



HM Courts & Tribunals Service

Her Majesty's Courts and Tribunals Service

Directorate: Courts and Tribunals Development Directorate

Job Title: Head of Judicial Workforce Strategy

Location: 102 Petty France, London, SW1H 9AJ

Duration: Permanent

Pay Band: Band A (£52,064 - £70,356)

Her Majesty's Court and Tribunals Service (HMCTS) is an agency of the MoJ and provides the supporting administration for the judiciary across England and Wales and the non-devolved tribunals in Scotland and Northern Ireland. It delivers services to the public directly in court and tribunal buildings, remotely via business centres and some limited services via the internet.

HMCTS is currently delivering a major transformation; the Reform Programme 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 fore-front of an increasingly competitive international legal market as well as ensuring access to justice for all. Approximately £1 billion is being invested in the programme which is due to complete in 2023/24.

By the time the programmes of reform are complete the services will be simpler and easier to use with many straightforward services online. There will be much greater virtual, flexible working, significantly less reliance on paper-based manual administration, and there will be fewer buildings.

As Head of Business Strategy for HMCTS, I'm looking for people with strategic perspective, intellectual and analytical rigour, great people skills and a focus on pragmatic problem solving. If this interests you, please read on and apply today.

Responsibilities

As Head of Judicial Workforce Strategy, you will build strong relationships and work with colleagues across HMCTS HQ and Operations, with policy colleagues in MOJ, with the Judicial Office (including Judicial College) and members of the judiciary and with the independent Judicial Appointments Commission. You will be responsible for:

- Working strategically with analysts to understand future supply and demand for judicial time and resource, acting as the main 'customer' for the analytical modelling, and producing analysis and advice to inform key decision-makers;
- Developing a medium and long-term strategy for judicial recruitment and workforce planning, developing a regular pattern of recruitment for the main groups of judges and taking a strategic approach to planning for less frequent competitions, and with flexibility to respond to 'known unknowns';
- Playing a leading role in a 'governance review' to clarify, simplify and streamline the decision-making process for judicial recruitment and workforce planning, and make sure that information flows etc. support strong partnership working;
- Working with the Judicial College to agree the annual 'protocol' about delivery of judicial training and development, and to develop and deliver training for judicial office holders as we roll out new, reformed services;
- You will lead and manage a team of 4 staff, make sure they have well-designed roles with clear responsibilities and priorities and providing support, training, coaching and feedback to support their performance and development. You will also be part of the Strategy Unit's leadership, helping to set our priorities and culture, building capability and supporting consistently high performance.

The post holder is required to work in a flexible way and undertake any other duties reasonably requested by line management which are commensurate with the grade and level of responsibility of this post.

Desirable skills:

- Experience or knowledge of the justice system.
- Experience or knowledge of workforce planning and working in a strategic environment.
- Demonstrable success in shaping teams and managing resources.
- Experience in building recruitment strategy as an internal stakeholder.
- Experience of high level stakeholder engagement and management.
- Experience in a strategy and analysis role, preferably within workforce planning.

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Key Civil Service Competencies

You will be required to provide evidence of the following key competencies at Level 4.

Seeing the Big Picture	<ul style="list-style-type: none">• Identify implications of Departmental and political priorities and strategy, to ensure plans and activities reflect these• Create policies, plans and provision to meet diverse needs based on an up-to-date knowledge of needs, issues and relevant good practice• Bring together views and perspectives of stakeholders to gain a wider picture of the landscape surrounding activities and policies
Making Effective Decisions	<ul style="list-style-type: none">• Push decision-making to the right level within teams, not allow unnecessary bureaucracy to suppress innovation and delivery• Analyse and evaluate data from various sources to identify pros and cons and identify risks in order to make well considered decisions.• Draw together and present reasonable conclusions from a wide range of incomplete and complex evidence and data – able to act or decide even when details are not clear.
Collaborating and partnering	<ul style="list-style-type: none">• Actively build and maintain a network of colleagues and contacts to achieve progress on objectives and shared interests• Actively involve partners to deliver a business outcome through collaboration• Seek constructive outcomes in discussions, challenge assumptions but remain willing to compromise when it is beneficial to progress.
Delivering at Pace	<ul style="list-style-type: none">• Get the best out of people by giving enthusiastic and encouraging messages about priorities, objectives and expectations.• Clarify business priorities, roles and responsibilities and secure individual and team ownership.• Review, challenge and adjust performance levels to ensure quality outcomes are delivered on time, rewarding success

If you have any questions or would like an initial conversation before applying, please contact Amanda Rossi, PA to Rose Pennells (Amanda.rossi1@justice.gov.uk).