



Ministry
of Justice

Legal Aid Agency - Digital Transformation Deputy Director Justice Digital, Data and Science

SCS Pay Band 1

Closing Date: 23:55 on Sunday 9th August 2026

About the Ministry of Justice

The Ministry of Justice is at the centre of the justice system, with responsibility for services that are fundamental to public confidence, the rule of law and the effective functioning of society. We lead work that protects the public, supports victims, safeguards rights and enables individuals, families, communities and businesses to access justice fairly and efficiently.



As a major ministerial department, the Ministry of Justice works to protect and advance the principles of justice. Our ambition is to deliver a modern, high-performing justice system that commands confidence, responds to changing demands and works for everyone in society.

The department's work has profound national significance. It helps keep people safe, underpins fairness and due process, protects individual rights and supports the confidence on which economic activity and social stability depend. Across this broad

and complex portfolio, our priorities focus on delivering better outcomes for the public through three core strategic aims:

- Protecting the public and reducing reoffending by strengthening prison, probation and youth justice services so that punishment is effective, rehabilitation is credible and communities are safer.
- Delivering swifter and more effective justice for victims and court users through modern, efficient and resilient courts and tribunals services.
- Upholding the rule of law and sustaining a justice system that is accessible, fair and outward-looking, while supporting world-leading legal services and wider economic growth.

For further information about the Ministry of Justice and the breadth of its work, please visit: [Ministry of Justice](#)

Welcome to Service Transformation Group

Thank you for your interest in this exciting opportunity with the Justice Digital and Data Directorate.



This is a great opportunity to play a key leadership role in an ambitious digital and technology transformation in government - transforming the legal aid system in England and Wales.

At the Ministry of Justice, we serve millions of people every year, often during the most difficult moments in their lives. Our mission is to make services smarter, faster, and more human – through the delivery of secure, scalable, and modern technology platforms.

As LAA Digital Transformation Deputy Director within the Strategic Transformation Group, you'll be front and centre of this transformation, delivering a vision of what the legal aid system will look like in the 21st Century.

You will be defining the long-term product strategy, ensuring resilience of statutory services, leading recovery and modernisation of legacy technology, and providing strategic advice to Ministers and senior leaders. The postholder will lead large multidisciplinary product, design and research teams while ensuring investment delivers measurable outcomes for users and the department.

You'll lead a team of up to 100 professionals and manage a £35 million annual budget.

This is a challenging and meaningful digital leadership role in the Civil Service.

It demands an entrepreneurial mindset, technical vision, and the ability to lead at scale - but it also offers the chance to make a lasting impact on society.

If you're excited by the opportunity to shape the future of justice through delivering a range of ground-breaking products, we look forward to receiving your application.

Best wishes,

Mark Thompson

Chief Digital Information Officer

The Role

Job Title

Legal Aid Agency - Digital Transformation
Deputy Director

Location

National

All successful candidates will be appointed to the nearest viable office nearest to their home postcode. This will be at either an HQ building (subject to desk allocation), a JCC or JSO - See [Map](#).

All employees will be expected to spend a minimum of 60% of their working time in an office (subject to local estate capacity). The MoJ is working to open more Justice Collaboration Centres and Justice Satellite Offices over time.

Please review the FAQs for further information on travel expectations and the level of flexibility associated with the role.

Salary

The salary for this role falls within the MoJ SCS Pay Band 1 range (£86,000 to £117,800).

For external candidates, the starting salary on appointment is expected to be £86,000 per annum.

Existing Civil Servants will be appointed on level transfer or promotion in line with Civil Service pay arrangements. On promotion, salary will increase either to the minimum of the SCS Pay Band 1 range or by up to 10% of current basic salary, excluding allowances, whichever is greater. Candidates appointed on level transfer will retain their existing basic salary, excluding allowances.

Contract Type

This role is offered on a permanent basis.

This role has an expected minimum assignment duration of three years,

reflecting the deliverables identified. This is an expectation rather than a contractual requirement and does not form part of your terms and conditions.

