



Ministry  
of Justice

# MoJ Project Delivery Function

## Project Manager

**Location:** National/London

**Grade:** Band B (SEO)

**Salary:** £35,290 (National), £39,530 (London)



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# “A world-class Project Delivery profession”



**Jenni Borg**

Interim Director of  
Project Delivery  
Function,  
Ministry of Justice

Thank you for considering a move into a Project Manager role within the Ministry of Justice Project Delivery Function. A project delivery role within the MoJ will see you joining one of the most ambitious reform agendas in Whitehall.

If we are to have safe and secure prisons, a modern and efficient courts system and a smaller, smarter organisation, the department needs to be great at delivering change.

A role as a Project Manager within the MoJ will be challenging, rewarding as well as an opportunity for you to contribute to some of the largest National projects currently taking place within the Civil Service.

The projects we have to offer will give you numerous opportunities to develop your skills.

This is an exciting time to be involved in projects.

Jenni

# Project Delivery in the Ministry of Justice

**The Ministry of Justice (MoJ) is a major government department, at the heart of the justice system. We work to protect and advance the principles of justice. Our vision is to deliver a world-class justice system that works for everyone in society.**

The organisation works together and with other government departments and agencies to bring the principles of justice to life for everyone in society. From our civil courts, tribunals and family law hearings, to criminal justice, prison and probation services. We work to ensure that sentences are served and offenders are encouraged to turn their lives around and become law-abiding citizens. We believe the principles of justice are pivotal and we are steadfast in our shared commitment to uphold them.

## The MoJ Priorities

- A prison and probation service that reforms offenders
- A modern courts and justice system
- A Global Britain that promotes the rule of law
- A transformed department that is simpler, smarter and more unified

All of the projects available in the MoJ contribute to achieving these priorities and project professionals in the MoJ help to improve the government's ability to protect the public and reduce reoffending, and to provide a more effective, transparent and responsive criminal justice system for victims and the public.

**Project Professionals in the MoJ are central to the delivery of the Secretary of State's priorities.**



# Project Delivery in the Ministry of Justice

## Your Career

To deliver MoJ's Major Change Portfolio, we operate a flexible Project Delivery Function of project delivery professionals. Successful applicants will be posted to the Professional Delivery Group and will be assigned to a project in one of our major change programmes. Assignments vary in length and at the end of your initial assignment you will be reassigned within the Professional Delivery Group to another project.

We offer a rewarding career, supporting continuous professional development and shaping a community that enables us to grow and develop within the cross-government Project Delivery Profession.

Being part of a central resource and being placed in a range of projects in terms of their complexity and size across the organisation will provide you with lots of opportunities to develop your skills and experience as part of a diverse and interesting career path.

You will be supported with the right learning and development opportunities at all points in your career through the Government Online Skills Tool (GOST). As well as our world-class leadership programmes, we have developed a new Project Delivery Academy providing a grounding in Project Delivery practices in Government as well as supporting our Project Professionals through accredited professional learning and qualifications.

You will have access to Civil Service programmes such as our Future Leaders and Senior Leaders schemes that aim to create a strong, diverse and robust pipeline through to the most senior roles in government.

You will be recognised and valued for your contribution.



# Project Delivery in the Ministry of Justice

## Case Study – Emma Plant, Youth Justice Board

My name is Emma and I'm a Band B Project Manager, currently working with the Youth Justice Board. We are working to implement a psychological led approach that will tackle trauma and complexity in children in the Youth Justice system. I'm currently helping to expand the initial pilot by setting up the approach in the South West of England.

There are many aspects of the Project Delivery Function that first attracted me to apply for the role. The opportunity to be a part of a government wide profession, working on projects that directly improve the lives of the public, was a rewarding notion for me. I'm proud to be a part of such lifechanging work that's achieving better outcomes for children.

The option to work flexibly from multiple locations, was also a bonus for me. I travel to Swansea, Bristol and Weston-super-Mare, and other areas of the UK to meet with stakeholders and project delivery colleagues, and also have the option to work from home.

There's a lot of opportunity to get involved in the day to day running of the Function. I'm currently working with project delivery colleagues on a strategic plan to better engage staff on matters that affect them. As a disperse team, it's important that there are opportunities to get together to get to know one and other, and also share knowledge and skills.

