



Ministry
of Justice

MoJ Project Delivery Function

People and Engagement Manager

Location: National/London

Grade: Band B (SEO)

Salary: £37,683 (National), £43,647 (London)



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



Welcome



About Us



Vacancy Description



Recruitment Process



Indicative Timeline



Terms & Conditions

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 Centre of Excellence team and working as part of this team provides a unique opportunity to help influence the wider development of the Project Delivery Profession for the MoJ and provides opportunities to get involved in initiatives to support that.

The team's role is to support the embedding of professional standards, design and manage learning solutions to improve capability and engagement with leadership communities and across government to improve the delivery of our major project portfolio.

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.

You will be supported with the right learning and development opportunities at all points in your career through the Government Online Skills Tool (GOST) including our world-class leadership programmes, as well as supporting our Project Professionals through accredited professional learning and qualifications, providing a grounding in Project Delivery practices in Government.

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



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.

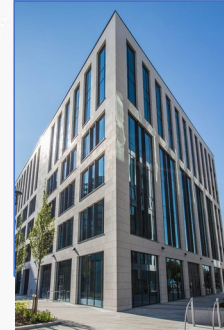
Working in the Ministry of Justice

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, CR0 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

People and Engagement Manger

Grade

Band B (SEO)

Salary

The salary offered will be £37,683 (National), £43,647 (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.

<< >>

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. The MoJ has the third largest investment portfolio across central government with a range of complex and innovative projects and programmes.

This role provides you with a unique opportunity to be 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 oversees 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 Country's most ambitious projects. Working as part of the Centre of Excellence provides a unique opportunity to help influence the wider development of the Project Delivery Profession for the MoJ and provides opportunities to get involved in initiatives to support that. The team's role is to support the embedding of professional standards, design and manage learning solutions to improve capability and engagement with leadership communities and across government to improve the delivery of our major project portfolio.

As the People and Engagement Manager you will support the People and Engagement Lead to provide a consistent and coherent voice for Project Delivery across the MoJ and wider Government. You will lead on facilitating the Project Delivery Accreditation for project delivery colleagues within the Project Delivery Function and across the wider MoJ. You will oversee the production and analysis of reports to identify opportunities for development activities and have regular contact with senior leaders to recommend solutions for the continuous improvement of the project delivery learning and development agenda. The role also presents a unique opportunity to work with key stakeholders across government, including the Infrastructure and Projects Authority (IPA) to help support on developing and shaping the future of the Government's Project Delivery Profession.

The team has a collaborative ethos, and, in your role, you will work with other team members to input your ideas, experience and perspective in to supporting the design of solutions to work packages. MoJ expects its employees to show openness, honesty and commitment, and, of course, to deliver results.

<< >>

Vacancy Description

Key role responsibilities

These may be further shaped and adjusted dependent on business needs and team resources / skills.

- Lead on the sourcing and analysing of data to identify gaps in knowledge across the MoJ project delivery profession
- Lead on the design, procurement and promotion of learning packages which support project delivery professionals in progressing their technical, leadership and soft skills
- Lead on the development and implementation of a capability strategy for the Project Delivery Function, ensuring that colleagues understand their roles in progressing their own and others' learning
- Assist with the development of the scope, design, and delivery of areas of continuous improvement activity, including implementing new and improved approaches to project and programme management and new and improved processes
- Provide advice, support, and guidance to improve and embed continuous improvement capability, and oversee the evaluation and delivery of formal and informal learning and events
- Engage with the Infrastructure and Projects Authority (IPA) to ensure MoJ have access to the latest PD capability and PD community opportunities, including supporting the PD Profession Academy rollout
- Assist with sharing knowledge around use of the Government Online Skills Tool (GOST), including overseeing the allocation of licences, capability gap mapping and PD resource data

<< >>

Vacancy Description

Key role responsibilities

These may be further shaped and adjusted dependent on business needs and team resources / skills.

- Work in a multi-disciplinary environment, where in addition to a focus upon Capability, where required the role will support other sections of the Centre of Excellence including but not limited to Service Improvement, Project Management Standards and supporting Successful Project Delivery including aspects of initiation, discovery, design, development and delivery
- As required, deputise for your Line Manager and provide cover for your direct report(s). Undertake any other duties as agreed with your Line Manager
- Cross government working – identify and work with stakeholders from across government to share information and knowledge and to progress key products.

