



Ministry  
of Justice

# MoJ Project Delivery

## PMO/Project Support Officer

**Location:** National/London

**Grade:** Band C (HEO)

**Salary:** £31,265 (National), £35,405 (London)



Move your mouse pointer over the buttons below each image and click for more information



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Vacancy Description



Recruitment Process



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# 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 Function 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 Function 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

Government Project Delivery



# Project Delivery in the Ministry of Justice

## Case Study – Sonia Yadev-Bouri, Legal Aid Agency (The Common Platform)

In my current assignment, I am working as a Project Support Officer on the Common Platform programme. My main responsibilities comprise of governance, planning, reporting, management of risks, changes, stakeholders and benefits.

The Common Platform is a new digital case management system which will be used in the Magistrate's and Crown Court and will modernise and transform the experience all users. It will also improve the process, reduce costs, give better access to case information and introduce a simplified way of working – advancing in efficiency, reduction in delays. The features and functionality available for the first set of Early Adopter Courts is the first iteration of the technology being developed with the view to continue with development and modifications as the roll out progresses to further courts.

On this assignment, key skills are: being flexible, being able to adapt to change, communicating effectively and being organised. There are numerous stakeholders to engage with, several discussions where actions require to be identified, recorded and progressed, an evolving sum of risks and issues that need to be mitigated as well as heavy planning on future development work.

There is also a Project Board that takes place monthly with key stakeholders in attendance and is a forum to assess and monitor project performance, progress and timescales. This requires the ability to plan successfully, to be thorough and to have well-rounded knowledge of the project.

I am really enjoying my role as it is so diverse and for me, no two days are the same. It gives me a good sense of achievement and allows me to grow in my role; whilst being part of a proactive team that works extremely diligently on a project that is indispensable in keeping the Criminal Justice System moving.

Outside of my assignment, I am part of a Transformation Team and often get involved in other areas of work as well as offering support to another large project called 'Apply'. I also take advantage of the learning opportunities through the Project Delivery Function to assist in my own development. I am also part of the Mental Health Allies network within the MoJ.



# 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 MoJ HQ 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

*\*Please note, your base office location at an MoJ HQ site, Justice Collaboration Centre or Justice Satellite Office will be discussed if successful.*

# Vacancy Description

## Introduction

### Job Title

PMO Support Officer

### Grade

Band C (HEO)

### Salary

The salary offered will be £31,265 (National), £35,405 (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 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.

This role provides you with the unique opportunity to being central to the delivery of the Secretary of State's priorities by being a member of the Ministry of Justice Project Delivery Function. The MoJ Project Delivery Function sees the centralisation and coordination of all project delivery within the Ministry. By joining the MoJ 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 Countries most ambitious projects.

As PMO/ Project Support Officer, you will be central to the delivery of the Secretary of State's priorities. This role will provide you with an interesting and supported introduction to and application of project procedures, tools and techniques and you will assist in maintaining the standards for project management within your team. You will be responsible for a diverse range of activities to support the delivery of the project's objectives. You will be expected to assist with effective communication between project management and the business, to maintain central project records and produce regular management reports.

As PMO/Project Support Officer you will enable the smooth running of the project by supporting the Project Manager/Head of PMO with admin including secretariat duties, minute taking, project board support and the co-ordination of business management actions and activities on their behalf.

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



# Vacancy Description

## Key role responsibilities

**Planning and scheduling** – Ensure systems are in place to enable effective planning and scheduling.

**Monitoring and reporting** – Manage project controls, reporting to the Project Manager about the project status. Develop project performance reports.

**Admin** – Ensure organisational tasks are carried out efficiently. Manage compliance of the project with Departmental Security, Health & Safety, Equality & Diversity, Business Continuity and Business Planning.

**Resources** – Manage workforce planning, providing information for effective decision making. Procurement of supplies and services related to project support within Delegated Financial Authority limits.

**Stakeholder** – Manage and engage with a wide range of internal and external stakeholders.

**Financial control** – Manage project spend and contribute to the compilation of budgets. Contribute to the project business case.