If applying as job share partners, please review the guidance here; [hub page | Civil Service Careers \(civil-service-careers.gov.uk\)](#)

The Role

The LAA Digital Transformation Deputy Director will lead the end-to-end transformation of the Digital and Technical Estate for the Legal Aid Agency (LAA). The individual will be solely accountable for ensuring successful execution of a multi-year, complex programme of work, delivering a responsive, sustainable, and future-proof technology estate, embedding modern ways of working and enabling benefits realisation across the organisation.

This is a high profile, critical area of work, which will face significant internal and external scrutiny, up to and including

ministerial level.

The individual will manage the supply chain of delivery partners to design and implement new services covering the full remit of the legal aid scheme in England and Wales and be accountable for a budget of up to £35m and a range of multifunctional teams comprised civil servants, contractors and managed services.

The role requires a confident individual who can demonstrate the ability to build and lead a high-performing team, manage interdependencies across the MoJ and its partner organisations, including Justice Digital, Technology Services, the Legal Aid Agency (LAA) and MoJ Policy, as well as other government departments. The successful candidate will also need to secure stakeholder engagement, influence decision-making, and build support at all levels, including with Ministers.

Key Responsibilities

Reporting into the Chief Digital Officer you will:

- Provide visible and effective leadership, working with senior colleagues across the estate to deliver the programme business case benefits and outcomes.
- Build strong networks both internally and externally, utilising these connections and excellent interpersonal skills to work collaboratively and in partnership to achieve outcomes.
- Manage the programme budget, ensuring that accurate plans and financial models for future phases are developed and agreed and forecast actual costs against them.
- Build strategic relationships with internal and external suppliers and delivery partners, managing their delivery in support of the project outcomes
- Drive continuous improvement of Risks and Issues management processes within the project and programme, driving innovation and introducing the latest learning from professional bodies and academic research
- Establish and maintain governance arrangements for the delivery of

projects. Define clear roles, responsibilities and accountabilities that align with organisational practice. Monitor the effectiveness of controls and ensure that recommendations from external reviews are acted upon.

- Developing effective project control frameworks and strategies. Create a culture of continuous improvement and learning from experience. Identify interdependencies, common capabilities and opportunities for linking up, re-using and sharing of methods and resources and drive implementation to realise efficiencies.
- Lead a multi -disciplinary team through either matrix or direct leadership ensuring that these specialisms are high performing.

Additional Responsibilities

- Form part of the leadership team of the department, supporting the Chief Digital Officer to meet all corporate responsibilities.

Person Specification

Throughout the selection process, you should provide clear evidence and examples that demonstrate how you meet the essential and desirable criteria for the role.

Later in this pack, you will find details of which elements will be assessed at each stage of the process, helping you focus your application and prepare effectively.



Essential Experience:

- Experience leading complex programmes and projects.
- A deep understanding of different digital technologies, cloud adoption, and modern delivery practices (Agile, Lean)
- Comprehensive understanding of best practise in the delivery of digital transformation.

Desirable Experience:

- Strong understanding of the delivery mechanisms of legal aid i.e. all end-to-end business processes and policies.
- Strong understanding of Justice Digital, Treasury and IPA Major Programme governance
- Managing Successful Programmes Accreditation or equivalent.

MoJ SCS Pay Band 1 Behaviours:

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

- Leadership
- Communicating and Influencing
- Delivering at Pace
- Making Effective Decisions

Recruitment Process

Support during the selection process

If you need support or would like to discuss any aspect of the process, please contact the SCS Recruitment Team at scsrecruitment@justice.gov.uk. We are here to help candidates engage with the process confidently and fairly.

Stages of the selection process

Internal Stakeholder Conversations

You are invited to arrange an informal conversation with Prem Ramaraj to learn more about the opportunity and the organisation before submitting an application. This conversation is separate from the assessed process and is intended to help you make an informed decision about applying.

Application

Applications must be submitted online via the link in the advertisement for this role.

