

Judicial Appointments Commission- Operational Delivery Managers (grade HEO) QAM or SEM

About the JAC

The Judicial Appointments Commission (JAC) is an independent public body that selects judges in the courts and tribunals, and non-legal tribunal members. The JAC selects judicial candidates through fair and open competition, encouraging a wide range of quality candidates to apply for the posts that it advertises.

The JAC is responsible for designing, planning and running recruitment campaigns to select judicial office holders up to and including the High Court. We have a statutory duty to select solely on merit, while keeping our selection processes open to the widest range of applicants. We are committed to attracting applicants from as diverse a field as possible and work closely with a range of organisations to promote vacancies to eligible candidates.

More is on our website: www.judicialappointments.gov.uk

The Role

We are looking to recruit **up to three Selection Exercise Managers** (SEM, grade HEO) **and one Quality Assurance Manager** (QAM, grade HEO).

The SEMs will be responsible for planning, running and managing selection exercises to attract and select suitable candidates for judicial office. The QAMs will be responsible for providing quality assurance across a range of different selection exercises to select candidates for judicial office.

You might be:

- used to delivering or assuring projects or tasks, to tight deadlines and to high standards, in a complex environment; or
- used to providing delivery or quality assurance in an operational environment.

This is not an exhaustive list and we welcome people who have the following key skills:

- A pro-active approach to identifying where value could be added in either project delivery or quality assurance tasks
- Excellent attention to detail
- Excellent organisational and project management skills with an ability to prioritise to deadline and work to quality standards
- Good communication skills, both written and oral
- An ability to build and maintain positive relationships with colleagues and stakeholders

- The ability to quickly learn to use unfamiliar software to a good standard, with appropriate training
- The ability to solve problems and work calmly under pressure
- A willingness to support tasks outside for your immediate area of responsibility

Main responsibilities of the Selection Exercise Manager role include:

- Plan, run and manage selection exercises to attract and select suitable candidates for judicial office.
- Accurately collect and report on statistical information throughout the selection exercise process.
- Liaise with our stakeholders, including acting as the first points of contact for selection panel members, civil servants, and judges.
- Produce reports on progress and make recommendations at key stages of the exercise to the Commission.
- Overseeing the arranging of candidate interviews, briefing the selection panel members, observing panels etc.
- Delegate tasks to Selection Exercise Officers, where necessary.

Main responsibilities of the Quality Assurance Manager role include:

- Quality assure selection exercises to attract and select suitable candidates for judicial office, ensuring that key policies and processes are adhered to and the exercise is delivered in line with JAC standards.
- Take ownership for the quality assurance of selection material. Working with Judicial Office holders to oversee the production of selection exercise material including presenting information to the JAC Advisory Group.
- Oversee the production of timely and quality written selection reports.
- Lead on the provision of feedback to all JAC candidates, this will involve overseeing the delivery of feedback mechanisms, such as Generic Feedback reports as well as individual feedback responses where required.
- Build strong relationships with JAC colleagues, judicial leads, candidates and particularly with JAC Panel Members – ensuring that you support them through exercises and that their approaches are consistent.

- Take responsibility for the continuous improvement of JAC selection exercises, ensuring that through your quality assurance work you identify where improvements could be made to processes.

Though the JAC is located in Central London, presently staff are working remotely from home. Once we are able to return to office working, it may be necessary for you to work outside of London occasionally, with a possible overnight stay.

The role will be part of the wider operations team working with colleagues across the organisation to plan, develop and deliver selection exercises to recommend candidates for appointment as judges and tribunal members.

For further information about the roles, please contact, the Head of Operational Delivery, Robert Aldridge, at Robert.aldridge@judicialappointments.gov.uk

Behaviours

You will need to demonstrate the [following behaviours](#) for this role:

- Delivering at Pace
- Managing a Quality Service
- Working Together

In addition to these behaviours, your **experience** will be assessed at the application and interview process.

You should have experience in the following areas, this list is not exhaustive:

- Experience of delivery in an operational environment.
- Excellent attention to detail in drafting, and delivery.
- A good understanding of how to manage and run competing tasks.

Part Time or Job Share option

We would consider a part time or job share application. Please discuss this with Robert.aldridge@judicialappointments.gov.uk before applying.

Application process

You would need to provide:

- Your curriculum vitae (CV)
- A statement of suitability explaining (of not more than 250 words) detailing how you meet the experiences listed above.
- Written evidence of the following 3 core behaviours for the role (Delivering at Pace, Managing a Quality Service, Working Together).

The closing date the 28th February 2021.

Sift

Applications will be sifted based on the CV and behaviours. If there is a significant volume of applications, we will sift on only one behaviour, Delivering at Pace.

Interview

Interviews will take place remotely, via MS Teams, on the week commencing 22nd March 2021.

At interview you will be asked about three behaviours:

Delivering at Pace, Managing a Quality Service and Working Together You can find out more about success profiles- Civil Service behaviours and [strengths here](#).

Applicants invited for interview will be expected to undertake an assessment on the day of the interview. This will involve either a written assessment presented to the panel or another activity, such as assessing a recording, you will be provided with more information on this if you are invited to interview. As well as appointing to the vacancies listed above, we may place other candidates on a 12-month reserve list for future vacancies.