



Ministry  
of Justice

# Deputy Director, Data Engineering, Data Science and AI Ministry of Justice

SCS Pay Band 1

Closing Date: 23:55 on Sunday 1<sup>st</sup> June 2025

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## Welcome to the Ministry of Justice

“ It has never been a more important time to join the team ”



The justice system is an essential public service, relied upon by millions of victims, families, and businesses across our country. At the Ministry of Justice (MoJ), our 85,000-strong team is working to protect and advance the principles of justice and deliver a world-class justice system that works for everyone in society.

The MoJ combines a wide range and scale of operational, policy and major programme delivery challenges, and there has never been a more important time to join the team. We are working to protect the public, reduce reoffending, and provide swift access to justice. We are driven to create brilliant public services through the happiest team in Government.

As part of the Service Transformation Group, you will work under the Chief Data Officer who leads the development of our data and approaches to getting new

insights to improve our policy and operations.

This is a unique opportunity to apply data engineering, data science, AI and leadership to meet societal challenges, improving the operation of the MoJ and the justice system, and making a real contribution to improving outcomes for the public.

We are supportive and collaborative in how we work with each other across the Department and all our agencies, and all our staff are continually building expertise which will be critical to all areas of MoJ's work. We particularly encourage applicants from diverse backgrounds.

We look forward to hearing from you.

**Hugh Stickland**

**Interim Chief Data Officer**

## About the Ministry of Justice

The Ministry of Justice is a major government department at the heart of the justice system. We deliver some of the most fundamental public services including courts, tribunals, prisons, legal services, youth justice, probation services, and attendance centres.



The Ministry of Justice (MoJ) works to protect and advance the principles of justice. Our vision is to deliver a world-class justice system that works for everyone in society.

The justice system plays a crucial role in our success as a nation – keeping people safe, emphasising fairness, guaranteeing individual rights and giving businesses confidence to flourish.

The delivery of our three strategic outcomes are central to doing this:

- Protect the public from serious offenders and improve the safety and security of our prisons. We will deliver better sentencing, more prison places, safer prisons and strong action on extremism.
- Reduce reoffending. We will play a vital role in reducing crime through breaking the cycle of reoffending by focusing on proven interventions: a home, a job and

access to treatment for substance-misuse.

- Deliver swift access to justice. We will increase the throughput of volumes of cases by maximising capacity and make the courts and tribunals system stronger and smarter and work to support victims, tackling sexual and domestic violence and making sure the vulnerable are supported in the justice system.

For more information on who we are and what we do, please visit:

<https://www.gov.uk/government/organisations/ministry-of-justice>.

## Data Directorate in the MoJ

**The MoJ is a great place to be a data professional. In justice, we grapple with some of the biggest and most interesting policy and operational challenges in government.**

We are looking for applicants from diverse backgrounds who are passionate about the potential of data science, data engineering and AI and have a proven ability to transform data into valuable decision-enabling resources for colleagues.

At the MoJ, that ranges from operational frontline right through to the Criminal Justice System dashboards used by Ministers and top management across the system.

Working across functions, you will help to shape the way we use our data and create a data-driven culture, developing the capability to provide better services to

achieve faster and more effective models of delivery.

This will support staff across the department and the broader justice system to improve outcomes for the systems' users, society and the economy; underpin commercial and financial procurements worth billions of pounds; and help us to recruit and retain people in the department and across the justice system.

Our objective is to support decision-making across all parts of the system by providing all parties with more and better data, while recognising and supporting the proper independence of decision-makers. This means that the ability to work in partnership and to develop collaborative working relationships is an essential part of this role.

Data Engineering, Data Science and AI sit under the Chief Data Officer within the Service Transformation Group.

You will lead a team of around 150 incredibly talented data professionals from a range of backgrounds. You will be responsible for engaging, nurturing and developing their capabilities as well as attracting talent into the department. You will need to be an exceptional leader as well as someone who understands the worlds of data, digital, and analysis.

You will need to be an exceptional leader as well as someone who understands the worlds of data, digital, and analysis.

## About the role

### Job Title

Deputy Director, Data Engineering, Data Science and AI

### Location

National

The MoJ is working to open more Justice Collaboration Centres and Justice Satellite Offices over time. Click [here](#) to learn more about where our currently open Justice Collaboration Centres and Justice Satellite Offices are, to identify where you may be based. Please note the requirements for travel and level of flexibility available as set out in the FAQs section.