Applications must be received by **23:55 on Sunday 9th August 2026**. As part of your application, you will be asked to provide:

Eligibility responses confirming that you meet the requirements to apply.

An indication of whether you wish to request reasonable adjustments during the selection process. The Disability Support section explains the support available.

1. A CV and Statement of Suitability setting out clear evidence of how you meet the essential experience set out on page 6. The Statement of Suitability should be no more than 1000 words.
2. **Please note that if you do not submit both a CV and a Supporting Statement, the panel may have insufficient evidence on which to assess your application against the person specification.**

Find out more information and guidance on our application process [here](#).

After the Application Stage

You will be informed whether your application has been shortlisted for the next stage. If shortlisted, we will contact you with full details of the next part of the process and any preparation required.

Due to the anticipated volume of applications, we are unable to provide feedback to candidates who are not shortlisted. Candidates who are shortlisted and attend interview will be offered verbal feedback from a member of the panel.

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 approximately 45 minutes.

What is being assessed?

Behaviours, as listed on page 6.

After the Panel Interview

Following the interview stage, the panel will consider all evidence and identify the appointable candidate. Candidates will be notified of the outcome as soon as possible after interviews conclude. If you are not appointed but meet the required standard, you may be invited to have your details retained on a merit list for future SCS opportunities.

Guidance for Writing your Statement and CV

As part of your application, you will be asked to submit a CV and Statement of Suitability. Together, these should provide clear evidence that you meet the essential criteria set out in the Person Specification. Read the role information carefully and address each essential criterion with relevant evidence. Focus on your most significant and recent achievements, making clear the context, scale of your contribution and the impact you delivered.

When preparing your Statement of Suitability, it may help to:

- Present your evidence clearly so the panel can see how your experience aligns to the essential criteria.
- Use recent, relevant examples that show the scale of your responsibilities, the complexity you handled and the outcomes you achieved.

Using AI in your application

Artificial Intelligence may help you shape or refine your application, but everything you submit must be accurate, authentic and based on your own experience. Examples should reflect your personal contribution and judgement. Applications may be withdrawn where content is misleading, plagiarised or not the candidate's own work. Internal candidates may also be subject to disciplinary action.

Please see our [candidate guidance](#) for more information on appropriate and inappropriate use.

Providing a name-blind CV and Success Profile Statements

Please ensure your CV and Statement of Suitability are name-blind. Remove personal information that is not relevant to the assessment of your suitability for the role, for example;

- Name and title
- Educational institution names
- Age and gender
- Email address
- Postal address and telephone number
- Nationality and immigration status.

This supports a fair and objective assessment by enabling the panel to focus on your evidence, capability and potential rather than personal identifiers.

For more information and guidance on how to write your Statement and CV please visit the [Senior Civil Service](#) web page.

Civil Service Behaviours

What are Behaviours?

The Civil Service recruits using [Success Profiles](#). Behaviours are one element of that framework and help assess how candidates demonstrate the leadership qualities, judgement and ways of working needed to succeed in the role.

For this campaign, the behaviours most relevant to the role will be assessed during the interview stage of the process. The descriptions below are included to help you understand what each behaviour looks like in practice.

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.

Communicating and Influencing

You communicate clearly and with confidence, both verbally and in writing. You are open, honest and transparent in your communications. You communicate effectively with internal and external senior stakeholders to present information in a convincing and influential manner. You tailor your communication methods and content to the audience, simplifying strategic messages.

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.

Making Effective Decisions

You make defensible, objective and fair high-impact decisions, considering the impact on the service user and wider organisation. You are willing to take ownership of your decisions, being transparent and open about the reasons for them. You effectively analyse data to make evidence-based decisions, whilst being comfortable taking considered risks based on the best evidence available. You consult with others to incorporate views and professional expertise, ensuring appropriate individuals are involved in the decision-making process.

For further guidance on Behaviours and Success Profiles, please visit our [Senior Civil Service](#) web page.

