**Reference: ODC-EO-01**

Job description

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| **Job title** | Executive Officer |
| **Directorate** | Organisational Development and Change (ODC) |
| **Grade** | *EO* |
| **Role Type:** | HR, Management Information, learning and development, change |
| **Salary band** | £23,112 National salary  £26,636 London salary  *New entrants are normally expected to join on the minimum of the pay band.* |
| **Responsible to** | Organisational Development and Change Officer |
| **Base/location** | |  | | --- | | London or National | |
| **FTE/hours** | Full time/: 37 hours per week |
| **Job type (i.e. fixed term/permanent/loan/secondment)** | Permanent |
| **Duration of appointment – months. (for fixed term, secondment, loan etc)** | N/A |
| **Security Clearance Required** | Baseline (BPSS) |

Job Description

Summary

The ODC Executive Officer will be responsible for collating and analysing management information to produce statutory and organisational reports which advise and inform the business. Supporting the ODC Officer you will have the opportunity to be involved in developing and co-ordinating initiatives which enhance the organisational skills and knowledge. Using your understanding of human resources or learning and development and how it contributes to organisational success, along with strong organisational skills the main responsibilities will include:

Main Responsibilities

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| --- | --- |
| **1** | Collating, analysing accurate and timely management information and producing reports which advise and inform to meet statutory and business needs |
| **2** | Co-ordinate organisational learning and development activities along with a review and redesign of staff induction to support increased remote working |
| **3** | Maintain ODC intranet pages and YJB organogram and advise on headcount, recruitment, resourcing data to support a flexible business resource model. |
| **4** | Minute taking (training given) for corporate, external and team meetings. |
| **5** | Developing and maintaining an electronic filing system which promotes and supports knowledge management and manage Directorate Outlook inbox. |
| **6** | Co-ordinate payment of childcare vouchers for YJB and budget for ODC directorate and contribute to annual report and accounts and Chief Executive accounting officer certificate. |
| **7** | Review and update People policies on the organisational intranet to make sure they are legally compliant and best fit for organisational needs. |
| **8** | Accountable for providing flexible organisational and co-ordination support as required as risk and demand arises. |

Selection process details

This vacancy is using [Success Profiles](https://www.gov.uk/government/publications/success-profiles?_ga=2.261595853.1386430616.1594990621-534500540.1573483193) and will assess your Technical Skills, Behaviours, Strengths and Experience.

The assessment process will be made up of two parts:

1. CV (including suitability statement)
2. Interview

CV and suitability statement

Please provide a CV which includes how you meet the essential **experience** and **ability** criteria as outline below and include a suitability statement of no more than 1200 words, clearly setting out why you are the right person for the role with examples that demonstrate the essential **behaviours** outlined below.

Interview

The interview will focus on **strengths** as described in the Success Profiles (this is a very particular style of interview please make sure you make yourself aware of these in advance) and we may also ask you to elaborate further on the information in your CV and statement.

Should a large number of applications be received, the initial sift may be conducted using the lead behaviour: **Changing and Improving**

### Essential Criteria

Technical:

* Experience of HR/People management activities **or** understanding of how HR or learning and development policies/activities impact on organisational effectiveness

Experience:

* Budget management or budget co-ordination
* Experience of collating and analysing accurate data/ information to improve practice.
* Writing reports with clear recommendations for improvement

Ability:

* Expertise in MS Office suite.
* Strong organisational skills with attention to detail

Behaviours:

* **Changing and Improving:** **(Lead behaviour)**  
  Work with others to identify areas for improvement and simplify processes to use fewer resources. Use technology where possible to increase efficiency. Encourage ideas for change from a wide range of sources. Clearly explain the reasons for change to colleagues and how to implement them, supporting individuals with different needs to adapt to change. Encourage an environment where colleagues know that they can challenge decisions and issues safely. Take managed risks by fully considering the varied impacts changes could have on the diverse range of end users.
* **Working at Pace:**    
  Regularly review the success of activities in the team to identify barriers to progress or challenging objectives. Identify who and what is required to ensure success, set clear goals and areas of responsibility and continually assess workloads considering individual needs. Follow relevant policies, procedures and legislation to complete your work. Ensure colleagues have the correct tools and resources available to them to do their jobs. Have a positive and focused attitude to achieving outcomes, despite any setbacks. Regularly check performance against objectives, making suggestions for improvement or taking corrective action where necessary. Ensure that colleagues are supported where tasks are challenging.
* **Managing a Quality Service:**   
  Work with customers (senior leadership group and staff) to understand their needs and expectations. Create clear plans and set priorities which meet the needs of both the customer and the business. Clearly explain to customers what can be done. Keep colleagues and stakeholders fully informed of plans, possibilities and progress. Identify common problems that affect service, report them and find possible solutions. Deliver good customer service which balances quality and cost effectiveness

Benefits of working for the Youth Justice Board

* Opportunity to work in an organisation that seeks to make a positive difference to the lives of children at risk of entering and within the youth justice system
* Family friendly policies including flexible working opportunities. Many of our staff combine working from our offices in either London or Wales with working from home; compressed hours, part-time working
* Civil Service Pension Scheme, and/or continuous service transfer of Civil Service Pension Scheme as applicable
* Annual leave of 25 days per annum plus public holidays (or for those transferring directly from Civil Service Departments, their Agencies, Arms-Length Bodies (ALBs) and Non-Departmental Public Bodies (NDPB) we will match current annual leave entitlement, up to 30 days
* As an accredited NDPB we can accept your continuous service from other Civil Service departments their agencies and ALBs/NDBPs.
* Special recognition bonus scheme
* Special leave for unplanned emergencies and for voluntary work
* Employee Assistance Programme offering confidential support and advice for personal and work issues and occupational health
* Health and well-being initiatives such as flu-vaccinations
* Free eye tests and eyecare vouchers for VDU workers
* Interest free season ticket loans
* Regular professional development
* Professional HR Case Management support for managers

Who are we?

The YJB is a non-departmental public body (NDPB) established by the Crime and Disorder Act (1998) and accredited by Civil Service Commission. The YJB is the only official body to have oversight of the whole youth justice system and so is uniquely placed to guide and advise on the provision of youth justice services. Our primary function is to monitor the operation of the youth justice system and the provision of youth justice services. It has a legal duty to advise the Secretary of State on matters relating to the youth justice system, to identify and share examples of good practice and to publish information about the system: reporting on how it is operating and how the statutory aim of the system (to prevent offending by children) can best be achieved.

YJB staff are public servants rather than civil servants but, following accreditation by the Civil Service Commission we can accept applications from across Civil Service Departments, their agencies, NDPBs and ALBs as internal applicants.

Our Vision

Working to ensure a youth justice system that sees children as children, treats them fairly and helps them to build on their strengths so they can make a constructive contribution to society. This will prevent offending, and create safer communities with fewer victims.

Aims of the Youth Justice System

Prevention of offending by children and young people:

* To **reduce the number of children** in the youth justice system
* To **reduce reoffending by children** in the youth justice system
* To **improve the safety and wellbeing** **of children** in the youth justice system
* To **improve outcomes** of children in the youth justice system