driven culture

Proven track record in a people development role either in the Civil Service, or in a comparably sized organisation.

Experience of navigating often complex political landscapes, recognising issues even when they may be under the surface, exposing and resolving tensions, and sharing best practice and learning.

A qualification or experience in delivering learning, instructional design, and/or project management.

We may consider any evidence within your application and/or from interview that demonstrates meeting the desirable criteria as set out in the job description. This will only be after essential criteria is scored and where there is a need to differentiate between closely scored candidates.

Application process

You will be assessed against the Civil service success profiles framework.

Behaviours

Please provide an example of how you have met the behaviour listed below:

Seeing the Big Picture (lead behaviour)

Experience

CV please ensure this is anonymised.

Statement of Suitability - Please submit a statement of suitability of no more than 500 words setting out evidence and examples of how you meet the essential criteria from the person specification of the role.

Please refer to the CS Behaviours framework for more details at this grade:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/717275/CS_Behaviours_2018.pdf

If we receive a large number of applications, we will carry out an initial sift on the lead behaviour of Seeing the Big Picture.

Candidates invited to Interview

Please note that interviews will be carried out remotely via MS Teams. During the interview, we will be assessing you on Behaviours (below) and Strengths from the Success Profiles framework.

Seeing the Big Picture (lead)

Changing and Improving

Communicating and Influencing

Developing Self and Others

Leadership

Person specification

Please refer to job description.

Behaviours

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

Seeing the Big Picture

Changing and Improving
Communicating and Influencing
Developing Self and Others
Leadership

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

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.

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/2643?entityId=2643>

