

Candidate Information Pack

Ministry of Justice

Human Resources Professional

Civil Service Band A.

Closing Date: Monday, 26th June 2017.



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Welcome Message from Mervyn Thomas, Group HR Director and Director, Shared Services



Thank you for your interest in our Human Resource Professional vacancies. This is a unique opportunity to take on a leadership role within a vibrant, innovative and transformational team of dedicated Human Resource professionals- working on some of the most high-profile corporate, policy and operational agendas across Government. These roles are critical to ensuring we continue to deliver against the backdrop of change, leading the people agenda across the Ministry of Justice, to deliver the Department's key priorities.

The people we employ come from a range of diverse backgrounds, representing almost every skill across a range of professions. We need every civil servant to work to their full potential and the HR team is critical to making this happen.

We also want to be a department that is a great place to work for our people, with people doing interesting work and having opportunities to develop and further their careers. I am therefore looking for energetic, resourceful and exceptional HR leaders, who will demonstrate adaptability, resilience and an appetite for change.

This is a really exciting opportunity for someone looking to turbo charge their career. You will have a passion for public service, strong leadership skills and be able to carefully manage a reputation often under intense public scrutiny. But most importantly you will love the energy of working in a transformative environment and be really excited by the opportunity to shape the future of the MoJ. If this sounds like you, I'd be delighted to receive your application.

The best of luck with your application

Mervyn Thomas

Mervyn Thomas
Group HR Director, Ministry of Justice.

Background to Ministry of Justice

The Ministry of Justice (MoJ) is one of the largest government departments, employing around 70,040 people (including those in the Probation Service), with a budget of approximately £9 billion. It is at the heart of the justice system, delivering some of the most fundamental services any state owes its citizens.

The MoJ works to protect the public and reduce reoffending, and to provide a more effective, transparent and responsive criminal justice system for victims and the public. It has responsibility for several different parts of the justice system - the courts, tribunals, prisons, legal services, youth justice, probation services, and attendance centres. Our work spans criminal, civil, family, and administrative justice and we are also responsible for making new laws and safeguarding human rights

The Department also works in partnership with other government departments and agencies to reform the criminal justice system, to serve the public and support the victims of crime. The largest Agency is Her Majesty's Prison and Probation Service (HMPPS), covering prisons and probation. Her Majesty's Courts and Tribunals Service (HMCTS), the Legal Aid Agency (LAA), the Office of the Public Guardian (OPG) and the Criminal Injuries and Compensation Authority (CICA) are also in our network. In addition, the MoJ is responsible for over 30 Arms-Length Bodies (ALBs).

As a major delivery department, our objectives are to:

- Improve public safety and reduce reoffending by reforming prisons, probation and youth justice
- Build a One Nation justice system by making access to justice swifter and more certain for all citizens whatever their background
- Uphold the rule of law, defend the independence of the judiciary, safeguard essential liberties and restore historic freedoms
- Deliver efficiently in MOJ: ensuring the best possible service for citizens by making our department more efficient and more open, with policy driven by evidence

More information can be found at: <http://www.justice.gov.uk/>

The Vacancies:

It's an exciting time to join MoJ. We're currently delivering some of the biggest reform programmes across Government, and need the right people, with the right skills, to allow us to successfully achieve the Departmental aims.

We have opportunities across MoJ including HMPPS, HMCTS and our policy teams and corporate services to be at the forefront of leading and implementing significant change across the MoJ. Our HR function is ambitious, and innovative - so if you're business orientated, energetic and resourceful self-starter, one of our roles could be for you.

We are keen to attract candidates from a wide range of sectors and will customise your induction and support through your first twelve months around your development needs. We will support you in your longer term professional development and career plans whether that be at MoJ or elsewhere in the Civil Service or other sectors.

Depending on your role, you can expect to be involved in a range of the following:

- Business partnering of directors and senior management teams within a directorate.
- Providing challenge and appropriate support and guidance to a business area on a range of areas including: talent management, organisation design, performance management, culture change and leadership development.
- Embedding necessary processes and principles within your business area e.g. talent management in the HRBP role
- Leading on a key HR work stream, such as OD or talent
- Developing people/OD plans and engagement strategies with business leads
- Working in or engaging with a range of MoJ and Civil Service HR experts- demonstrating a collaborative approach to help us deliver reform.