### Salary

The salary for this role is set within the MoJ SCS PB1 range

External candidates should expect their salary upon appointment to be £76,000 - £90,000 per annum.

Existing Civil Servants will be appointed in line with the Civil Service pay rules in place on the date of their appointment.

### Contract Type

This role is being offered on a fixed term/loan/secondment basis for a period of 9 to 12 months. This is to cover parental leave.

### The Role

As the Head of the Data Engineering, Data Science and AI Hub and the Chief Data Scientist for the Ministry of Justice, you will be leading an established team of around 150 staff who are dedicated to using our rich operational data and innovative data science techniques to improve the justice system.

This is a unique opportunity to make a tangible impact on society, using cutting-edge technology to drive positive change in one of the most important areas of public life.

This is an exciting time to be taking on the Data Engineering, Data Science and AI portfolio. We have a track record of delivering high quality innovative work that has a real impact: including providing digital services to front line staff; using wide ranging data science and AI techniques, e.g. the award-winning safety diagnostic tool, which helps our staff tackle violence in prisons; to using data dashboards to support people across the country to use data to improve how we tackle sexual violence; to SPLINK, our open-source data linking used across the world from complex and massive data linkage challenges.

As the leader of this group, you will be responsible for shaping the next stage of development of this talent and ambitious team.

You will be responsible for overseeing data pipelines from our operational systems to our Analytical Platform, making that accessible for the wider analytical

community and for driving the development of new and innovative techniques to extract insights from the vast amounts of data that the Ministry collects.

You will also be responsible for ensuring that these insights are communicated effectively to decision-makers at all levels, from ministers to front-line staff. Often working alongside Justice Digital to integrate these insights directly into the next generation of frontline digital services.

As the Chief Data Scientist, you will be expected to be an expert in your field. You will have a deep understanding of the latest data science techniques and tools, and you will be able to apply them to real-world problems in the justice system. You will also be able to communicate complex technical concepts to non-technical stakeholders, and you will be comfortable presenting your work to senior decision-makers.

We are looking for a high-quality candidate from the public or private sector who is passionate about using data and data science to make a difference. If you have a track record of leading data engineering

and data science teams to deliver innovative solutions, and if you are committed to using your skills to improve the justice system, then we would love to hear from you.

### **Key Responsibilities**

- Lead the unit in providing excellent analytical support to Directors across the department to ensure that operational, policy and other programmes are data and data science-driven, and that the insight is developed and communicated effectively.
- Work closely with Justice Digital leadership to define the future target operating model for how we manage data and ensure its flow across the Organisation, from front line systems through to insightful, impactful and coherent data-driven products
- Lead the unit in working collaboratively with colleagues across Analysis, Digital, Policy, Operations and Transformation to ensure that they are able to make

best use of new data that is coming online through the Analytical Platform.

- Alongside the Service Transformation Group leadership team take collective ownership of leading the data, digital and technology community and playing an active part in the senior team to develop a strong, diverse and inclusive community.
- Providing leadership, professional oversight and line management to the team, strengthening the capacity and skills of the unit's and directorate's staff and driving innovation which has a positive impact for MoJ.

# Person Specification

It is important through the recruitment process that you give evidence and examples of proven experience of each of the selection criteria detailed. You will be informed which criteria are being assessed at which stage later in this pack.



The successful candidate will be able to demonstrate:

## Essential Experience:

- Experience of leading and championing data science, data engineering and AI within complex

stakeholder environments with evidence of senior stakeholder engagement.

- Experience of supporting, motivating, and developing a diverse team of data professionals to deliver a brilliant service, with a strong track record of building capability and developing people.
- Significant experience leading and delivering substantial data science & engineering programmes and products with evidence of impact and value for policy and/or operational context.
- Excellent communication skills and experience working with senior stakeholders to maximise impact and identify the value and limitations of data science solutions.
- Broad knowledge and experience of data science either within government or across other sectors and technical

expertise in a range of cutting-edge techniques and applications.