I'd like to continue building my skills and confidence as a Project Manager, gaining experience working on different projects and programmes, before progressing further within the MoJ. The Function provides a lot of support and encouragement to help you achieve your goals. Since joining, I've gained two practitioner qualifications and I've recently been enrolled onto the Project Delivery Academy, where I'll have the opportunity to gain a number of practical skills, as well as a qualification accredited by the Project Management Institute. My advice to any new starters is to make the most of every opportunity that comes your way, and don't be afraid to reach out, we are a friendly bunch!





# Working in the Ministry of Justice

## Our Values

Our vision is to deliver a world-class justice system that works for everyone in our society and our values are how we bring principles of justice to life.

We defined our values together – they can unite us as we fulfil our shared purpose.

They will guide our actions as individuals and inspire us to be the best we can be, as we deliver excellent public services.

### PURPOSE

Justice matters. We are proud to make a difference for the public we serve.

### HUMANITY

We treat others as we would like to be treated. We value everyone, supporting and encouraging them to be the best they can be.

### OPENNESS

We innovate, share, and learn. We are courageous and curious, relentlessly pursuing ideas to improve the services we deliver.

### TOGETHER

We listen, collaborate and contribute, acting together for our common purpose.

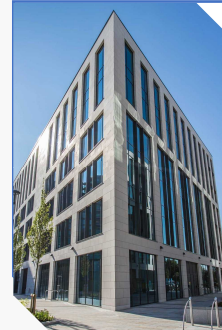
# Working in the Ministry of Justice

## Our Locations



102 Petty France, London,  
SW1H 9AJ

Map



5 Wellington Place,  
Leeds, LS1 4AP

Map



10 South Colonnade,  
Canary Wharf, E14 4PU

Map



Southern House, Croydon,  
CRO 1XN

Map



# Vacancy Description

## Introduction

### Job Title

Project Manager

### Grade

Band B (SEO)

### Salary

The salary offered will be £35,290 (National), £39,530 (London).

Pay awards are made in line with current Civil Service pay arrangements.

New entrants to the Civil Service will be expected to join on the minimum of the pay range.

Existing Civil Servants applying on promotion will usually be appointed to the salary minimum or within 10% of existing salary. Individuals appointed on level transfer will retain their existing salary.

Vacancies for this role are on a **Permanent or 12 month fixed term full-time basis**. Working pattern is 37 hours.

This post will require frequent weekly travel to other sites within the United Kingdom.

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# Vacancy Description

## Introduction

The Ministry of Justice (MoJ) priorities include improving public safety and reducing reoffending by reforming prisons, probation and youth justice, and building a justice system which makes access to justice swifter and more certain for all citizens whatever their background. Project professionals in the MoJ help to improve the government's ability to protect the public and reduce reoffending, and to provide a more effective, transparent and responsive criminal justice system for victims and the public.

The MoJ is centralising its Project Delivery Profession into a central team managed by the Project Delivery Function. Successful candidates will join the Professional Delivery Group and be placed on Projects for set periods of time, upon completion of the placement you will return to the central team for your next assignment. This will provide you with an opportunity to contribute to a number of projects across the MoJ which will support your development and provide you with opportunities to progress your career with the MoJ. By joining the Project Delivery Function, you will be able to access professional development opportunities including an enhanced and tailored development plan, access world leading guidance, tools and support across and access to the unique Government Project Delivery Professional Network, not to mention your participation in some of the country's most ambitious projects.

As Project Manager, you will lead / manage the project and the project team on a day-to-day basis. You will be responsible for driving and overseeing the delivery of the project to ensure that the objectives are clearly defined and achieved within the agreed time, cost and quality constraints. You will play a key role in project governance and working with stakeholders, to ensure the agreed project outputs are delivered to enable benefits to be realised. These opportunities provide a unique chance to be at the forefront of implementing significant projects across the MoJ, with the unique opportunity to be central to the delivery of the Secretary of State's priorities. This role will include line management responsibilities as part of the Function's management structure.

MoJ expects its leaders to show openness, honesty and commitment, and, of course, to deliver results.

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# Vacancy Description

## Key role responsibilities

**Delivery** – Create and lead the project to deliver the agreed outcomes within time, cost and quality constraints.

**Project Management** – Day to day management and leadership of the project and the project team. Set project controls. Design the project structure appropriate to stage. Select and apply appropriate delivery methodologies.

**Business Case** – Coordinate development of the Business Case.

**Budget** – Track delivery within budget.

**Resources** – Schedule / manage resources to deliver the project. May work independently or with a small team.

**Benefits Realisation** – Ensure benefits are identified, understood, measured, tracked and owned. Ensure appropriate Benefits Realisation Strategy is in place, and monitor longer term delivery of benefits against the Business Case.