Our Roles:

We have a number of opportunities available across HR, some examples of the types of roles we are recruiting for include;

<p>HR Business Partnering</p> <p>We have business partnering opportunities across MoJ including HMPPS, HMCTS and MoJ HQ.</p> <p>Business partnering Directors, Senior Management teams, or teams within a Directorate, you will provide challenge and appropriate support on a broad range of areas, including:</p> <ul style="list-style-type: none"> - Talent management - Organisation design - Performance management - Culture change - Leadership development. <p>In addition, you'll be comfortable embedding the necessary processes within your business area, and will develop an excellent working knowledge of our policies, working strategically with your business area to develop and implement the people strategy.</p>	<p>Reward and Employee Relations</p> <p>This role involves leading and directing all aspects of the reward and employee relations' agenda across the MoJ and brings with it substantial influence on the effective management and improvement efficiency of our 70,000 strong workforce. To do this, we need a strategy that will consider how we attract, grow, motivate and retain our employees.</p> <p>To be successful in this role you will champion the transformation of MoJ into a commercially focused, results driven organisation that uses cost effective reward mechanisms/incentives to differentiate performance that will compete with private sector providers. This will also involve empowering others to value a reward culture, whether at Director, or Line Manager level.</p>
<p>Inclusion and Diversity</p> <p>In our Inclusion and Diversity Strategy, we've made a commitment to have an inclusive workplace, a diverse workforce, and fair and accessible services for all. In this role, you'll be expected to work effectively at senior levels across the Department, building trust and credibility to support the delivery of our I & D strategy. With sound experience working in an I & D space, you'll help us to review and implement the findings from the Lammy Review, including the Department's commitment to its Public Sector Equality Duty (PSED). Overall, it's about maintaining ethical standards and building a workforce that reflects the diverse communities in which we work.</p>	<p>Organisation design</p> <p>This is an exciting, and key role within the HR team, primarily responsible for the development and implementation of a consistent approach to detailed structural and role design (including competencies, skills and experience) across MoJ. Your deep expertise in leadership, cutting-edge Organisation Design trends and HR / Business architecture will enable the transformation of our Department through an overarching design approach. As part of this, you'll use a variety of collaborative approaches to work closely with the Design Authority and Business Architecture teams, as well as Senior HR Business Partners.</p>

Person Specification

We have a number of vacancies across our Human Resources teams- successful candidates may come from a wide range of backgrounds, including people with HR/ policy interest in the justice sector, organisational development, or inclusion and diversity. However, we are not looking to limit applicants to these specific backgrounds and our ambition is to attract a diverse range of applicants for this post.

As well as influencing and inspiring others to engage with the directorate's work, you'll be able to set a clear strategic direction, and work collaboratively with a wider range of people across the whole of the MoJ. You'll also bring;

- A proven ability to work effectively with senior management at a truly strategic level, with the gravitas and credibility to influence and persuade leaders across the department and beyond
- A proven ability to implement strategy helping shape an organisation's direction possibly including culture, values and or significant other people related change, using an evidence-based, data driven approach.
- Evidence of your ability to deliver better for less with an understanding of how to generate truly effective efficiencies and ensure better value for money.
- Evidence of being data driven and interpreting and using data and evidence to inform decision making and service delivery.
- Excellent stakeholder management and influencing skills – in a style which is consultative and collaborative

Sound like you? To apply:

Please provide a C.V and cover letter, alongside completed annexes to our advisors at Moloney Search, who will provide further details; mojhr@moloneysearch.com

Vacancy Information, and How to Apply.

Job Title	Human Resource Professional
Job Information	<p>The post is at Civil Service Band A Level.</p> <p>External candidates should expect their salary on appointment to be up to £65,000 per annum.</p> <p>Existing Civil Servants will be appointed in line with the normal Civil Service pay rules.</p>
Available on promotion	Yes