## Qualifications

- Applicants must hold a degree level qualification (or higher) in data science or a related field, or must hold an equivalent professional competency

## MoJ SCS Pay Band 1 Behaviours:

You will also be assessed against the following Behaviours during the Recruitment Process:

- Leadership
- Changing & Improving
- Delivering at Pace
- Managing a Quality Service

Read more in the [Civil Service Success Profiles](#) Section.

# Civil Service Success Profiles

The Selection Criteria uses the Civil Service Success Profile Framework. Success Profiles will enable a fairer and more inclusive method of recruitment by enabling us to assess the range of experiences, abilities, strengths, behaviours and technical/professional skills required for different roles. This flexible approach to recruitment focuses more on finding the right candidate for the specific role. More information about Success Profiles to support your application can be found here: <https://www.gov.uk/government/publications/success-profiles>.

Where Behaviours are assessed these will draw on the MoJ's SCS Pay Band 1 Behaviours which are set out below:

## Leadership

You visibly demonstrate the organisation's values in all your activity, leading authentically. You seek to engage staff in the aims of the organisation and communicate the organisation's strategy in an inspiring way. You

create an inclusive and fair culture which creates a sense of belonging by treating staff as individuals and actively valuing diversity within the organisation. You empower teams and individuals to excel by creating a shared vision and objectives and demonstrate trust in staff by giving autonomy.

## Changing and Improving

You create an environment of continuous improvement and change. You see the benefit of change and promote this within your area of responsibility. You identify business needs, both current and future, and use this to identify opportunities for change, utilising innovative solutions that benefit the end user. You are able to embed change, managing risks. You evaluate the impact of change against the expected outcomes for service users and the public.

## Delivering at Pace

You translate organisational strategy into clear objectives for activity within your area of

responsibility. You promote this amongst staff and ensure teams take responsibility for delivering against objectives. You prioritise competing or conflicting demands, and are able to decisively adjust activity based on changing requirements. You manage resource effectively to enable those in your area of responsibility to deliver. You delegate effectively, managing any risks associated with doing so.

## Managing a Quality Service

You understand the requirements of service users and are focussed on providing a service that offers the best outcomes for the public. You foster an environment where opportunities to improve service delivery are identified and adjust processes accordingly. You create plans and consider the resources needed to support implementation. You identify risks and barriers to service delivery and ensure they are removed.

# The Recruitment Process

## Recruitment Process

The selection process will be chaired by **Hugh Stickland, Interim Chief Data Officer at the Ministry of Justice**. The other panel members will be confirmed to shortlisted candidates prior to interview. The panel will satisfy the Civil Service panel requirements on diversity.

## Support during the selection process

If you feel you would benefit from any support or adjustments during any stage of the selection process, please contact the SCS Recruitment Team to discuss your needs, in confidence:

- Email: [scsrecruitment@justice.gov.uk](mailto:scsrecruitment@justice.gov.uk)

The [Disability Support](#) section explains how adjustments can be made to the selection process to accommodate a disability.

## Stages of the process

### SCS Stage 1: Application: CV and Statement of Suitability

To apply for this post, you will need to complete the online application process accessed via the advertisement listed for this role.

This should be completed no later than **23:55 on Sunday 1<sup>st</sup> June 2025**. As part of the application process, you will initially be asked to complete:

1. Responses to the **eligibility questions**. These questions are asked to check you are eligible to apply for the role.
2. A response to whether you would like to **request reasonable adjustments**. If you feel you require any kind of support and/or would like to discuss this with someone in confidence, please indicate 'yes' to requesting reasonable adjustments. The Disability Support section shares more

information about requesting reasonable adjustments.

You will also need to complete a CV and Statement of Suitability. Please note you must complete your CV and Statement of Suitability before the closing date. It is important that your CV and Statement of Suitability give evidence and examples of how you meet the **essential experience** required for the role:

- Your CV should set out your career history, including key responsibilities, activities and achievements.
- Your Statement of Suitability is a series of short written statements demonstrating how you meet the **essential experience** outlined in the essential criteria section above.

Please find more information about the Civil Service Success Profiles [here](#).

## What is being assessed?

- **Essential experience** (as listed on page 8)

Please ensure your Statements do not exceed the word count listed as additional text will not be assessed.

