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Recruitment Operations Specialist (Ref: 2739)

Ministry of Justice

Apply before 11:55 pm on Tuesday 18th February 2025

Ministry of
JUSTICE

Reference number

391484

Salary

£34,140 - £42,019

The national salary range is £34,140 - £37,105, London salary range is £38,661 - £42,019. 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

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

Job Title: Recruitment Operations Specialist

Location: National*

Closing Date: 18 February 2025

Interviews: From 25 February 2025

Grade: HEO

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

Salary: London: £38,661 - £42,019; National: £34,140 - £37,105

Working pattern: Full-time, part-time, job share, flexible working

Contract Type: Permanent

Vacancy number: TBC

*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 believe that a great employee experience starts with an exceptional onboarding journey. We're passionate about creating a welcoming, inclusive, and structured induction process that sets every new hire up for success.

As the Recruitment Operations Specialist , you will be at the heart of ensuring our new employees feel supported, engaged, and confident from day one. You ll design and deliver seamless onboarding and induction programmes, working closely with various teams to ensure every new joiner has the tools, knowledge, and relationships they need to thrive.

This is an exciting opportunity to shape how we welcome talent into our organisation and foster a culture of belonging and high performance.

To help picture your life at [MoJ Justice Digital](#) please take a look at our [blog](#) and our [Digital and Technology strategy 2025](#)

Key Responsibilities:

- Develop, implement, and continually improve the onboarding and induction process for new employees.

- Partner with HR, team leaders, and senior management to align onboarding initiatives with business goals and culture.

- Create engaging and informative induction materials, presentations, and training sessions.

- Act as a key point of contact for new hires during their onboarding period, ensuring their transition into the company is smooth and enjoyable.

- Monitor and evaluate the effectiveness of onboarding programmes, gathering feedback and making data-driven improvements.

- Stay informed on best practices and emerging trends in employee onboarding and engagement.

- Support and coach the Recruitment Operations Co-ordinators

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

Proven experience in designing and managing onboarding or induction programmes

Strong project management and organisational skills, with the ability to manage multiple initiatives simultaneously.

Excellent interpersonal and communication skills, with a talent for building relationships at all levels.

A creative approach to problem-solving and an experience of delivering innovative solutions.

Experience of coaching others.

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 CV and Personal Statement (no more than 750 words) which describes how you meet the requirements set out in the Person Specification above. Applications that do not have a Personal Statement will not be considered.

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 and the following Behaviours during the assessment process:

- Changing and Improving
- Communicating and Influencing
- Delivering at Pace
- Developing self and others
- Working Together

Your application will be reviewed against the Person Specification above by a diverse panel.

Successful candidates who meet the required standard will then be invited to a 1-hour panel interview held via video conference, which will include a 10 minute presentation entitled:

How have you improved, delivered and measured the success of a candidate onboarding experience?

Should we receive a high volume of applications, a pre-sift will be completed based on:

- Proven experience in designing and managing onboarding or induction programmes

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

Person specification

Please refer to attached Job Description.

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

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- Proven experience in designing and managing onboarding or induction programmes

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

The Civil Service welcomes applications from people who have recently left prison or have an unspent conviction. [Read more about prison leaver recruitment \(opens in new window\)](#).

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://www.jobtrain.co.uk/justicedigital/Job/JobDetail?JobId=584>