How to Apply	Please provide completed annexes to our advisors at Moloney Search, who will provide further details; mojhr@moloneysearch.com
Overview of the Process	<p>Moloney will acknowledge your application and advise you of the outcome of the longlist meeting. Applications will be reviewed by the panel to select those demonstrating the best fit with the post and the criteria set out in the person specification.</p> <p>Longlisted candidates will be invited to a preliminary interview through Moloney Search</p> <p>If you are shortlisted, you will be provided with full details of the next stages of the selection and assessment process. This may include other forms of assessment prior to the final interview.</p> <p>You will also have the opportunity to meet with key stakeholders prior to the final selection panel interview to learn more about the role and the organisation. Further details will be provided if you progress to this stage of the selection process.</p> <p>The selection panel will be chaired by Mervyn Thomas, Group HR Director at the Ministry of Justice.</p>
Arrangements for interview	<p>The final interview will be held at the Ministry of Justice, 102 Petty France Westminster, London, SW1H 9AJ.</p> <p>Expenses incurred by candidates during the recruitment process will not be reimbursed by the Department except in exceptional circumstances and only when agreed with the Department in advance.</p>
Alternative Formats	If you wish to receive a hard copy of the information, or in an alternative format e.g. Audio, Braille or large font then please contact: mojhr@moloneysearch.com
Further Information	If you have any questions about the role or would like to discuss the post further, please contact mojhr@moloneysearch.com .
Reserve Lists	If we receive applications from more suitable candidates than we have vacancies for at this time, we may hold suitable applicants on a reserve list for 12 months, and future vacancies in the Civil Service requiring the same skills and experience could be offered to candidates on the reserve list without a new competition.
Civil Service Commission's Recruitment Principles	<p>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.</p> <p>The Civil Service Commission has two primary functions:</p> <ul style="list-style-type: none"> • Providing assurance that selection for appointment to the Civil Service is on merit on the basis of fair and open competition. For the most senior posts in the Civil Service, the Commission discharges its responsibilities directly by overseeing the recruitment process and by a Commissioner chairing the selection panel. • Hearing and determining appeals made by Civil Servants under the Civil Service Code which sets out the Civil Service values – Honesty, Integrity, Impartiality and Objectivity – and forms part of the relationship between civil servants and their employer. <p>More detailed information can be found at the Civil Service Commission website http://civilservicecommission.independent.gov.uk</p>

Complaints	<p>If you feel your application has not been treated in accordance with the Recruitment Principles, and you wish to make a complaint, you should contact the vacancy holder in the first instance.</p> <p>If you are not satisfied with the response you receive, you can contact the Civil Service Commission at:</p> <p>http://civilservicecommission.independent.gov.uk/civil-service-recruitment/complaints/</p>
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Indicative Timeline

Please note that these dates are only indicative at this stage and could be subject to change. If you are unable to meet these timeframes, please let us know when you contact Moloney Search.

The anticipated timetable is as follows:

Advert Closing Date	Monday, 26 th June 2017
Sift Meeting	W/C 3 rd July 2017
Informal discussions with HR Team members-MOJ.	W/C 10 th July
Final Interviews	W/C 17 th July

Terms, Conditions and Benefits

The information offered in this document is supplied in good faith but does not in itself form any part of the contract of employment.

Appointment Term	This is a permanent appointment within the Ministry of Justice and is offered to applicants both inside and outside the Civil Service.
Location	The post will be based in the MoJ building in 102 Petty France, Westminster, London, SW1H 9AJ. No relocation costs will be available.
Working Arrangements	This role is available for full-time or flexible working arrangements (including job share arrangements)

Salary Range & Annual Pay Awards	<p>The post is at Ministry of Justice Band A level.</p> <p>External candidates should expect their salary on appointment to be up to £65,000 per annum.</p> <p>Annual salary increases will depend upon individual performance and contribution to the organisation's success. In addition, there will be the opportunity to earn performance related bonuses.</p>
Pension	<p>There is a choice of excellent pension schemes. More information about pension provisions can be found at www.civilservice.gov.uk/pensions</p>
Leave Allowance	<p>25 days' paid leave per annum rising by one day for each year of service up to a maximum of 30 days. Full-time staff receive eight public holidays and the Queen's Birthday privilege day as well as competitive maternity leave, parental leave and adoption leave.</p>
Other Benefits	<p>Childcare - we recognise that many staff balance working lives with the demands of a family life. We offer support with childcare and holiday play schemes costs by providing childcare vouchers for staff who meet the eligibility criteria.</p>
Modernised Terms and Conditions	<p>Civil Servants taking up appointment on promotion will adopt the current Ministry of Justice Band A terms and conditions. Existing Civil Servants appointed on level transfer will retain their existing terms and conditions.</p>
Nationality	<p>To be eligible for employment you must be a national from the following countries:</p> <ul style="list-style-type: none"> - The United Kingdom - The Republic of Ireland - The Commonwealth* - A European Economic Area (EEA) Member State - Switzerland - Turkey <p>Certain family members of EEA, Switzerland and Turkish nationals are also eligible to apply regardless of their nationality.</p> <p>(*Commonwealth citizens not yet in the UK, who have no right of abode in the UK and who do not have leave to enter the UK are ineligible to apply.)</p> <p>For further information on whether you are eligible to apply, please visit Gov.UK.</p>
Security Clearance	<p>Before the appointment of the successful candidate can be confirmed, the Department will undertake background security checks. As part of this, we will need to confirm your identity, employment history over the past three years (or course details if you were in education), nationality and immigration status, and criminal record (unspent convictions only).</p> <p>The successful candidate must hold or be willing to obtain security clearance to SC clearance level before taking up post.</p>
Conflicts of Interest	<p>Candidates must note the requirement to declare any interests they may have that might cause questions to be raised about their approach to the business of the Department. They are required to declare any relevant business interests, share holdings, positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies, both for themselves and for their spouses/partners.</p>

