

**Role title:** Recruitment Lead

**Grade:** Band A

**Location:** National

## About the Function

### About MoJ Digital and Technology

The Ministry of Justice Digital and Technology team is made up of around 900 digital and technology specialists, located throughout the UK. We support the 70,000 staff working within the Ministry of Justice (MoJ) who do important, even life-changing work, with citizens and legal professionals.

Justice Digital and Technology (JD&T) is a pioneering team within the Ministry of Justice. We've taken the lead in a digital transformation programme which has introduced:

- new technology including Office 365 and Google Docs to enable better collaborative working
- agile ways of responsive team working
- a number of successful citizen-facing online services
- data-driven thinking to enable more effective decisions

These successes have led to us to adopt a functional leadership model so we can better join up digital and technology services across the Justice System and become a smarter, simpler and unified department. Doing this will enable the MoJ to meet business demand and support our users with end-to-end service accountability.

Some of the important challenges ahead will be embedding an 'insourcing' approach to technology strategy and expanding internal capability. Members of the senior management team will play an important part in making this happen by:

- championing new ways of working
- supporting Heads of Professions to build capability through communities
- driving and instilling a culture of continuous improvement
- making JD&T an inspiring place to work by introducing learning and development plans, individual training budgets, mentoring and shadowing

## The Operations Team

This Band A role reports to the Head of People and Engagement in the Operations team. The purpose of the team is to:

- enable our colleagues to get on with delivery
- instill a culture of accountability, value for money and commerciality in JD&T
- make JD&T a great place to work

## About the role

The purpose of the Recruitment Lead is to ensure JD&T has the people it needs to deliver its strategy. The role will be responsible for:

### **Workforce Planning**

- Understanding workforce requirements, ensuring alignment with emerging trends in the requirements of a modern digital and technology workplace
- Working with colleagues to ensure one source of data for current workforce and future requirements
- Working with colleagues to deliver an appropriate mix of civil servants and contractors

### **Recruitment and Onboarding**

- Developing and managing high performing, fair, and robust recruitment processes to meet JD&T people needs, balancing compliance with policies with our ability to attract and retain great people
- Ensuring recruitment processes are user centred and provides an excellent user experience for both candidates and recruiters
- Attracting a broad range of candidates for roles, and designing and managing recruitment processes that supports our commitment to increase diversity and inclusion
- Building and running an onboarding process for JD&T ensuring new staff understand the MoJ and JD&T strategy, are set up with appropriate technology and tools, and are able to contribute as quickly as possible
- Working with JD&T and MoJ colleagues to ensure appropriate processes are in place for those moving within and leaving JD&T

### **Team Management**

- Working with the Operations management team to set direction, create a shared sense of purpose, and ensure the team is achieving its goals
- Leading and motivating the Recruitment team, driving exceptional performance, and embedding JD&T values and behaviours
- Setting and managing Recruitment team goals and objectives, ensuring alignment with Operations and JD&T priorities
- Developing individual and team capabilities

## Key Skills and Experience Required

### **Experience**

- Workforce planning for a large and varied, UK wide, technology team
- Developing, and continually refining, slick recruitment and onboarding processes
- Attraction and recruitment of a diverse technology workforce across a number of locations
- Managing processes for staff joining, moving within and leaving a function
- Team management

### **Skills**

- Rapidly understanding user needs and delivering appropriate solutions
- Managing senior stakeholders, quickly building credibility to influence process
- Organised and efficient, able to quickly prioritise, and deliver at pace
- Strong communication skills, both written and verbal
- Driven and enthusiastic, with the ability to motivate colleagues

### **Behaviours**

Inclusive	<ul style="list-style-type: none"><li>● Treat others with respect, celebrating similarities and differences</li><li>● Listen to and consider other's thoughts, ideas and concerns, and be open to challenge</li></ul>
Honest	<ul style="list-style-type: none"><li>● Have open and honest conversations with colleagues</li><li>● Speak up and constructively challenge the things you don't agree with</li></ul>
Supportive	<ul style="list-style-type: none"><li>● Work collaboratively with others</li><li>● When things go wrong, help to fix, not blame</li></ul>
Inquisitive	<ul style="list-style-type: none"><li>● Look for opportunities to learn and develop</li><li>● Show an interest in work outside your immediate team</li></ul>
Responsible	<ul style="list-style-type: none"><li>● Look for opportunities to be more efficient and to improve</li><li>● Spend public money responsibly</li></ul>