

**Learning Lead**  
**Location: National\***

**Closing Date:** 1 June 2023

**Interviews:** Expected week commencing 12 June 2023

**Grade:** Grade 7

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

**Salary:** London: £55,720 - £64,135  
National: £51,767 - £59,590

**Working pattern:** Full time, Part time and Flexible working

**Contract Type:** Permanent

**Vacancy number:** [OLE number]

**\*We are currently offering hybrid working which includes 2 days per week in your local office.**  
Office locations can be found [HERE](#)

## The Role

We're recruiting for a **Learning Lead** here at [Justice Digital](#), to be part of our warm and collaborative Technology Adoption Group.

We are looking for someone creative and innovative with excellent management and communication skills and great attention to detail. The successful candidate will be someone with great leadership skills who is serious about delivering high quality learning and development content.

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

## Key Responsibilities:

- Leading on design and delivery of courses and ad-hoc events.
- Lead and develop a team of learning specialists
- Grow and develop expertise in the team, ensuring that the team is at the forefront of knowledge in the appropriate areas.
- Planning and execution of digital learning needs in line with MoJ objectives
- Work closely with key stakeholders to identify knowledge gaps with digital tools at the MoJ
- End-to-end management of digital learning needs and data analysis

- Build a good rapport with key stakeholders across the MoJ
- Work closely with digital teams to help identify potential challenges that may impact how end users adopt to digital tools
- Support the Change Lead with change projects
- Be the expert in the room for your programme elements: researching, diagnosing issues and developing, designing and delivering bespoke learning interventions to ensure capacity and capability stretch for delegates.
- Sourcing, booking, briefing and ongoing relationship management with industry experts and subject matter experts.
- Horizon scanning for best practice in the learning field, ensuring the programme content and delivery is cutting edge, applying this learning to programme delivery and evaluating its impact.
- Own the process of feedback, proactively suggesting and implementing changes and new innovations.
- Be confident in being a critical friend of Digital and Technology programmes/ projects and to challenge assumptions to the benefit of end users
- Ongoing support during events across the programme team.
- Procurement (writing statements of requirements).
- People development and management Duties where applicable.
- Develop, implement, promote, maintain and measure a consultative service to provide best practice L&D advice and guidance, working with different teams in the business to design key learning interventions as required.

If this feels like an exciting opportunity, 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
- 10% dedicated time to learning and development with a budget of £1000 a year per person
- Generous [civil service pension based](#) on defined benefits scheme, with employer contributions of 26-30% depending on salary.
- 25 days leave (plus bank holidays) and 1 privileged day usually taken around the Kings' birthday.
- 5 additional days of leave once you have reached 5 years of service.
- Option to buy or sell annual leave

- 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 and SPIRIT](#)
- 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 on-site Gym.

## Person Specification:

### Essential skills:

- Previous experience designing and delivering high quality learning intervention Digital Products and a wider range of learning artefacts
- Previous experience of leading a learning team to support adoption of new, Technology, Digital and policy related digital services
- A strong and current understanding of Microsoft 365, especially Microsoft Teams, Microsoft Power Platform (power applications) and Sharepoint.
- Experience with implementing digital tools within an organisation
- Experience of designing and developing learning interventions for various user groups, including senior leaders.
- Previous experience working on a national scale with good experience of work across government
- Ability to build rapport and relationships with people at all levels of the organisation and external providers.
- Collaborative approach, with demonstrated capacity to co-design learning content with others, and to work with others to achieve team success.
- The ability to lead a team through a general brief, user feedback or concept to autonomously create first class learning content, as well as be comfortable starting new initiatives or projects from the beginning.
- The ability to develop, design and deliver learning interventions for in-house built digital products and services.
- A good understanding of equality of opportunity and diversity.
- Ability to deal with difficult and sensitive situations in a diplomatic and professional manner.
- Ability to work under pressure and flexibly in order to meet a varied, wide ranging and demanding workload which is often time-critical.

- Effective organisational skills, ability to prioritise and delegate.
- Being inquisitive about new technologies and how they can be used effectively across the organisation.
- Proficient in data analysis and data etiquette
- Experience with the implementation of digital tools
- Project management

#### **Desirable skills:**

- Previous experience working within a public sector or local government organisations (e.g. Emergency Services, Healthcare, Education etc.).
- Experience of creating e-learning and training videos.
- Understanding of Gsuite.
- Understanding of MacOS.
- Understanding of other collaborating tools such as Zoom & Slack.

Willingness to be assessed against [the requirements 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 about how we celebrate diversity and an inclusive culture in our workplace.](#)

## **How to Apply:**

Candidates must submit a CV and Personal Statement (Up to 750 words) 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 and Success Profiles Frameworks](#). We will assess your Experience, Technical Skills and the following Behaviours during the assessment process:

- Managing a Quality Service
- Delivery at Pace
- Making Effective Decisions

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 desirable skills will be conducted prior to the sift.

## Terms&Conditions

Please review our [Terms&Conditions](#) 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)