	<p>The successful candidate will be required to give up any conflicting interests and his/her other business and financial interests may be published.</p> <p>If you believe you may have a conflict of interest, please contact Moloney before submitting your application.</p>
Equality and Diversity	<p>The Department is committed to being an equal opportunities employer. We value and welcome diversity. We aim to develop all our staff to enable them to make a full contribution to meeting the Department's objectives, and to fulfil their own potential on merit. We will not tolerate harassment or other unfair discrimination on grounds of sex, marital status, race, colour, nationality, ethnic origin, disability, age, religion or sexual orientation. We will promote and support the use of a range of flexible working patterns to enable staff to balance home and work responsibilities; and we will treat people fairly irrespective of their working arrangements.</p> <p>Under the terms of the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify in your application. We will also consider any reasonable adjustments under the terms of the Act to enable any applicant with a disability (as defined under the Act) to meet the requirements of the post.</p> <p>The Department has a positive attitude towards applications from disabled people and offers a Guaranteed Interview Scheme (GIS) for disabled applicants. We are committed to interviewing all applicants with a disability who provide evidence of meeting the minimum requirements necessary for the post, as set out in this applicant pack.</p> <p>To be eligible, your disability must be within the definition laid down in the Equality Act 2010. A disabled person is defined by the Equality Act 2010 as someone who has a physical or mental impairment, which has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities. For the purposes of this policy, these words have the following meanings:</p> <ul style="list-style-type: none"> • 'substantial' means more than minor or trivial • 'long-term' means that the effect of the impairment has lasted, or is likely to last, 12 months (there are special rules covering recurring or fluctuating conditions) • 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping. <p>Should you consider yourself eligible to apply for this post under the GIS, please complete the associated.</p>
Civil Service Code	<p>All civil servants are subject to the provisions of the Civil Service Code that details the Civil Service values, standards of behavior and rights and responsibilities. For further information, visit Gov.UK.</p>

Annex A:

Diversity Monitoring Form

The Civil Service is committed to recruiting, retaining and developing a workforce that at all grades reflects the diverse communities we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair, transparent and promote equality of opportunity for all staff. Your co-operation in providing us with accurate data will help us ensure we design and use policies and processes that attract and retain a diverse and talented workforce.

Any information you provide in this form:

- Will be used by the department and Cabinet Office for statistical purposes only
- Will not influence the assessment of your application and will not be seen by anybody directly involved in the selection process
- No information will be published which allows any individual to be identified.

We would appreciate your co-operation in completing this form to help us better understand how we, as an employer, ensure equality of opportunity for all.

1. Gender			
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
		Prefer not to say	<input type="checkbox"/>
2. Age			
29 or under	<input type="checkbox"/>	30 to 39	<input type="checkbox"/>
40 to 49	<input type="checkbox"/>	50 to 59	<input type="checkbox"/>
60 to 64	<input type="checkbox"/>	65 and over	<input type="checkbox"/>
			Prefer not to say <input type="checkbox"/>
3. Ethnicity (please tick one box only)			
Asian/Asian British			
Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Any other Asian background <input type="checkbox"/>	
Pakistani	<input type="checkbox"/>		
Black/ African/ Caribbean/ Black British			
African	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
		Any other Black/African/ Caribbean background <input type="checkbox"/>	
Mixed/multiple ethnic groups			
White and Asian	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>
White and Black Caribbean	<input type="checkbox"/>	Any other mixed / multiple ethnic background <input type="checkbox"/>	
White/White British			
White	<input type="checkbox"/>		
Other ethnic group			
Arab	<input type="checkbox"/>	Any other ethnic group	<input type="checkbox"/>
Prefer not to say		<input type="checkbox"/>	
4. Do you consider yourself to be disabled?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		Prefer not to say	<input type="checkbox"/>
5. Which of the following best describes how you think of yourself?			
Heterosexual / Straight	<input type="checkbox"/>	Gay / Lesbian	<input type="checkbox"/>
Bisexual	<input type="checkbox"/>	Other	<input type="checkbox"/>
		Prefer not to say	<input type="checkbox"/>
6. Religion or belief (please tick one box only)			
No religion	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>
		Christian	<input type="checkbox"/>