<< >>

Vacancy Description

Essential Skills

- Confident and effective personal communication skills, both oral and written, with the ability to communicate clearly with a wide variety of stakeholders
- Ability to work independently and manage a busy workload to meet deadlines and deliver against priorities
- Experience in working in a Project or Programme Delivery environment or role.

<<

Recruitment Process

How to Apply

Recruitment Principles

Overview of the Process

Arrangements for Interview

Reserve List

Closing Data

Alternative Formats

Further Information

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 behavioural competencies.

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.

Please attach a copy of your **anonymised CV**, setting out your career history (including job title, employer and dates), and how your responsibilities and achievements meet the requirements of this role. We would expect this to be **no more than two sides of A4**. To note CV's will not be made available to Vacancy Manager until interview stage.

Recruitment Process

How to Apply

Recruitment Principles

Overview of the Process

Arrangements for Interview

Reserve List

Closing Date

Alternative Formats

Further Information

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](#).

Recruitment Process

[How to Apply](#)[Recruitment Principles](#)[Overview of the Process](#)[Arrangements for Interview](#)[Reserve List](#)[Closing Date](#)[Alternative Formats](#)[Further Information](#)

The Project Delivery Function Management Team 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 with 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 virtually via MS Teams. You will be advised of these details and of the format in advance of the interview.

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

Recruitment Process

[How to Apply](#)[Recruitment Principles](#)[Overview of the Process](#)[**Arrangements for Interview**](#)[Reserve List](#)[Closing Date](#)[Alternative Formats](#)[Further Information](#)

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.

Recruitment Process

[How to Apply](#)[Recruitment Principles](#)[Overview of the Process](#)[Arrangements for Interview](#)[Reserve List](#)[Closing Date](#)[Alternative Formats](#)[Further Information](#)

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

[How to Apply](#)[Recruitment Principles](#)[Overview of the Process](#)[Arrangements for Interview](#)[Reserve List](#)[Closing Date](#)[Alternative Formats](#)[Further Information](#)

You must submit your application and CV by **4TH April 2023**.

Applications received after this date for this campaign will not be considered.

Recruitment Process

[How to Apply](#)[Recruitment Principles](#)[Overview of the Process](#)[Arrangements for Interview](#)[Reserve List](#)[Closing Date](#)[Alternative Formats](#)[Further Information](#)

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

Recruitment Process

How to Apply

Recruitment Principles

Overview of the Process

Arrangements for Interview

Reserve List

Closing Date

Alternative Formats

Further Information

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

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 anticipate 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 1st 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

Eligibility & Nationality

Security Clearance

Reserved for UK Nationals

Conflict of Interest

Equality & Diversity

Civil Service Code

The post is advertised to suitably qualified people that are 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](https://www.gov.uk).

Terms & Conditions

Modernised Terms & Conditions

Eligibility & Nationality

Security Clearance

Reserved for UK Nationals

Conflict of Interest

Equality & Diversity

Civil Service Code

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.

Terms & Conditions

[Modernised Terms & Conditions](#)[Eligibility & Nationality](#)[Security Clearance](#)[Reserved for UK Nationals](#)[Conflict of Interest](#)[Equality & Diversity](#)[Civil Service Code](#)

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.

Terms & Conditions

Modernised Terms & Conditions

Eligibility & Nationality

Security Clearance

Reserved for UK Nationals

Conflict of Interest

Equality & Diversity

Civil Service Code

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 before submitting your application

Terms & Conditions

Modernised Terms & Conditions

Eligibility & Nationality

Security Clearance

Reserved for UK Nationals

Conflict of Interest

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.

>>

Terms & Conditions

Modernised Terms & Conditions

Eligibility & Nationality

Security Clearance

Reserved for UK Nationals

Conflict of Interest

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.

<<

Terms & Conditions

Modernised Terms & Conditions

Eligibility & Nationality

Security Clearance

Reserved for UK Nationals

Conflict of Interest

Equality & Diversity

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).