**Stakeholder Management** – Identify key stakeholders and develop effective relationships.

**Risks & Issues** – Identify and monitor project risks and issues. Develop mitigating actions and escalate as appropriate.

**Governance** – Provide key reports and support effective governance and decision making.

**Assurance** – Support or set appropriate project assurance.

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# Vacancy Description

## Key role responsibilities

**Change Management** – Ensure effective Change Management processes are in place to agree and document changes to deliverables as agreed with stakeholders.

**Guidance & Support** – Seek appropriate support, guidance and coaching from the project community. Show commitment to personal development. Promote effective individual and team performance.

**Project Performance & Controls** – Build Project Plan and apply appropriate project principles to deliver stated objectives. Identify and set appropriate Project Controls. Track and report delivery against milestones.

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# Vacancy Description

## Person Specification

Aligned with the technical and behavioural competencies as set out in the [Project Delivery Capability Framework](#):-

**Commercial and procurement skills** – *(A) Basic knowledge and limited or no experience.*

The ability to gain financial approval for project costs and work with commercial colleagues to monitor spend against contract. It is also the ability to ensure the process by which the goods and services are procured by a project in line with the relevant regulatory framework.

**Requirements Management** - *(W) Working knowledge and practical experience.*

The process of capturing stakeholder needs, assessing, defining and justifying those needs to arrive at an agreed schedule of requirements.

**Solutions Development** - *(A) Basic knowledge and limited or no experience.*

The ability to identify, document and analyse the various delivery options and select the optimal solution.

**Planning** - *(W) Working knowledge and practical experience.*

The ability to define the fundamental components of a project in terms of its scope, deliverables, time scales, resource requirements and budget. It also includes the production of broader plans incorporating risk and quality to provide a consolidated overview of a project.

**Scheduling** - *(W) Working knowledge and practical experience.*

The ability to develop, produce and maintain schedules for activities that take account of dependencies, resource requirements and constraints in order to enable the efficient realisation of benefits.

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# Vacancy Description

## Person Specification

**Resource management** - *(W) Working knowledge and practical experience.*

The ability to identify, profile and secure the resources required to deliver a project.

**Budgeting and cost management** - *(W) Working knowledge and practical experience.*

The ability to estimate costs, produce a budget and control forecasts and actual spend against budget.

**Risk & issue management** - *(W) Working knowledge and practical experience.*

The ability to systematically identify and monitor risks & issues, planning how to mitigate / respond to those risks and issues and implementing the responses.

**Quality Management** - *(W) Working knowledge and practical experience.*

The ability to plan, develop, maintain and apply quality management processes to ensure the adherence to those standards throughout the project delivery lifecycle.

**Business change and implementation** - *(A) Basic knowledge and limited or no experience.*

The ability to integrate the project outputs into 'business as usual' (BAU) ensuring that activities are planned and completed to enable the business to implement the change and realise the benefits.

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# Vacancy Description

## Person Specification

**Governance** - (W) *Working knowledge and practical experience.*

The ability to clearly define roles, responsibilities and accountabilities and establish controls and approval routes appropriate to each stage of the project to monitor project progress and compliance.

**Frameworks & methodologies** - (W) *Working knowledge and practical experience.*

The ability to identify and amend appropriate project frameworks and methodologies to enable a consistent and efficient approach to delivery at all stages of the project lifecycle.

**Stakeholder engagement** - (W) *Working knowledge and practical experience.*

The ability to systematically identify, analyse and communicate with stakeholders, using appropriate channels, to ensure all those impacted by the change are engaged, taking account of their levels of influence and particular interests.

**Assurance** - (W) *Working knowledge and practical experience.*

The ability to establish, plan and manage reviews at appropriate points during all stages of the project life cycle to provide evaluations of progress against time, cost, quality, compliance and ongoing viability.

**Change control** - (W) *Working knowledge and practical experience.*

The ability to establish protocols to manage and document all requests that alter the scope of a project. This includes, the capture, evaluation and approval or rejection of any requests.

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# Vacancy Description

## Person Specification

**Business Case development** - (A) *Basic knowledge and limited or no experience.*

The ability to prepare, develop, commission and update business cases to justify the initiation and continuation of projects in terms of benefits, value for money and risk.