**Risks and Issues** – Lead potential risk areas, working with risk manager and escalating as appropriate.



# Vacancy Description

## Person Specification

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

**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.

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

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

**Budgeting and cost management** - (A) *Basic knowledge and limited or no 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.

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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.



# Vacancy Description

## Person Specification

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

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

**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.



# Vacancy Description

## Person Specification

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

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

**Conflict resolution** - (A) *Basic knowledge and limited or no experience.*

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

**Inspiring others** - (A) *Basic knowledge and limited or no 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** - (A) *Basic knowledge and limited or no 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.

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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](#).

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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 MS Teams. You will be advised of these details and of the format in advance of the interview.

One hour prior to the Interview commencing, candidates will be asked to complete an In-tray Exercise. Instructions will be sent to candidates directly before their interview date. This is used to test a candidate's admin responsibilities and planning tools. This will be one of the key responsibilities of the role alongside technical knowledge of project delivery.

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

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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.

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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 **31<sup>st</sup> January 2023**

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)

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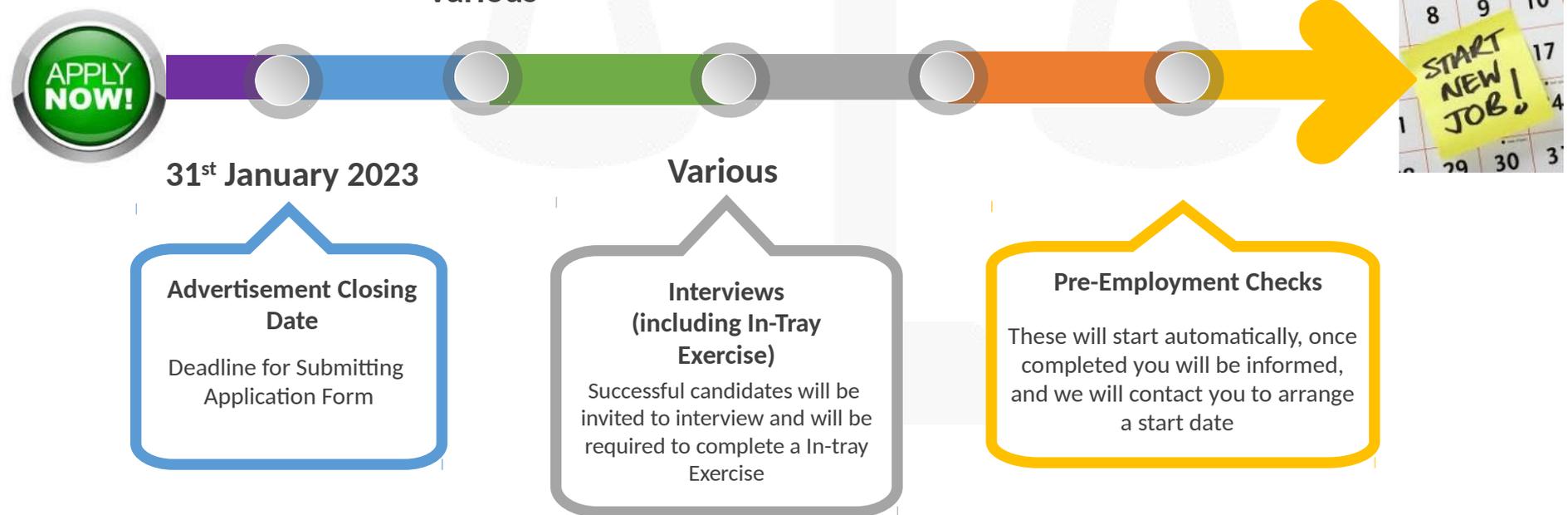
If you have any questions about the role or would like to discuss the post further, contact the Project Delivery Function Management Office at [projectdeliveryres@justice.gov.uk](mailto:projectdeliveryres@justice.gov.uk)

## 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:-



## 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.

## Terms & Conditions

Modernised Terms & Conditions

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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](http://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

## Terms & Conditions

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**Equality & Diversity**

Civil Service Code

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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**Equality & Diversity**

Civil Service Code

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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## Terms & Conditions

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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).