**Recruiter / Talent Acquisition Specialist**

**Location:** National\*

**Closing Date: 14th August 2022**

**Interviews: 26th August 2022**

**Grade:** HEO

**Salary:** £35,405- £39,000 (London) £31,265 - £34,446 (National)

**Working pattern**: Full time

**Vacancy number:** [62746]

**\*We are currently offering hybrid working which includes 2 days per week in your local office. Office locations can be found** [**here**](https://docs.google.com/document/d/1-Cv-k0Yt9B1qktyaUWCnU_SIxjS89-RmbpiF6zc5Low/edit)

# The Role

We’re recruiting for a **Recruiter/Talent Acquisition Specialist** here at [MoJ Justice Digital](https://mojdigital.blog.gov.uk/working-at-moj-ds/), to be part of our warm and collaborative Strategy & Operations team.

This role is perfect for someone who has a couple of years of experience in talent acquisition or recruitment looking to develop more rounded experience in an internal environment.

When our hiring managers want to recruit awesome people they will come to you for expert advice, solutions and guidance. You will enjoy crafting productive relationships, supporting hiring panels through the end-to-end recruitment process as well as ensuring an engaging and enjoyable candidate experience.

We’ve grown by over 80% in the past 3 years and our mission remains to build the most capable, diverse and innovative Justice Digitalteam across Government.

To help picture your life at [MoJ Justice Digital](https://mojdigital.blog.gov.uk/working-at-moj-ds/) please take a look at our [blog](https://mojdigital.blog.gov.uk/) and our [Justice Digital Strategy 2025](https://www.gov.uk/government/publications/ministry-of-justice-digital-strategy-2025/ministry-of-justice-digital-strategy-2025)

# Key Responsibilities:

* Lead the end-to-end recruitment process for staff and contractors, providing an excellent experience to both candidates and hiring managers.
* Deliver high-quality recruitment outcomes that meet customer priorities and objectives, identifying risks and resolving issues efficiently.
* Collaborate with colleagues across the organisation to ensure one source of up to date information for both the current workforce and future requirements
* Apply expert knowledge and best practices to ensure successful hiring of talented staff.
* Engage with partners to communicate business needs and manage CV submissions

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.
* We are committed to nurturing our staff and provide lots of training and development opportunities with learning platforms such as: Linux Academy, O’Reilly, Pluralsight, Microsoft Learning, Civil Service Learning, GDS Academy, etc.
* 10% dedicated time to learning and development with a budget of £1000 a year per person
* Generous [civil service pension](https://www.civilservicepensionscheme.org.uk/members/thinking-of-joining-the-civil-service/) based on defined benefit scheme, with employer contributions of 26-30% depending on salary.
* 25 days leave (plus bank holidays) and 1 privilege day usually taken around the Queens’ 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.
* Nurturing professional and interpersonal networks including those for Careers & Childcare, Gender Equality, [PROUD](https://mojdigital.blog.gov.uk/2019/09/25/why-diversity-and-inclusion-is-important-to-me/) and [SPIRIT](https://twitter.com/moj_spirit?lang=en)
* 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

**Person Specification**

Essential

* Recruitment: recent hands-on experience (in an agency or internal setting) of leading a hiring manager through the end-to-end recruitment process to successfully hire staff and/or contractors.
* Service Excellence: deliver high quality outcomes that meet customer needs by working with stakeholders to set priorities, objectives and timescales as well as identify risks and resolve issues.
* Partnering: establish productive partnerships with customers and stakeholders to deliver shared organisational outcomes.
* Communication: share relevant data, information and updates with customers in a timely manner to ensure their understanding and maximise impact.
* Delivery: follow the appropriate procedures to ensure results are achieved. Regularly monitor your own work against milestones and act promptly to reassess workloads and priorities when there are conflicting demands to maintain performance.

Desirable

* Recent hands-on experience of recruiting in the Justice Digital sector, for example: devops engineers, product and delivery managers, software developers, technical architects and user researchers.

Willingness to meet [the requirements](https://www.gov.uk/government/publications/united-kingdom-security-vetting-clearance-levels/national-security-vetting-clearance-levels) for BPSS clearance.

We welcome the unique contribution diverse applicants bring and do not discriminate on the basis of culture, ethnicity, race, nationality or national origin, age, sex, gender identity or expression, religion or belief, disability status, sexual orientation, educational or social background or any other factor.

Our values are Purpose, Humanity Openness and Together. Find out more [here](https://www.gov.uk/government/organisations/ministry-of-justice/about/equality-and-diversity) about how we celebrate diversity and an inclusive culture in our workplace.

# How to Apply

Candidates must submit **CV and Cover Letter** which describes how you meet the requirements set out in the Person Specification above.

In Justice Digital, we recruit using a combination of the [**Digital, Data and Technology Capability**](https://www.gov.uk/government/collections/digital-data-and-technology-profession-capability-framework)and[**Success Profiles**](https://www.gov.uk/government/publications/success-profiles) Frameworks. We will assess your Experience, Technical Skills and the following Behaviours during the assessment process:

* Communicating & Influencing
* Delivery at Pace
* Managing a Quality Service
* 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.

Should we receive a high volume of applications, a pre-sift based on your recent hands-on experience (in an agency or internal setting) of leading a hiring manager through the end-to-end recruitment process to successfully hire staff and/or contractors will be conducted prior to the sift.

# Terms & Conditions

Please review our [Terms & Conditions](https://docs.google.com/document/d/1fO0ljbXywITunpexqcLHfzWOpFQaLbB0fVIlDAPjGlM/edit?usp=sharing) which set out the way 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](mailto:recruitment@digital.justice.gov.uk)