**Asset allocation** - (A) *Basic knowledge and limited or no experience.*

The ability to recommend how financial and other resources should be allocated between projects in order to optimise the organisations return on investment (ROI). This includes the determination of which projects should be initiated continued or closed to best support the organisations strategic objectives.

**Benefits management** - (W) *Working knowledge and practical experience.*

The ability to identify, quantify, map and track project benefits to justify investment in the project, and to provide assurance that the benefits identified can be realised

**Knowledge management** - (A) *Basic knowledge and limited or no experience.*

Knowledge Management is the ability identify, share and promote best practices and lessons learned to create a culture of learning and good practice that supports continuous improvement to optimise project delivery.

**Visible leadership** - (W) *Working knowledge and practical experience.*

The ability to engage, motivate and coach others. To act as a role model and inspire and empower others.

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# Vacancy Description

## Person Specification

**Credible action** - *(W) Working knowledge and practical experience.*

The ability to promote the wider public good in all actions and to act in a morally, legally and socially appropriate manner at all times. Challenges unacceptable behaviour.

**Working with ambiguity** - *(A) Basic knowledge and limited or no experience.*

The ability to work in an environment of uncertainty and continual change. Able to feel comfortable making decisions and setting direction without having the full picture and re-focus as details emerge. Can apply knowledge and techniques to reduce ambiguity.

**Collaboration** - *(W) Working knowledge and practical experience.*

The ability to establish and develop productive relationships with internal and external stakeholders, bringing people together to benefit the project.

**Influencing** - *(W) Working knowledge and practical experience.*

The ability to influence, change and impact decisions with both internal and external stakeholders.

**Conflict resolution** - *(W) Working knowledge and practical experience.*

The ability to recognize, anticipate and effectively deal with existing or potential conflicts at an individual, team or strategic level.

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# Vacancy Description

## Person Specification

**Inspiring others** - (W) *Working knowledge and practical experience.*

The ability to create and present a compelling vision and set clear direction, that motivates others to work towards a common goal.

**Resilience** - (W) *Working knowledge and practical experience.*

The ability to adapt to changing circumstances and adverse situations whilst remaining calm, reassuring others and maintaining performance.

**Innovation** - (W) *Working knowledge and practical experience.*

The ability to think of, research and apply new ideas and ways of doing things. Encourages and supports innovations from others, is willing to experiment and follow ideas through to implementation.

**Culture change** - (A) *Basic knowledge and limited or no experience.*

The ability to plan, lead and effect positive cultural change, securing commitment and buy-in and promoting a positive long-term vision. Recognizes when broader culture change is necessary to deliver a project.

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## Recruitment Process

### How to Apply

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To apply for this post please apply through the [Civil Service Jobs website](#) or directly through [Moj external Jobs](#).

Once you have completed some basic personal details you will be invited to provide evidence of how you meet the technical and behavioural competencies as set out in the [Project Delivery Capability Framework](#).

The STAR Approach may also help you to present your evidence more successfully, providing structure and focus to your answers to questions about what you have done in the period the review covers.

NB: we will sift against the first competency question if we receive a high number of applications. In your responses you should briefly introduce the **context**, but focus the majority of your word allocation to describe the **actions** you took, with a short conclusion describing the result. If your application progresses to a full sift, all competencies will then be considered.

Please attach a copy of your **anonymised CV**, setting out your career history (including job title, employer and dates), and how your responsibilities and achievements meet the requirements of this role. We would expect this to be **no more than two sides of A4**. To note CV's will not be made available to Vacancy Manager until interview stage.

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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](#).



## Recruitment Process

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The Project Delivery Function Management Office will manage the recruitment process in conjunction with our Shared Service Centre (SSCL) and can be contacted through SSCL.

Applications will be sifted to select those demonstrating the best fit for the post. The short list candidates will be invited to an interview. The blended interview will help us to assess candidates' skills and strengths as described in the person specification. It will assess both what candidates are good at but also how they do it.

The panel interview will be held in virtually via Skype. You will be advised of these details and of the format in advance of the interview.

Feedback will only be made available to candidates who make it through to the interview stage.

## Recruitment Process

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Please note expenses incurred by candidates during the recruitment process will not be reimbursed by the Ministry of Justice, except in exceptional circumstances and only when agreed in advance.

## Recruitment Process

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If we receive applications from more suitable candidates than we have vacancies at this time, we may hold suitable applicants on a reserve list for 12 months, and future vacancies requiring the same skills and experience could be offered to candidates on the reserve list without a new competition.