Expected Timeline

We will aim to offer as much flexibility as possible; however, it may not always be feasible to provide alternative dates for assessments or interviews. We therefore encourage candidates to review the timetable carefully and keep the relevant dates available where possible. Please note that the timetable may be subject to change.

The anticipated timetable is as follows:

Advert Closing Date	23:55 on Sunday 9 th August 2026
Outcome of CV and Statement of Suitability	Week commencing 17 th August 2026
Panel Interview and Presentation	Week commencing 24 th August 2026

Working at the Ministry of Justice



The Civil Service Code

The Civil Service Code sets out the values and standards expected of all civil servants. Issued by the Prime Minister as Minister for the Civil Service, it is founded on four core principles—integrity, honesty, objectivity and impartiality—and forms part of the contractual relationship between civil servants and their employer.

Equality, Diversity, Inclusion and Wellbeing

The Ministry of Justice offers senior leaders the opportunity to lead work of national importance in an organisation defined by public purpose, integrity and visible impact. Our values—purpose, humanity, openness and together—shape a culture of pace, integrity and inclusive leadership. We are committed to a diverse, high-performing workplace that reflects the society we serve, where different perspectives, wellbeing, belonging and sustainable leadership matter.

Benefits

As part of the Ministry of Justice, you will benefit from a competitive package that supports your wellbeing, flexibility and longer-term career development, including:

Pension

You will have access to the alpha pension scheme, which includes a 28.97% employer contribution and comparatively low member contributions by public sector standards.

The Civil Service Pension Scheme is a significant part of the overall reward package, offering long-term security and valuable benefits for you and your family. Further details are available at

www.civilservicepensionscheme.org.uk.

Generous Annual Leave and Bank Holiday Allowance

You will receive 25 days' annual leave on entry, rising to 30 days after five years' service, in addition to 8 public holidays and a day of paid privilege leave to mark the King's Birthday.

Flexible Working

We support flexible and hybrid working where this aligns with the needs of the role and the business, helping leaders balance impact, collaboration and personal wellbeing.

Further information on benefits, including pension, leave and Equality, Diversity, Inclusion and Wellbeing support, is available on our [Senior Civil Service](#) web page.

Disability Support

Do you offer a Disability Confident Scheme for Disabled Persons?

As a Disability Confident employer, the Ministry of Justice is committed to creating a recruitment process that is fair, accessible and inclusive. In most campaigns, disabled candidates who meet the minimum selection criteria will be offered an interview. You will be able to indicate on the application form whether you would like to be considered under this scheme.

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

We want every candidate to be able to take part in the selection process on a fair and equitable basis. For senior roles, that means giving you the opportunity to demonstrate your experience, judgement and leadership capability fully, with reasonable adjustments in place where needed.

If you would like to request support or discuss an adjustment in confidence, please indicate this on your application form by selecting 'yes' to reasonable adjustments and responding to the Reasonable Adjustments Scheme team by email. We encourage you to raise any requirements as early as possible so that arrangements can be put in place in good time.

How we can support you

A range of reasonable adjustments can be considered across the selection process, depending on your circumstances and the nature of the assessment. Our aim is to work with you to identify support that enables you to take part with confidence and on an equal footing.

Examples may 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.

These examples are illustrative rather than exhaustive. Appropriate support will depend on your individual circumstances, and each request will be considered thoughtfully and on its own merits.

We will make every reasonable effort to provide the adjustments requested. Where a particular adjustment is not possible, we will explain this clearly and work with you to explore appropriate alternatives wherever we can.

Help with your application

If you think you may need an adjustment, we encourage you to contact us as early as possible so arrangements can be made with sufficient notice and support can be tailored to your needs.

If your circumstances change during the process, or you identify a need for support after applying, please contact the SCS Recruitment team in advance of your next assessment wherever possible.

If you have any questions before applying about reasonable adjustments, please contact the SCS Recruitment team at scsrecruitment@justice.gov.uk. We will be happy to help.