## Panel Interview [and Presentation]

You will be invited to attend an interview [and presentation] with the selection panel. [You will be asked to prepare a verbal 5-minute presentation based on a topic that will be provided in advance.] The interview [and presentation] will last for approximately 45 minutes.

## What is being assessed?

### Behaviours:

- Leadership
- Changing & Improving
- Delivering at Pace
- Managing a Quality Service

## After the Panel Interview [and Presentation]

Following the interview, the performance of all candidates will be reviewed, and the successful candidate identified. All candidates will be notified of the outcome as soon as possible after the conclusion of all interviews. If you are not the successful candidate but you meet the standard required, you may be invited to have your details retained on a merit list to be considered for future SCS roles.

## Statement Guidance

The Statement is a series of short written statements of how you meet the essential experience outlined in the assessment criteria section and allow you to provide further detail on your experience and skills demonstrated in your CV. Prior to writing your Statement ensure you read through the role information thoroughly and identify the essential criteria for each area. You should ensure you provide evidence for each of the essential experience which are required for the role. You may not be progressed to the next stage of the assessment process if you do not provide this evidence.

When structuring your Statement try to:

- Evidence your experience by using subheadings and paragraphs. This will help to ensure you are writing about the experience that is directly relevant for the role you are applying for.
- You should ensure that you detail recent and relevant examples of the essential experience required for the role and

describe the outcome that came from this. The STAR approach can be a useful method of helping to frame your examples, particularly for the Experience Statement:

- **Situation** – briefly describe the specific event or situation. This should be a short description to set the context.
- **Task** – briefly explain what you had to do. What were you trying to achieve from the event or situation? What were the success criteria?
- **Action(s)** – here is where you can really explain how you have acquired the relevant experience. What did you do? How did you do it? Why did you do it that way? What skills did you use?
- **Results** – summarise the results of your actions. What was the outcome? What did you learn?

### Providing a name-blind CV and Success Profile Statements

In both your CV and Statement of Suitability please remove references to any personal information that could identify you. For example:

- name and title
- educational institution names
- age and gender
- email address
- postal address and telephone number
- nationality and immigration status.

This will help us to recruit based on your knowledge and skills, and not on your background, gender or ethnicity. Recruiting this way is called name-blind recruitment.

## Expected Timeline

We will try and offer as much flexibility as we can, but it may not be possible to offer alternative dates for assessments or interviews. You are therefore asked to note the below timetable, exercising flexibility through the recruitment and selection process, in order to meet the dates given. Please note that these dates may be subject to change.

The anticipated timetable is as follows:

Advert Closing Date	<b>23:55 on Sunday 1<sup>st</sup> June 2025</b>
SCS Stage 1: CV and Statement of Suitability	You will be invited to complete a CV and Statement of Suitability Assessment. You will have until <b>23:55 on Sunday 1<sup>st</sup> June 2025</b> to submit your CV and Statement of Suitability.
Outcome of CV and Statement of Suitability	Week commencing 2 <sup>nd</sup> June 2025
Panel Interview and Presentation	Week commencing 9 <sup>th</sup> June 2025

## Benefits of working for the Ministry of Justice



Whatever your role, we take your career and development seriously, and want to enable you to build a really successful career with the Ministry of Justice and wider Civil Service. It is crucial that our employees have the right skills to develop their careers and meet the challenges ahead, and you'll benefit from regular performance and development reviews to ensure this development is ongoing. As a Ministry of Justice employee, you'll be entitled to a large range of benefits.

### Equality, Diversity, Inclusion and Wellbeing

Our departmental values - purpose, humanity, openness and together - are at the heart of our commitment to create a culture where all our people are able to thrive and flourish in the workplace. We want to attract and retain the best talent from diverse backgrounds and perspectives. We want everyone to be the best versions of themselves, to feel supported and have a strong sense of belonging in the workplace. Our commitment to creating a

diverse and inclusive workforce is reflected in all of our people policies and strategies, and we offer our employees access to:

- Diverse talent programs;
- Mentoring schemes;
- Family friendly policies including generous parental and special leave options;
- Flexible working options – including a varied working patterns and flexibility to choose how and where you work;
- Workplace adjustment support;
- Wellbeing support, including access to our Employee Assistance Provider;
- Special leave for active-duty reservists;
- Volunteering days.

