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Learning Designer (Ref: 2638)

Ministry of Justice

Apply before 11:55 pm on Monday 24th February 2025

Ministry of
JUSTICE

Reference number

389624

Salary

£34,140 - £42,019

A [Civil Service Pension](#) with an employer contribution of 28.97%

Job grade

Higher Executive Officer
HEO

Contract type

Permanent
Fixed term

Length of employment

Up to 4 posts fixed term and 7 posts permanent. Fixed term posts are up to 2 years for existing civil servants and up to 18 months for non-civil servants

Type of role

Digital
Education and Training
Human Resources
Information Technology

Working pattern

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

Number of jobs available

11

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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

Please refer to the job description

Job description

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 and 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 combines the specialisms of learning design, digital creation, and delivery. We are looking for someone with some or all these specialisms to complement and improve our team. The role provides flexibility for you to develop your skillset across these areas, and to learn from your team, allowing for capability, confidence, and preference.

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:

Designing and delivering learning initiatives, using creative, innovative and evidence-based approaches which deliver impact to the learner and the business.

Supporting the curation and procurement of design and/or delivery of products and interventions from external providers with an eye for detail and an ability to identify best practice.

Building strong relationships, expertise and passion for educational innovation to improve capability to help individuals fulfil their potential across the MoJ family.

Effective collaboration and engagement with a range of stakeholders including working with Leadership, Talent and Capability Consultants and policy leads to deliver on strategic priorities and ensure our design and roll out of learning products are engaging, innovative, inspiring, impactful and encourage learners to think, feel and act differently as a result of the intervention.

Utilising knowledge of the latest thinking and identifying appropriate opportunities to ensure that we are continually investing in new and innovative ways and methods for our people to learn.

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.

Ensure current learning interventions remain up-to-date, both from a subject matter perspective, and an educational one. This means using effective communication skills, implementing relevant educational theory and models, and managing legislative changes and administration best practice e.g. version control and copyright of materials

Ensure that the needs of individual learners are met by embedding diversity and inclusion considerations into all aspects of non-digital training, thereby promoting diversity and inclusion that is consistent with the public sector equality duty

Ensure that any requirements in line with the Equality Act 2010 are met in relation to learner specific needs and requirements and that all necessary reasonable adjustments are made. Specifically, manage the project to ensure all learning materials are Assistive Technology (AT) compliant

Management of Resources

The role has no requirements to supervise colleagues, at present, but reserves the right to include line management responsibilities commensurate with the grade.

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 through excellent interpersonal skills.

Experience of learning design theory and its practical application via learning products.

Teamwork and collaboration; leadership, professionalism and strong work ethic

Strong organisational and planning skills, presentation skills, oral and written communication skills.

Effectively prioritise and deliver several projects simultaneously.

Demonstrate a continuous improvement/growth mindset.

Ability to 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

IT literate with excellent working knowledge of Microsoft applications

Desirable Criteria

Experience in using creative software e.g. Articulate, Adobe products and being willing to try and experiment with new products on the market.

Experience of the design of high-quality programmes and products.

Experience of the delivery or facilitation of high-quality programmes and products.

Experience of consulting on learning or training needs.

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

Utilise a high degree of autonomy and working on your own initiative.

Formal training/Digital design qualifications are desirable but not essential but experience of digital learning design is essential.

A willingness to work towards a suitable qualification such as the Level 3 Learning and Development Apprenticeship.

Experience of working in an agile, learning design environment

Experience of working in small, collaborative teams.

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**Sift:**

Behaviours

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

Working Together (lead behaviour)

Experience

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 Working Together.

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 (see below) and Strengths from the Success Profiles framework.

Working Together (lead behaviour)

Changing and Improving

Developing Self and Others

Delivering at Pace

Leadership

Person specification

Please refer to the job description

Behaviours

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

Working Together

Changing and Improving

Delivering at Pace

Developing Self and Others

Leadership

Benefits

Alongside your salary of £34,140, Ministry of Justice contributes £9,890 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/2638?entityId=2638>

