

Salary Minimum
£30,088 - £37,806

Number of jobs available
2

Detail of reserve list
12 Months

Region
London, Leeds

City/Town
London

Building/Site
102 PETTY FRANCE (MOJ) LONDON, SW1H 9AJ

Grade
HEO

Organisation Grade for MoJ
C

Post Type
Permanent

Working Pattern
Full Time, Part Time, Part Time/Job Share, Flexible Working

Role Type
Policy

Job Description – Band C policy advisers – Vulnerabilities division, Ministry of Justice

About the MoJ

The principal role of the Ministry of Justice (MoJ) is to uphold the rule of law, the cornerstone of the British way of life. It delivers services that are some of the most fundamental in a democratic society. In doing so it has responsibility for a number of key elements of the justice system, including prisons, courts, tribunals, legal services, youth justice and the probation service.

The Ministry of Justice supports the Secretary of State and the Justice Ministerial team to deliver the Government's programme. Our work spans criminal, civil, family and administrative justice, together with responsibility for making new law and safeguarding human rights. The Ministry works in partnership with other Government departments and agencies to serve the public, improve the justice system and support victims of crime.

Working with ministers and senior leaders, you will form a detailed understanding of how policy proposals are developed, delivered and managed in government. Further, you will do

so on policy areas which have a significant impact on our society: protecting the public, upholding the rule of law, and providing a just, proportionate and accessible justice system.

About the Directorate

The Family & Criminal Justice Policy Directorate sits at the heart of MoJ's policy agenda, working to reform complex systems that deal with some of the most vulnerable members of our society. The Vulnerabilities Policy Unit is a fast paced, exciting team delivering on a high-profile portfolio. We work closely with Ministers, No10, the Senior Judiciary, and a wide range of other Whitehall departments, to tackle a range of complex issues and everything the teams do to deliver wide ranging portfolios is uniquely focussed on supporting those that need it most.

Joining our team(s) will give you opportunities to:

- Use and develop policy making, problem solving and strategic thinking skills across a number of complex and challenging issues
- Work closely, and often at speed, with senior officials and Ministers, as well as press and private offices on high profile issues;
- Work in partnership with other government departments, operational partners at a local level, and a wide range of high-profile stakeholders on a suite of interesting policies;
- Demonstrate and enhance your financial and analytical skills working closely with finance and analytical colleagues to understand the financial impact of policy ideas and make innovative policy within wider financial constraints;
- Manage key relationships with senior judiciary and other external stakeholders and ensure that the Government, prisons, probation and the Courts work together effectively to deliver for vulnerable people; and
- Develop your leadership skills.

Flexible working (including home working, condensed hours and job sharing) is encouraged but successful applicants will be expected to spend a proportion of their working week in London.

About the roles

There are currently up to 2 Policy Officer (Band C) vacancies in the following teams.

Policy Advisers – Vulnerabilities Policy Unit

The Vulnerabilities Policy Unit leads on the Ministry of Justice's cross-cutting vulnerabilities agenda, and aims to improve the experience of vulnerable people across the justice system. The division includes teams working on domestic abuse, mental capacity, child sexual abuse, criminal injuries compensation, and Registered Intermediaries, allowing us to bring a

greater focus to supporting vulnerable users and protecting their rights whilst also playing a key part in the Government's wider vulnerabilities agenda. We are a relatively new team which offers the opportunity to help shape a new team ethos and culture as well as contribute to forming the strategic narrative around these issues. Our team is comprised of people from different backgrounds and professions with a range of flexible working arrangements.

We are looking to recruit a policy officer in the Mental Capacity Policy team. This team is responsible for all aspects of the Mental Capacity Act 2005 (MCA), which is the legal framework which empowers, supports and protects vulnerable people who may have impaired mental capacity due to disability, injury or illness. The role will be responsible for developing policy on the application of the MCA, including policy relating to the Office of the Public Guardian (OPG) and the Court of Protection, and will also provide secretariat support for the Court of Protection Rule Committee. This role provides the opportunity to work with senior members of the judiciary, as well as legal stakeholders and social care practitioners, and other government departments on a complex and evolving area of public policy.

We are also seeking a policy officer to join the Domestic Abuse Policy Team. The team recently published a Government consultation response and draft bill. Between the draft Bill and its consultation response, the Government is making 120 commitments to tackle domestic abuse, which will now need to be implemented. The post holder will be joining a small team to work jointly with the Home Office on driving this important programme of work. We are looking to recruit a policy advisor who is a motivated, self-starter to help shape, deliver and promote the work of the Domestic Abuse Policy Team, including taking personal ownership for particular work strands. The team works closely with Ministers, No10, and the senior judiciary to tackle a range of complex high-profile and fast-evolving issues.

Skills & Qualifications

You are required to have:

- Excellent written and verbal communication skills.
- The ability to make sound judgements and to articulate these persuasively.
- Knowledge and familiarity with basic project management approaches is desirable.
- Strong interpersonal and relationship-building skills, tact and diplomacy and experience in dealing with senior figures;
- Good political awareness and the proven ability to communicate effectively to a wide range of audiences and to negotiate solutions to problems.

You will be required to provide evidence of the following competencies:

Making Effective Decisions (Lead Competency)

- Identify a broad range of relevant and credible information sources and recognise the need to collect new data when necessary from internal and external sources
- Recognise patterns and trends in a wide range of evidence/ data and draw key conclusions, outlining costs, benefits, risks and potential responses
- Invite challenge and where appropriate involve others in decision making to help build engagement and present robust recommendations

Collaborating and Partnering

- Encourage collaborative team working within own team and across the Department
- Establish relationships with a range of stakeholders to support delivery of business outcomes
- Readily share resources to support higher priority work, showing pragmatism and support for the shared goals of the organisation

Delivering at Pace

- Show a positive approach in keeping their own and the team's efforts focused on the goals that really matter
- Take responsibility for delivering expected outcomes on time and to standard, giving credit to teams and individuals as appropriate
- Coach and support others to set and achieve challenging goals for themselves

Seeing the big picture

- Be alert to emerging issues and trends which might impact or benefit own and team's work
- Develop an understanding of own area's strategy and how this contributes to Departmental priorities
- Ensure own area/team activities are aligned to Departmental priorities

Leading and communicating

- Continually communicate with staff, helping to clarify goals and activities and the links between these and Departmental strategy
- Recognise, respect and reward the contributions and achievements of others, valuing difference
- Communicate in a straightforward, honest and engaging manner with all stakeholders and stand ground when needed

Further information about each competency can be found at:

<https://www.gov.uk/government/publications/civil-service-competency-framework>

How to apply

Applicants should send a one page CV and covering letter setting out how you meet the competencies above by x. In the event of receiving a high number of applications we will sift initially on the making effective decisions competency. Applicants who are successful at the sift stage will be invited to interview where they will also be required to complete a written exercise.

If you would like to find out more about the roles, please contact Mel Panteli at mel.panteli5@justice.gov.uk or on 07989 657 846. Roles are available to applicants already at the substantive grade and on promotion.

please be aware, if successful and you are not currently a Civil Servant, the Ministry of Justice does not negotiate pay, you are expected to start at the minimum pay scale.