

**Her Majesty’s Courts and Tribunals Service**

**Directorate: HMCTS HR Operations**

**Pay Band: Band D (EO equivalent)**

**Job Title: Redeployment Officer**

Her Majesty’s Court and Tribunals Service is an agency of the Ministry of Justice and provides the supporting administration for the judiciary across England and Wales. It presently delivers services to the public directly in court and tribunal buildings, remotely via business centres and through limited services via the internet. HMCTS’s ambition is to improve the services we deliver to the public directly in court and tribunal buildings, design new Courts & Tribunals Service Centres to deliver a national business and enhance our digital on-line services.

HMCTS is embarking on a period of significant change, funded by an investment of £1bn, which will see the organisation transform over the next 5 years to deliver a world class justice system.

HMCTS Reform is a once in a generation opportunity to transform the entire HM Courts and Tribunals Service, enhancing the provision of a world-class justice system, in a manner that provides an improved user experience at reduced cost to the taxpayer. This will contribute to consolidating the UK’s position at the forefront of an increasingly competitive international legal market as well as ensuring access to justice for all.

The role is within the Resourcing Team, part of the HR Directorate and offers a unique chance to play a key part in Reform and be at the forefront of leading and implementing significant change across the organisation. Reform is ambitious and innovative and will need a flexible workforce committed to three key principles: continuous change, managing uncertainty and designing services around the needs of the users.

**The Team**

This role reports into the Redeployment Manager (Band B) within HMCTS HR Operations and will work closely with the people transition team.

**Key Accountabilities**

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The main purpose of the role will be to provide an effective level of support in the delivery of the redeployment activity across HMCTS in line with timescales identified through the workstream.

Duties will include:

* The responsibility for planning and coordinating the booking of redeployment workshops and resources for managers including liaising with the business to identify support champions, and coordinating the training plan to ensure they are delivered in line with redeployment timeframes.
* Be a point of contact to line managers and redeployee’s to answer queries and respond to requests
* Tracking progress of redeployees against applications for roles using the Redeployment tool.
* Reporting on vacancies to identify any that haven’t gone through work force controls and flagging these to the strategic workforce manager.
* Support the engagement with regions/OGDs as required to ensure opportunities are circulated as required outside of the catalogue and managing and tracking EOI applications with the business.
* Monitoring the Redeployment vacancy register, liaising with the business to update this with vacancies, and monitoring the compliance of regions/HQ to update this
* Provide MI to the key stakeholders and the Redeployment and Exits Manager
* Using various tools to monitor the redeployment
* Lead on the preparation packs and coordinating the panels for competitive selection to ensure the redeployment principles are adhered to
* Managing the Q&A hub and redeployment mail box and coordinating responses
* Other general tasks commensurate with the role

**Knowledge**

The suitable candidate will have a knowledge of civil service HR processes and policies and the managing organisational change framework (desirable)

Experience of working within a HR/ recruitment role with experience of managing large groups of individuals.

**Skills**

* Excellent relationship management skills, demonstrating the highest standards and leading by example
* Excellent interpersonal, negotiating and communication skills, including the ability to support others whilst managing significant uncertainty and ambiguity
* Excellent organisational skills, with the ability to plan and execute activities in specified timescales without compromising the quality of these.
* Ability to deliver an exceptional service, whilst driving activities to ensure outcomes are in line with business objectives
* Able to prioritise and manage time effectively to deliver to deadlines.

**Experience and Personal Qualities**

* An understanding of civil service policies and processes dealing organisational change
* Experience of working within HR, within an operational/recruitment remit, with exposure of running large complex recruitment campaigns

**Behaviours – Level 2**

Managing a quality Service

Delivering at pace

Changing and Improving

Communicating and Influencing