# Recruitment Process

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You must submit your application and CV by **28<sup>th</sup> August 2020**.

Applications received after this date for this campaign will not be considered.

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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 MoJ Recruitment & Vetting Enquiries at [MoJ-recruitment-vetting-enquiries@sscl.gse.gov.uk](mailto:MoJ-recruitment-vetting-enquiries@sscl.gse.gov.uk)

## Recruitment Process

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**Further Information**

If you have any questions about the role or would like to discuss the post further, contact the Project Delivery Function Management Office at [projectdeliveryres@justice.gov.uk](mailto:projectdeliveryres@justice.gov.uk)



# Indicative Timeline

Please note that these dates are indicative and could be subject to change.

If you are unable to meet these timeframes, please let us know following your application by emailing SSCL.

The anticipated timetable is as follows:-

## Interviews

Successful candidates will be invited to interview

## Offers

If successful you will be contacted by our shared service team with links to complete onboarding forms

## Induction

All new candidates to the Function will be required to complete a two day induction process via Skype or at our Leeds hub.

Various

21<sup>st</sup> December, 2020

Various

## Application Sifting

Applications will be sifted to select those demonstrating the best fit with the post

## Advertisement Closing Date

Deadline for Submitting CV & Application Form

## Pre-Employment Checks

These will start automatically, once completed you will be informed and we will contact you to arrange a start date



## Terms & Conditions

### Modernised Terms & Conditions

[Eligibility & Nationality](#)[Security Clearance](#)[Reserved for UK Nationals](#)[Conflict of Interest](#)[Equality & Diversity](#)[Civil Service Code](#)

Civil Servants taking up appointment on promotion will adopt the modernised Civil Service Terms and Conditions which came into effect on 1<sup>st</sup> July 2013. Existing Civil Servants appointed on level transfer may also be expected to adopt the modernised terms if moving on a voluntary basis.

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The post is advertised to suitably qualified people in the external market, and to existing Civil Servants and those in accredited Non Departmental Public Bodies.

To be eligible for employment you must be a national from the following countries:

- The United Kingdom
- The Republic of Ireland
- The Commonwealth\*
- A European Economic Area (EEA) Member State
- Switzerland
- Turkey

Certain family members of EEA, Switzerland and Turkish nationals are also eligible to apply regardless of their nationality.

(\*Commonwealth citizens not yet in the UK, who have no right to abode in the UK and who do not have leave to enter the UK are ineligible to apply)  
For further information on whether you are eligible, please visit [gov.uk](https://www.gov.uk).

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Before the appointment of the successful candidate can be confirmed, the MoJ will undertake background security checks. As part of this, you will be required to confirm your identify, 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)

Successful candidates must typically hold or be willing to obtain security clearance at Baseline level before taking up post. Depending on the assignment or its location, security clearance required may be increased to CTC level which will be communicated with candidates at the allocation of each assignment.

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Certain posts, notably those concerned with security and intelligence, might be reserved for British citizens, but this will not normally prevent access to a wide range of development opportunities within the Civil Service.

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Candidates must note the requirement to declare any relevant business interests, shareholdings, positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies, both for themselves and for their spouses/partners when apply for these roles.

The successful candidate will be required to give up any conflicting interests and his/her other business and financial interests may be published.

If you believe you may have a conflict of interest, please contact [projectdeliveryres@justice.gov.uk](mailto:projectdeliveryres@justice.gov.uk) before submitting your application



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**Equality & Diversity**

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The Ministry of Justice is committed to being an equal opportunities employer. We value and welcome diversity and aim to develop all our staff to enable them to make a full contribution to meeting the Departments 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 promote and support the use of a range of flexible working patterns to enable staff to balance home and work responsibilities; and treat people fairly irrespective of their working arrangements.

Under the terms of the Equality Act 2010, the MoJ is legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. we are committed to meeting, wherever possible, any needs you specify in your application and will 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.

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MoJ also offer a Guaranteed Interview Scheme (GIS) for all disabled applicants. This means 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. To be eligible, your disability must be within the definition laid down in the Equality Act 2010. A disabled person is defined by the Act 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 meaning:

- '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.

Should you consider yourself eligible to apply for this post under the GIS, please indicate on your application form.

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**Civil Service Code**

All civil servants are subject to the provisions of the Civil Service Code that details the Civil Service values, standards of behaviour and rights and responsibilities.

For further information, visit [gov.uk](https://www.gov.uk).