The Ministry of Justice has diversity champions, senior civil servants appointed by our Permanent Secretary, who work to drive

forward and embed equality, diversity and inclusion as a core part of both our business delivery and in how we support our people.

The Ministry of Justice's champions each advocate for a specific strand including Race, Disability, Carers, Gender, LGBTQI, Faith and Belief, Age and Social Mobility.

They work closely with our diversity staff network groups and help to shape and build our sense of community across the Ministry of Justice. The Ministry of Justice staff network groups provide care and support for their members, offer our policy makers challenge and critical friendship, champion opportunities, help change our culture and celebrate everything that makes our people who we are.

The department also has an employee health and wellbeing strategy which details the wide range of support available to staff. The strategy focuses on four key wellbeing areas; mental wellbeing, lifestyle including physical wellbeing, financial wellbeing and workplace environment – culture and physical workspaces.

### **Generous Annual Leave and Bank Holiday Allowance**

25 days annual leave on entry, increasing on a sliding scale to 30 days after 5 years' service. This is in addition to 8 public holidays.

This will be complemented by one further day paid privilege entitlement to mark the King's Birthday.

### **Childcare Benefits**

The government has introduced the Tax-Free Childcare (TFC) scheme. Working parents can open an online childcare account and for every £8 they pay in, the government adds £2, up to a maximum of £2000 a year for each child or £4000 for a disabled child. Parents then use the funds to pay for registered childcare. More information about the Tax Free Childcare Scheme can be found on [GOV.UK](https://www.gov.uk) or [Childcare Choices](https://www.childcarechoices.gov.uk).

### **Onsite facilities**

Opportunity to use onsite facilities including fitness centres and staff canteens (where applicable).

### **Season Ticket and Bicycle Loan**

Interest-free loans allowing you to spread the cost of an annual travel season ticket or a new bicycle.

### **Sick Pay**

Occupational sick pay.

# Pensions at the Ministry of Justice

After your salary, your pension is one of your biggest benefits. It provides you with financial security and options when you retire, as well as benefits for your family and loved ones.

## Some of the benefits of a Civil Service pension include:

- Member contribution rates among the lowest in the public sector
- Tax relief on your contributions
- Generous employer contributions
- A secure, inflation-proof pension for life, with no investment uncertainty
- Life assurance cover
- Benefits for loved ones and dependants
- Options to increase your pension
- Keeping all your pensions in one place by transferring in a pension you have built up elsewhere
- Support from our trusted charity partners

## Great Member Pension

- Main Defined Benefit Pension Scheme
- Providing a secure pension payable for life with no investment uncertainty
- Choice of a tax-free lump sum
- Generous build rate of 2.32% of your earnings as a pension each year.
- Choice of entering a Defined Contribution Scheme, in which you decide the level of contributions you wish to make (this can be 0%) and will be matched by the employer up to 3% (which is added to the age defined DC employer contribution).

## What pension could you get?

- For example if you earned £80,000 per year and remained in the Defined Benefit Scheme
- After 10 years you could have a pension of £18,560 per year which represents a Lifetime Allowance of circa 35%

## Generous employer contributions

- Employer contribution towards the main Defined Benefit pension scheme is extremely generous with an average 30.3% of your pay
- Employer Contribution towards the Defined Contribution Scheme is between 8% - 14.75% depending on age.

## Main Scheme Death benefits

- Able to nominate anyone (including charities) for a Tax-free lump sum in the event of your death
- Lump Sum of up to two times your pay
- Main Scheme provides a Pension for your spouse/partner of around 37.5% of your pension as well as pension for eligible children

Visit [www.civilservicepensionscheme.org.uk](http://www.civilservicepensionscheme.org.uk) for more details.

# Disability Support

## What reasonable adjustments can be made if I have a disability?

We welcome and encourage applications from all candidates and are committed to supporting all candidates to take part in the recruitment process. This includes supporting individuals who have a disability by making reasonable adjustments to the recruitment process. We are also able to provide support to candidates who require adjustments to the assessment process due to more temporary difficulties (e.g. linked to a recent injury).

We will ask you within your application form if you would like to request reasonable adjustments. If you feel you require any kind of support and/or would like to discuss this with someone, please indicate 'yes' to requesting reasonable adjustments and ensure that you respond to the Reasonable Adjustments Scheme team by email.

