



Job Title:		Commissioning Analyst		Contract Type:	12 Month Fixed Term
Grade :	EO/ Band D	Salary range (depending on location):	National - £25,827 to £27,170 London - £29,664 to £31,200 Please note that unless you are currently employed by the MoJ at this grade, if successful you will be offered the minimum for the grade depending on your location.		
Location:		Any LAA office			
Directorate:		Commissioning and Service Development	Team :	Central Commissioning	
Working Pattern:		The post is supported by the MOJ flexible working policy and includes colleagues who work flexibly, remotely, part time or as part of a job share etc.			
Reporting to:		Raeesa Randall – Senior Commissioning Manager			
Closing date for applications		05/10/2022			

The Legal Aid Agency

We are an executive agency of the Ministry of Justice (MoJ). We provide civil and criminal legal aid and advice in England and Wales to help people deal with their legal problems.

Our people are at the heart of achieving excellence. Employing around 1,200 colleagues across England and Wales, we feel proud to have some of the best People Survey results in the Civil Service.

Our LAA commitment to Diversity and Inclusion

The LAA is committed to diversity and inclusion and we positively promote flexible working, including job shares.

We will consider all applications on merit regardless of age, disability, gender identity, sexual orientation, socio-economic background, religion, ethnicity, preferred working pattern and except for exceptional circumstances your working location.

As a Disability Confident organisation, we will offer a guaranteed interview to candidates with a disability who meet the essential criteria for this role. Under the Equality Act 2010 a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities which has lasted, or is expected to last, at least 12 months.

If you are responding to a role within the Legal Aid Agency and would like to be considered under the guaranteed interview, please ensure that you attach the Disability Confident Scheme Form when you return your application. You can use the same form to let the recruiting manager know of any reasonable adjustments you may require during the sift or later selection processes.



Commissioning and Service Development

The Commissioning and Service Development Directorate designs, develops and tenders new contracts with firms of solicitors to ensure the provision of legal aid services for the public. These services range from duty solicitors at police stations to special education needs and debt.

Central Commissioning

Join Central Commissioning and help us to put dynamic data at the fingertips of those who need it. We ensure legal advice, funded through legal aid, is available for the public. The work is hugely important in making sure there are enough qualified and experienced legal professionals to help our citizens with their legal problems. We develop the tender process for what is to be commissioned, and then a procurement process is undertaken. Following implementation of the contracts, the team monitors the availability and capacity of legal aid services.

This role supports the development and delivery of all stages of the commissioning cycle. This includes supporting each tender process Central Commissioning undertakes, including the provision of analysis to support the development of tender approach, analysis during the tender and the evaluation of the outcome at its conclusion.

Team members are based in several locations including our head office in London. We offer flexible working options including working from home or other suitable environments additional to the office. The postholder may be based in any Legal Aid Agency office though travel to other sites is required.

Job Summary

The principal activities will be to analyse the need for legal services in Civil & Criminal categories of law to inform the LAA's decisions as to what level of capacity is to be procured following through the interpretation and manipulation of complex datasets. This role will also provide support and strategic management information during the verification and implementation of the tender process and presenting the key information in a format that is readily understood by the Senior Management Team. On completion of each tender, to evidence that the required capacity for the delivery of Legal Aid services is in place and to review collate data to inform regular reviews of access and capacity through the duration of the contract. There will be a requirement to produce ad hoc reports as and when needed.

Key Responsibilities:

- Continuously improve the existing use of data to improve service through embracing innovation and best practice.
- Working collaboratively across Central Commissioning to support other teams where required.
- Analyse tender outcomes to assess availability and capacity of legal aid services
- Undertake quality checks and support wider team to deliver a quality service
- Manage databases adhering to Data Protection standards
- Develop functionality in Excel to support tender processes.
- Support the Commissioning Analyst Manager where needed (such as providing guidance, contributing to strategic decision making, etc)
- Maintaining standard operating procedures
- Support the tender process and the provision of analytical and statistical input during the tender cycle
- Create rotas and schedules for the provision of legal service across the country
- Follow guidance and Legal Aid Contract terms to ensure applications have been submitted and processed correctly

Essential Knowledge, Experience and skills	<ul style="list-style-type: none"> • Effective communication skills both written and verbal • knowledge of Microsoft Office • Good Microsoft Excel skills • Effective analytical and numerical skills. • Knowledge of Visual Basic for Applications (VBA) • Experience with Structured Query Language (SQL) (interpreting and editing as needed) • Ability to present complex information in an easily understandable format. • Knowledge of Microsoft Access
Desirable Knowledge, Experience and skills	<ul style="list-style-type: none"> • Experience with Microsoft Access • Interpreting and debugging VBA code, or experience with equivalent coding language (Python, RStudio etc)
Person Specification	<ul style="list-style-type: none"> • Good interpersonal skills • Proactive in seeking better ways of working and innovation • Takes pride in creating products that are accurate, easy to understand and on time • Flexibility and ability to remain calm under pressure, and in the face of ever-changing priorities.

Assessment approach

Application Process
<p>To apply please provide a statement of suitability showing how you demonstrate the following behaviours in no more than 500 words.</p> <p>Your statement should demonstrate your ability to do all the essential criteria listed, using examples can help strengthen your application.</p>
Interview / assessment Process
<p>If you are successful through the application stage, you will be invited to an interview / assessment centre in person or via Microsoft Teams where you will be assessed against strengths and experience required by the role and the following behaviours:</p> <ul style="list-style-type: none"> • Delivering at Pace • Managing a quality service • Changing and improving • Working together

Shortlisting is planned for week commencing 10/10/2022

Interviews are planned for late October.

If you would like more information on this opportunity, please contact –
Raeesa.randall@justice.gov.uk

Complaints procedure

If you have any complaints about this recruitment activity, please share your concerns by emailing LAAPeopleTeam@justice.gov.uk initially. We aim to respond to any complaint within 10 working days.

If you are dissatisfied with our response, we will forward your complaint to the Civil Service Commission, an independent body, for review.