Hindu	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Sikh	<input type="checkbox"/>	Any other religion	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
7. What is your current work pattern?					
Full-time	<input type="checkbox"/>	Part-time	<input type="checkbox"/>	Job Share	<input type="checkbox"/>
Other	<input type="checkbox"/>	Prefer not to say			<input type="checkbox"/>
8. Do you have caring responsibilities? (Tick all that apply)					
None	<input type="checkbox"/>	Primary carer of a child/children (under 18)	<input type="checkbox"/>	Primary carer of disabled child/children	<input type="checkbox"/>
Primary carer of disabled adult (18 and over)	<input type="checkbox"/>	Primary carer of older person (65 and over)	<input type="checkbox"/>	Secondary carer	<input type="checkbox"/>
Prefer not to say					<input type="checkbox"/>
9. Where are you currently working?					
Home department of vacancy	<input type="checkbox"/>	Other government dept.	<input type="checkbox"/>	Wider Public Service	<input type="checkbox"/>
Voluntary Sector	<input type="checkbox"/>	Private Sector	<input type="checkbox"/>	Other	<input type="checkbox"/>
Prefer not to say					<input type="checkbox"/>
10. Are you applying on promotion? (existing Civil Service applicants only)					
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
11. Are you currently on a cross-government talent scheme? (existing Civil Service applicants only)					
Future Leaders Scheme	<input type="checkbox"/>	High Potential Development Scheme	<input type="checkbox"/>	Senior Leaders Scheme	<input type="checkbox"/>
Other	<input type="checkbox"/>	None	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
12. Where did you hear about this job?					
From a Civil Service employee	<input type="checkbox"/>	From the Civil Service Jobs website	<input type="checkbox"/>	Guardian Jobs	<input type="checkbox"/>
Executive Appointments / Financial Times	<input type="checkbox"/>	LinkedIn	<input type="checkbox"/>	TimesOnline	<input type="checkbox"/>
Twitter	<input type="checkbox"/>	Word of Mouth	<input type="checkbox"/>	Other	<input type="checkbox"/>
Prefer not to say					<input type="checkbox"/>

Thank you for completing this form

Annex B:

Candidate Summary Form

POSITION APPLIED FOR:					
REFERENCE NO:					
SURNAME					
FIRST NAME		INITIAL(S):		TITLE:	
ADDRESS FOR CORRESPONDENCE:					
CONTACT TELEPHONE NUMBER(S):					
EMAIL ADDRESS:					
MOST RECENT EMPLOYER (ORGANISATION):					
MOST RECENT JOB TITLE:					
REMUNERATION:					

Annex C:

Guaranteed Interview Scheme

The Guaranteed Interview Scheme (GIS) means that staff with disabilities who meet the advertised minimum essential criteria for the post (either on level transfer or promotion) are guaranteed an interview.

Staff with additional needs of any kind are encouraged to apply for all posts they are interested in and for which they meet the essential criteria. Line managers must be prepared to make reasonable adjustments to the job and/or assessment process to accommodate the needs of staff with disabilities.

GUARANTEED INTERVIEW SCHEME DECLARATION

The Cabinet Office is a user of the Employment Service Disability Symbol 'Positive About Disabled People'. We offer a Guaranteed Interview Scheme (GIS) for all disabled candidates. All disabled candidates will be offered an interview - provided they meet the essential criteria for the job as set out elsewhere in this Candidate Pack. To be eligible, your disability must be within the definition laid down in the Equality Act 2010 i.e. you must have:

- ☐ The Impairment must have substantial adverse effects on your normal day-to-day activities
- ☐ These substantial adverse effects must be long term (ie, lasting or expected to last longer than 12 months)

Do you consider yourself to have such a disability? ☐ YES / ☐ NO

If you are in doubt as to whether the impairment you have qualifies you under the GIS, please describe the nature of the disability below:

If you wish to claim a Guaranteed Interview on the basis of your disability, please sign below:

Signed:

Date:

Any false declaration of disability to obtain an interview will cause your application to be terminated, or will invalidate your contract of employment