There are a range of disabilities such as physical, neurological, intellectual or learning difficulties and mental health conditions which may underpin candidates' requests for reasonable adjustments. We understand that the support requested will be unique to every candidate and we will work with you to help you to identify your individual requirements.

We make reasonable adjustments so that all candidates are given a fair opportunity to undertake the recruitment process. Therefore, disclosing information regarding your disability or access requirements will have no impact on the outcome of your application, regardless of your request or the role you have applied to.

## How we can support you

There are many types of reasonable adjustments that can be made during assessment processes, and the type or combination you choose to request will depend on your individual requirements.

Examples of some types of adjustments include:

- Extra time to complete assessments;
- Providing a break within an assessment;
- Providing interview questions in a written format at the interview as well as orally;
- An interview at a certain time of day;
- Coloured overlays or different fonts for assessment materials.

This is not intended to be an exhaustive list but rather some examples.

Whilst we aim to confirm all adjustments requested, there may be occasions where this isn't possible. For example, if a candidate were to request that they are not assessed on a specific behaviour outlined in the job advert this would not be possible because the behaviour has been identified as important for

the job role and all candidates are assessed against this criterion. If an adjustment cannot be provided, the reasons for this will be explained to you during your contact with the reasonable adjustment scheme team.

### **Help with your application**

During the application process, we will ask you if you require reasonable adjustments. You will need to contact us by email to discuss this with a member of the team. It is important you tell us as early as possible if you would like to request reasonable adjustments so that the recruitment process runs smoothly for you.

If you do decide during the process that you do require adjustments and you have not completed all your assessments, please contact the SCS recruitment team in advance of your next assessment.

If you have any questions in advance of making your application regarding reasonable adjustments for the assessment process, please contact the SCS recruitment team at [scsrecruitment@justice.gov.uk](mailto:scsrecruitment@justice.gov.uk).

### **Do you offer a Disability Confident Scheme for Disabled Persons?**

As a Disability Confident employer, the MoJ are able to offer an interview to disabled candidates who meet the minimum selection criteria, except in a limited number of campaigns. This could be in terms of the advertised essential skills and/or application form sift criteria. Within the application form, you will be asked if you would like to be considered for an interview under this scheme, so please make us aware of this when prompted.

## FAQs

### Can I apply if I am not currently a civil servant?

Yes. This role is open to suitably qualified people in the external market and to existing civil servants and those in accredited Non-Departmental Bodies.

### Is this role suitable for part-time working?

This role is available for full-time or flexible working arrangements (including job share partnerships). If you wish to discuss your needs in more detail, please get in touch with the named point of contact in this pack.

### Will the role involve travel?

Some travel may be required for this role.

### Where will the role be based?

If successful you will be based Nationally.

Relocation costs will not be reimbursed.

### Can I claim back any expenses incurred during the recruitment process?

No. Unfortunately we will not be able to reimburse you, except in exceptional circumstances and only when agreed in advance.

### What are the nationality requirements for this role?

This job is broadly open to the following groups:

- UK nationals
- Nationals of the Republic of Ireland
- Nationals of Commonwealth countries
- Nationals from the EU, EEA or Switzerland with (or eligible for) status under the European Union Settlement Scheme (EUSS)
- Relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service

- Relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service
- Certain family members of the relevant EU, EEA, Swiss or Turkish nationals

For further information on whether you are eligible to apply, please visit [Gov.UK](https://www.gov.uk).

### Reserved for UK Nationals

Certain posts, notably those concerned with security and intelligence, might be reserved for British citizens, but this will not normally prevent access to a wide range of developmental opportunities within the Civil Service.

This is **not** a reserved post.

### Is security clearance required?

Yes. If successful you must hold, or be willing to obtain, security clearance to SC level. More information about the vetting process can be found [here](#).

### **Will this role be overseen by the Civil Service Commission?**

No. However, the recruitment process will still be governed by the Civil Service Commission's Recruitment Principles.

More detailed information can be found on the Civil Service Commission [website](#).

