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Data Catalogue Lead (Ref: 2298)

Ministry of Justice

Apply before 11:55 pm on Tuesday 4th February 2025

Ministry of
JUSTICE

Reference number

387724

Salary

£56,532 - £69,338

The national salary 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
MOJ Grade 7

Contract type

Permanent

Type of role

Digital

Working pattern

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

Number of jobs available

1

Contents

Location

About the job

Benefits

Things you need to know

Apply and further information

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 Catalogue Lead

Location: National*

Closing Date: 04/02/2025

Interviews: from 20th February 2025

Grade: 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

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 Catalogue Lead here at the Ministry of Justice, to be part of our warm and collaborative Data Improvement Team, within the Data Directorate.

This role aligns against Data Governance Manager from the Government Digital and Data Framework.

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 Catalogue Lead, you will enable teams across the MoJ to understand and implement best practices in data catalogue management as the service is developed. The Data Catalogue will become a focal tool for understanding the data across the whole department, including the ownership, lineage and quality of data available to a wide range of users. You will lead on the strategy for the department's data catalogue initiatives, supporting a small team to ensure the accuracy, consistency, and availability of metadata across various business areas. You will also ensure continuous improvement for our data catalogue roadmap, working closely in collaboration with our Digital colleagues to ensure the roadmap meets our ambitions in providing a quality catalogue framework and toolkit for the emerging Data Ownership Model.

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

Key Responsibilities:

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

Design and implement practical data cataloguing solutions: Create and apply solutions that support the organisation's needs and improve the accessibility, metadata and usability of data.

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

Establish data management competencies: Implement and promote practices such as data cataloguing, metadata management, data ownership, data lineage and the continuous data improvement across services.

Minimize data risks: Work within the organisation to reduce data-related risks and increase data literacy through enabling access to good quality metadata.

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 cataloguing and encourage its best practices within the organization in-line with the other Data Management solutions such as Data Ownership and Data Quality frameworks.

If this feels like an exciting challenge, something you are enthusiastic about, and want to join our team please read on and apply!

Person Specification

Essential

Strong understanding of data catalogue tools and concepts: Possess practical knowledge of data catalogue tooling, frameworks, processes and relationship to other data management solutions such as data ownership and data quality frameworks.

Empowering leader: Inspire and support teams, presenting effectively to senior leadership and stakeholders.

Collaborative thinker: Influence the direction of work with a background in data management or related fields.

Effective communicator: Translate complex data quality concepts for broader understanding between technical and non-technical audiences.

Professionally curious: Stay up to date with research and developments in data quality, applying best practices to promote high standards of data management.

Knowledgeable about data techniques: Engage with data experts across a variety of multidisciplinary data teams on topics like data accuracy, consistency, and reliability.

Supportive evaluator: Assess and challenge assumptions in data projects to ensure high-quality, reliable outcomes.

The following experience and skills are desirable:

Certified Data Management Professional (CDMP) qualification
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](#)

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. You may be required to give a short presentation at interview. Details of this will be sent to those candidates who are invited for interview if applicable.

Should we receive a high volume of applications, a pre-sift based on data catalogue experience will be conducted.

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 recruitment@digital.justice.gov.uk

Person specification

Please refer to the job description

Behaviours

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

- Changing and Improving
- Seeing the Big Picture
- Communicating and Influencing
- Working Together

Technical skills

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

- Strong understanding of data catalogue tools and concepts: Possess practical knowledge of data catalogue tooling, frameworks, processes and relationship to other data management solutions such as data ownership and data quality frameworks.

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, Experience and Technical skills.

<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-

Telephone : enquiries@resourcing.soprasteria.co.uk
0845 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/2298?entityId=2298>

