

# **JOINING** **JUDICIAL OFFICE**

Updated: December 2019

## **CONTENTS**

<b>Welcome</b>	<b>2</b>
<b>About Us</b>	<b>4</b>
<b>Benefits</b>	<b>6</b>
<b>People</b>	<b>7</b>
<b>Application</b>	<b>9</b>

# WELCOME

## FROM ANDREW KEY CHIEF EXECUTIVE

The Judicial Office is a unique branch of the civil service. With almost 250 people providing a wide range of operational support, policy, legal and handling advice to judges, we share a strong sense of purpose. Our staff are highly committed to strengthening the rule of law and supporting an independent judiciary.

Working with the judiciary, including the most senior judges, is immensely rewarding. We have the privilege of working with people at the pinnacle of their profession, making law on the most important questions of the day. The judges enormously value the support and advice we provide.

We strongly support learning and development for individuals, teams and the organisation as a whole and there are lots of opportunities to get involved. As an organisation, we foster a friendly, inclusive and collegiate working environment.

I hope you find this a useful source of information about our organisation.



**We foster a friendly, inclusive and collegiate working environment.**



**THE RIGHT HONOURABLE  
THE LORD BURNETT OF  
MALDON  
LORD CHIEF JUSTICE**



**THE RIGHT HONOURABLE  
SIR ERNEST RYDER  
SENIOR PRESIDENT  
OF TRIBUNALS**

The work of the Judicial Office in delivering support to the judiciary across England and Wales is extremely important. The advice and support provided by staff contributes to the justice system in numerous ways and helps maintain judicial independence and confidence in the rule of law.

Judicial Office is a small and collegiate organisation made up of hard-working, enthusiastic and professional staff who are committed to justice. Collaboration is a key part of Judicial Office working and the friendly, familial atmosphere makes this possible. Judicial Office staff provide an essential link to the independent judiciary; they are a vital piece of ensuring the justice system is fair and efficient.



I am proud to work in a special place with such high-profile people. Supporting judges can be such rewarding work.





The Judicial Office is an arms length body of the Ministry of Justice. We are dedicated to strengthening the rule of law and improving the administration of justice by supporting the leadership and governance of the judiciary. We report to the Lord Chief Justice and the Senior President of Tribunals to enable them and the wider judicial leadership team to fulfil their leadership responsibilities to the judiciary (about 25,000 judicial office holders), and an ever-evolving justice system.

As a small organisation we offer distinctive opportunities. Staff at all grades have exposure to members of the senior judiciary and are encouraged to attend meetings of the Judicial Office Management Board.

Most of our people are based in London at the Royal Courts of Justice. We also have people based in Loughborough, Leeds and Glasgow. Although we are dispersed, staff are encouraged to work collaboratively and we ensure we bring all our staff together at our annual Staff Event.



**I feel a strong sense of working towards a 'noble purpose' here. I think my work really matters.**



# ABOUT US



## INCLUSION

CHRISTINA PRIDE  
INCLUSION LEAD

We want everyone to feel like they can belong here, which is why the Judicial Office is proud to offer flourishing staff network groups, special leave policies, reasonable workplace adjustments and active development opportunities, ensuring everyone has access to what they need to make this a job they love.

**We are striving to create space for more diverse voices. Come and be heard.**



## WELLBEING

CLARE FARREN  
WELLBEING LEAD

We understand that a positive working environment supports wellbeing and enables people to thrive. Judicial Office has a wellbeing strategy which was devised collaboratively by people from across the organisation who all understand that wellbeing is a priority. This serves as a foundation from which to promote a culture where staff take ownership of their health and wellbeing, supported by their leaders and colleagues.



## Flexible Working

We're proud to offer:

- **Compressed hours**
- **Part time working**
- **Job share**
- **Working from home**

We want to help you find the work-life balance that's good for you and your team.



Staff on a volunteering day

## Learning and Development

We invest in developing our people's capability and our staff can access:

- **Mentoring**
- **Coaching**
- **Training events**
- **Online learning**
- **Apprenticeship programmes**

You're entitled to up to  
**5 days special volunteering leave.**

We offer other bespoke opportunities including staff engagement groups, a bitesize learning programme and our Curiosity Series speaker forum.