### **Do you offer a Guaranteed Interview Scheme for Veterans?**

Veteran applicants who meet the minimum selection criteria in the job specification are guaranteed an interview. Selection will be on merit. If you wish to claim a guaranteed interview under the Great Place to Work for Veterans scheme, you should complete the relevant section of the online application

### **What do I do if I want to make a complaint?**

The law requires that selection for appointment to the Civil Service is on merit on the basis of fair and open competition as outlined in the [Civil Service Commission's Recruitment Principles](#).

The [Civil Service Code](#) 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. Should you feel that the recruitment process has breached the recruitment principles and you wish to make a complaint, you should contact [scsrecruitment@justice.gov.uk](mailto:scsrecruitment@justice.gov.uk) in the first instance.

If you are not satisfied with the response you receive from the Department you are able to raise a formal complaint in the following order.

1. To Shared Service-Connected Ltd (0845 241 5358 (Monday to Friday 08.00 – 18.00) or e-mail [Moj-recruitment-vetting-enquiries@gov.sscl.com](mailto:Moj-recruitment-vetting-enquiries@gov.sscl.com))
2. To Ministry of Justice Resourcing ([resourcing-services@justice.gov.uk](mailto:resourcing-services@justice.gov.uk))
3. To the Civil Service Commission (<https://civilservicecommission.independent.gov.uk/contact-us/>)

### **What should I do if I think that I have a conflict of interest?**

Candidates must note the requirement to declare any interests that might cause

questions to be raised about their approach to the business of the Department.

If you believe that you may have a conflict of interest please contact SCS Recruitment on [scsrecruitment@justice.gov.uk](mailto:scsrecruitment@justice.gov.uk) before submitting your application.

## Data Sharing

We will ensure that we will treat all personal information in accordance with data protection legislation, including the General Data Protection Regulation and Data Protection Act 2018.

### Data Sharing

To process your application your personal data will be shared with the Ministry of Justice SCS Recruitment Team, campaign Panel Members and anyone else necessary as part of the recruitment process.

### The legal basis for processing your personal data is:

Processing is necessary for the performance of a task carried out in the public interest. Personal data are processed in the public interest because understanding civil servant experiences and feelings about working in the Civil Service can inform decision taken to

improve these experiences, and ultimately organisation performance.

Sensitive personal data is personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

### The legal basis for processing your sensitive personal data is:

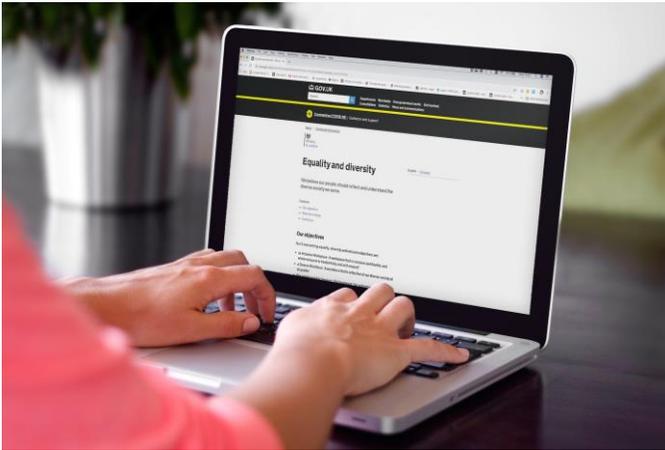
1. Processing is necessary for reasons of substantial public interest for the exercise of a function of the Crown, a Minister of the Crown, or a government department: it is important to know if groups of staff with specific demographic characteristics have a better or worse experience of working for the Civil Service, so that appropriate action can be taken to level this experience;
2. Processing is of a specific category of personal data and it is necessary for the

purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people with a view to enabling such equality to be promoted or maintained.

3. Please note if you are successful in your application your sensitive personal data will be used as part of the on-boarding process to build your employee record.

For further information please see the [GDPR Privacy Notice](#).

## Diversity & Inclusion



The Civil Service is committed to attract, retain and invest in talent where it is found. To learn more, please see the [Civil Service People Plan](#) and the [Civil Service D&I Strategy](#)

# Contact us

Should candidates like to discuss the role in more detail before submitting an application, please contact **SCS Recruitment** on [scsrecruitment@justice.gov.uk](mailto:scsrecruitment@justice.gov.uk).



**SOCIAL  
MOBILITY**