Diversity and Inclusion

At the Ministry of Justice, we believe inclusive, respectful and high-performing workplaces are essential to delivering better outcomes for the public.

We want talented people from every background to feel welcomed, valued and able to succeed here.

That commitment shapes how we recruit, develop and support our people—and helps create an environment where diverse perspectives strengthen leadership, decision-making and impact.



We know the strongest leadership teams reflect the diversity of the society they serve. That is why we are committed to building an inclusive Civil Service where talented people from all backgrounds can thrive, contribute and lead with confidence.

Our Diversity and Inclusion Strategy focuses on creating a Civil Service that:

- draws on the broadest possible range of talent, experience and perspective
- is visible, accessible and open to people from all backgrounds
- supports flexible, inclusive ways of working that help people and performance flourish
- attracts, develops and retains exceptional leaders at every stage of their career

For executive candidates, this means joining an organisation that values inclusive leadership, sees difference as a strength, and is committed to creating the conditions for diverse talent to succeed, influence and shape outcomes of national importance.

FAQs

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

Yes. This role is open to both internal and external applicants.

Is this role suitable for part-time working?

This role is offered on a full-time basis. Flexible working options, including job share, may be considered where they align with business need.

Where will the role be based?

If appointed, your base location will be National.

Please note that relocation expenses will not be payable.

The role will require travel predominantly to London, but some cross-country travel will also be required.

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

Expenses incurred during the recruitment process will not usually be reimbursed, except

in exceptional circumstances.

Am I eligible to apply for this role?

For further guidance on eligibility to apply for this role, please refer to [GOV.UK](https://gov.uk).

Is security clearance required?

Yes. If successful, you will be required to obtain security clearance to SC level, if you do not already hold it. Further information about the vetting process can be found [here](#).

Will this role be overseen by the Civil Service Commission?

No. However, this recruitment campaign will be conducted in accordance with the Civil Service Commission's Recruitment Principles.

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

All appointments to the Civil Service must be made on merit, on the basis of fair and open competition, and in line with the [Civil Service Commission's Recruitment Principles](#).

If you believe these principles have not been followed and wish to make a complaint, you

should first contact scsrecruitment@justice.gov.uk.

If you are not satisfied with the response, you may escalate your complaint in the following order:

1. Shared Services Connected Ltd (0845 241 5358, Monday to Friday, 08:00 to 18:00, or (Moj-recruitment-vetting-enquiries@gov.sscl.com))
2. Ministry of Justice Resourcing (resourcing-services@justice.gov.uk)
3. Civil Service Commission (civilservicecommission.independent.gov.uk/contact-us)

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

If you believe you may have a conflict of interest, you must declare this before submitting your application by contacting the SCS Recruitment team at scsrecruitment@justice.gov.uk.

Data Sharing

We will handle your personal information with care and in line with applicable data protection law, including the UK General Data Protection Regulation and the Data Protection Act 2018.

Data Sharing

To administer your application, your personal data will be shared only with the Ministry of Justice SCS Recruitment Team, panel members and others directly involved in the recruitment process where necessary.

The legal basis for processing your personal data is:

- Processing is necessary for the performance of a task carried out in the public interest. In practice, this supports the fair and effective administration of recruitment and helps the Civil Service improve candidate and employee experience.
- Sensitive personal data includes information such as racial or ethnic origin, religious beliefs, trade union membership, health data and other special category data protected by law.
- Processing may be necessary for reasons of substantial public interest, including the exercise of functions by the Crown, a Minister of the Crown or a government department, and to understand whether different groups experience the Civil Service differently so that appropriate action can be taken.
- Processing may also be necessary to identify or review equality of opportunity and treatment between groups, with a view to promoting or maintaining that equality.
- If you are successful, relevant sensitive personal data will also be used during onboarding to create your employee record.
- For further information please see the [GDPR Privacy Notice](#).

Contact Us

Should candidates wish to discuss the role in more detail before submitting an application, please contact **SCS Recruitment** on scsrecruitment@justice.gov.uk

