

Data Literacy Manager

Location: National*

Closing Date: 22nd April 2025

Interviews: from 12th April 2025 (this may be subject to change)

Grade: SEO

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

Salary: The national salary is, £41,463 - £45,276. London salary range is £47,657 - £52,040. Your salary will be dependent on your base location.

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 two **Data Literacy managers** here at the [Ministry of Justice](#), to be part of our warm and collaborative Data Improvement team within the Data Directorate.

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 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](#).

Data literacy is the ability to read, write, communicate and reason with data. This enables our colleagues to ask the right questions of data, build knowledge, make decisions and communicate meaning to others.

As the Data Literacy manager, you will support the team in implementing data literacy projects across the business, collaborating with stakeholders to ensure the initiatives are coherent, scalable, and adaptable to the organisation's changing needs.

Key Responsibilities:

- Advocating for the improvement of data across the Ministry of Justice building strong relationships to collaboratively achieve shared strategic goals
- Acting as a translator across technical and non-technical areas to ensure effective problem definition and benefits realisation to establish a common view of the data we do/should/could collect, how to manage it, and how to utilise it to achieve improved outcomes
- Developing and maintaining a range of products to enable teams to upskill in the Data Literacy area, ensuring the offer is clear, scalable and adaptable to accommodate the diverse needs of the organisation.
- Identifying best practice examples of change management to build a positive data culture to implement data literacy initiatives
- Supporting the creation and coordination of internal data literacy communities and forums, as well as assisting their facilitation
- Assisting with the administration and expansion of the cross-government data literacy working group
- Collaborating with multidisciplinary teams to ensure the following considerations are part of their work: metadata, data architecture, data sharing, data quality, data storage, data security and privacy, information assurance, data integration and interoperability

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

- **Stakeholder management:** Experience of building relationships across organisations and teams, collaborating with a diverse range of stakeholders to understand user needs and advocating/influencing the need for data/data literacy initiatives.
- **Continuous learning and development:** Actively ensures ongoing learning about current data trends and emerging technologies to shape and drive forward data literacy initiatives
- **Continuous improvement:** ability to identify and prototype changes to services, tools or training for improved outcomes.
- **Communicating and influencing:** Ability to articulate and promote the strategic direction of work, particularly in the realm of data literacy and digital and technology.
- **Adaptability:** Highly adaptable in changing circumstances, capable of altering approaches to address emerging issues and risks while maintaining focus on data literacy goals.

- **Organisational skills:** the ability to keep projects on track, with an appreciation of programme/project management tools and techniques, including monitoring, evaluation and reporting

How to Apply

Candidates must submit an anonymised CV and a personal statement (up to 750 words), which describes how you meet the requirements set out in the Person Specification above.

We are recruiting using the [Success Profiles](#) Frameworks. We will assess your Experience, Strengths and the following Behaviours during the assessment process:

- Seeing the Big Picture
- Changing and Improving
- 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.

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 datarecruitment@justice.gov.uk