## Annual Leave

We offer:

### **25 days annual leave**

for full-time new entrants to the Civil Service and pre-existing Civil Servants on modernised terms and conditions. **This increases yearly up to a maximum of 30 days per year.**

Plus:

**8 public holidays** a year.

## Civil Service Pension

As part of the Civil Service, we offer:

### **Defined Benefits Scheme**

⇒ more information can be found [here](#).

We make a significant contribution to your pension. More details on the rates are [here](#).

**Working in a relatively small organisation means there is a strong sense of camaraderie with lots of great cross-team working, as well as opportunities for contributing to high profile work. At the same time I can access an incredibly broad range of development and career opportunities as part of the wider Civil Service.**



# BENEFITS



## NAZIR SENIOR CASEWORKER

I joined Judicial Office as a senior caseworker in the Judicial Conduct Investigations Office (JCIO) eight months ago. I am hugely enjoying my time here so far. I came from a large government department and am relishing the wider range of opportunities a smaller organisation presents.

My work is varied and no two days are the same. My role involves working on a range of interesting projects. Alongside this, I also manage a team of three caseworkers and take real pride in supporting both their professional and personal development.

Whilst I am thriving in the friendly and supportive work environment at the JCIO, I also believe that working here will help me achieve my future career ambitions.

## MAHESHRI COURSE ORGANISER

I have worked for Judicial Office for over 10 years. I'm a course organiser and am responsible for organising training events for the judiciary.

My role involves working closely with the judicial training team, the training judges, the judiciary and venues to ensure that events are well organised and run smoothly. I am a people person and I like that my role gives me the opportunity to communicate with internal and external stakeholders on a regular basis.

Although I am part of the London team, I am based in Loughborough and benefit from being able to work remotely. I always feel respected, valued and that I am given opportunities to develop. What I enjoy most about the job is that it is so varied; each day can be challenging but always rewarding!



## MORNING

**Weekly update meeting**

This is a good opportunity to forward look and ensure the Senior President has an overview of what the whole team is working on.

**Desk time**

You get an unbelievable amount of email traffic in this role and the phone never stops ringing! You can never predict what the next query is going to be but every day is different which is one of the things I love about this job!



## EVENING

**Accompany SPT to event celebrating 100 years of women in the judiciary.** My role doesn't involve a great many evening commitments but this was a great one to be invited along to!



## AFTERNOON

**Strategy Group Meeting**

I attend to ensure strategic oversight for my team, as well as to take a formal minute that can be circulated afterwards.

**Meet with lawyers and other judicial Private Secretaries**

We're scoping a cross-cutting policy, that I've helped to draft. We agree to pull together a briefing document that can be adapted for different judges.



# JUDICIAL OFFICE RECRUIT USING THE SUCCESS PROFILES FRAMEWORK

The Framework is used across the whole Civil Service. It offers a flexible recruitment system that can be tailored to individual roles.

This means that we can advertise for exactly what we're looking for and you are clear on the requirements of the role.

The Framework is comprised of **five** elements. Not every element will be used to recruit for every role so make sure to check which ones are being assessed in the job advert.

- ⇒ **Behaviours**
- ⇒ **Strengths**
- ⇒ **Ability**
- ⇒ **Experience**
- ⇒ **Technical**

Guidance about each of the five elements can be found [here](#).



## TOP TIP



Always check the job advert for the elements you'll be assessed on. You could be assessed on any combination of these elements at sift and/or interview so don't get caught out!

## Sift Stage

Most jobs in the Judicial Office are likely to ask for Behaviour examples and/or a CV coupled with a personal statement.

## Interview Stage

If you are successful at sift stage and have met any additional requirements you will be invited to an interview.

All elements of the Success Profiles Framework, except ability, could be assessed during an interview.

# APPLICATION

# WE LOOK FORWARD TO HEARING FROM YOU

For more information please visit [judiciary.uk](https://www.judiciary.uk) and check out Judicial Office on [Facebook](#), [Twitter](#), [LinkedIn](#) and [Instagram](#).

Contact: [BST@judiciary.uk](mailto:BST@judiciary.uk)