

## **JOB DESCRIPTION**

<b>Job Title</b>	<b>HR Advisor</b>
<b>Band</b>	<b>Band D</b>
<b>Business Group</b>	<b>Judicial Office</b>
<b>Directorate</b>	<b>Judicial HR</b>
<b>Team</b>	<b>Magistrates' HR</b>
<b>Location</b>	<b>Royal Courts of Justice, Strand, London</b>

### **About the Judicial Office**

The Judicial Office (JO) reports to, and is accountable, to the Lord Chief Justice and was established in 2006 to provide support to him and to the wider judiciary following the Constitutional Reform Act 2005. In addition, we support, and are accountable to, the Senior President of Tribunals, whose responsibilities extend to Scotland and Northern Ireland.

The JO is an interesting and important place to work. Everything we do is in support of upholding the independence and impartiality of the judiciary. We work closely with HMCTS, the Ministry of Justice and others across Government as well as with the legal professions.

The Judicial HR function reports to the Chief Executive of the JO and is answerable to the Lord Chief Justice and the Senior President of Tribunals in their responsibilities for the deployment, diversity and welfare of judges. One of the groups we support is the c.15,000 magistrates serving in England and Wales. Magistrates are volunteer judicial office holders and are a very important part of the Judiciary, dealing with over 90% of all criminal cases in England and Wales as well as some civil cases.

### **About the Magistrates HR team**

The Magistrates' HR team is a team of eight which feeds into the Judicial Office Business Plan. We support the Senior Presiding Judge on the appointment of magistrates and provide support and advice to the 44 advisory committees in England and Wales which recruit and select candidates for appointment. We also support the Lord Chancellor on some magistrates-related issues such as Freedom of Information Requests, Parliamentary Questions, and on appointments to Advisory Committees.

With HMCTS reform, and following a report from the Justice Select Committee on the Role of the Magistracy, it is an exciting time to join a team at the forefront of changes that affect magistrates.

The Judicial HR Team is not a conventional HR team and roles in the HR Magistrates' team are a mix of operational and HR work. The principles of good HR practice apply but need to be aligned to the requirements of the Judiciary and this provides a unique set of challenges.

## Job Description

The Magistrates HR Team has a vacancy for a Band D (Civil servant Grade EO equivalent) HR Advisor. The role is varied and work includes recommendation of appointments to the Senior Presiding Judge, drafting of advice and correspondence, advice and support to advisory committees in carrying out their duties. The role is largely outward-facing and there are likely to be opportunities to get involved in policy and project work.

The successful candidate will have an induction and support from their line manager and colleagues in the work of Judicial Office and how the team works with senior judiciary and key stakeholders such as MoJ, HMCTS and advisory committees.

Please contact [Kelly.Dyke@judiciary.uk](mailto:Kelly.Dyke@judiciary.uk) if you would like further information.

### Key duties of the role:

- Drafting clear and concise advice to the senior presiding judge on magistrates' appointments, ensuring that full information has been obtained from advisory committees to inform that advice, relevant issues are highlighted in sufficient detail and appropriate recommendations are made.
- Overseeing the processing of appointments, resignations and retirements of magistrates and advisory committee members (processing done by Band Es in the team) and dealing with magistrate reappointment requests.
- Supporting the Band C Process Improvement Manager in process improvement and maintenance of a recruitment tool kit.
- Support and advice to advisory committees on policy and process issues
- Drafting of responses to treat official and ministerial, general correspondence/briefing e.g. for advisory committee visits, circulars to advisory committees, straight forward parliamentary questions and freedom of information requests.
- Supporting the administration of the E-HR database, e.g. updating e-HR system and maintaining information as and when required
- Supporting the Band C Operations manager in dealing with nominations for magistrates to receive a public honour, including helping with the preparation of case papers for the two annual sift meetings led by Magistrates' HR.
- Providing ad hoc flexible support to colleagues and external stakeholders as needed to meet work priorities. This may include occasional visits to advisory committee meetings, observing training courses, contributing to policy and project work to deliver the Magistrates' HR Plan.
- Respond to queries from advisory committees and public, allocated to you from the Magistrates Team inbox and deal with routine correspondence.

## **Skills and Qualifications**

### Essential Criteria

- Strong written and oral communication
- Ability and confidence to communicate with people at all levels, including senior judiciary.
- Strong attention to detail
- Building and maintaining relationships
- Good IT skills
- Willingness to contribute to the successful delivery of the work of the team as a whole by supporting others in their work as necessary and in building and maintaining a continuous learning environment for the team (applicable to all in the team)
- Team player. Flexible approach to supporting the team

### Desirable Criteria

- Knowledge of the magistracy and its role within the justice system
- Strong drafting skills
- Experience of working in an HR environment

## **Competencies (level 2)**

### **Seeing the big picture**

- Develop understanding of own and team's work to support achievement of departmental priorities
- Take an active interest in expanding knowledge of areas related to role

### **Changing and improving**

- Consider and suggest ideas for continuous improvement, sharing this feedback with others in a constructive manner
- Help colleagues and customers to understand changes and why they have been introduced

### **Making effective decisions**

- Demonstrate accountability and make unbiased decisions
- Examine complex information and obtain further information to make accurate decisions
- Identify and speak with the relevant people in order to obtain the most accurate information and get advice when unsure of how to proceed
- Provide advice and feedback to support others to make accurate decisions

## **Leading and communicating**

- Display enthusiasm around goals and activities – adopting a positive approach when interacting with others
- Listen to, understand, respect and accept the value of different views, ideas and ways of working
- Express ideas effectively, both orally and in writing, and with sensitivity and respect for others

## **Collaborating and partnering**

- Actively encourage team working, changing ways of working to facilitate collaboration for the benefit of the team's work
- Proactively seek information, resources and support from others outside own immediate team and effectively manage stakeholder relationships in order to help achieve results
- Readily identify opportunities to share knowledge, information and learning and make progress towards work plans and objectives

## **Delivering at pace**

- Take ownership for problems in own area of responsibility
- Check own and team performance against outcomes, make improvement suggestions or take corrective action when problems are identified