

About the Department

MOJ is one of the largest government departments, employing around 70,000 people (including those in the Probation Service), with a budget of approximately £9 billion. Each year, millions of people use our services across the UK - including at 500 courts and tribunals, and 133 prisons in England and Wales.

What we do

We work to protect the public and reduce reoffending, and to provide a more effective, transparent and responsive criminal justice system for victims and the public. We are also responsible for the following parts of the justice system:

- courts
- prisons
- probation services
- attendance centres

We also work in partnership with other government departments and agencies to reform the criminal justice system, to serve the public and support the victims of crime. We are also responsible for making new laws, strengthening democracy, and safeguarding human rights.

Priorities

- Improve public safety and reduce reoffending by reforming prisons, probation and youth justice
- Build a One Nation justice system by making access to justice swifter and more certain for all citizens whatever their background
- Uphold the rule of law, defend the independence of the judiciary, safeguard essential liberties and restore historic freedoms
- Delivering efficiently in MOJ: ensure the best possible service for citizens by making our department more efficient and more open, with policy driven by evidence

Further information can be found at <https://www.gov.uk/government/organisations/ministry-of-justice>

JOB PROFILE

Job Title / Group / Directorate

Assistant Commissioning Projects Manager Quality, Commissioning, Contracts, Information & Performance (QCCIP), Youth Custody Service (HMPPS)

Reports To

Commissioning Projects Manager

Location & Terms of appointment

This is a permanent post based in [London / Croydon].

Salary and Grade

This post is Band [C].

New entrants to the Civil Service will be expected to join on the minimum of the pay range.

Existing Civil Servants will have their salary calculated in accordance with the Department's pay on transfer / pay on promotion rules.

Background

This is a full-time post (37 hours per week) located in 102 Petty France initially, moving to Southern House in Croydon during 2019. The Youth Commissioning Team is currently in the process of transitioning formally from the Ministry of Justice to the Youth Custody Service.

The Youth Custody Service (YCS) is a distinct arm of Her Majesty's Prisons and Probation Services (HMPPS). HMPPS provides effective and humane adult prison and probation and youth custody services which protect the public from harm and help people who have been convicted of offences to reform so they can contribute positively to society. Within HMPPS, the YCS has operational responsibility for the day-to-day running of the youth estate. To do this, the YCS works with the Youth Justice Board for England and Wales (YJB) and Youth Justice and Offender Policy Directorate within the Ministry of Justice, as well as a wider community of bodies whose purpose is to develop positive lives for children in our society.

Our vision is that every child and young person we work with lives a safe and crime-free life, and makes a positive contribution to society. Our purpose is to:

- Help reduce the numbers of children and young people released from our care who reoffend
- Create an environment that is educational, safe and decent
- Improve safety outcomes for children and young people, and maximise opportunities for personal growth.

The Youth Commissioning Team (YCT) is part of the Quality, Contracts, Information & Performance (QCIP) unit in the YCS. Commissioning describes the cycle of planning, securing and evaluating services to meet required strategic and service outcomes. The YCT designs and commissions evidence-based services for children and young people in custody. Children and young people who are sentenced or remanded to custody are currently placed in one of three types of establishments – Secure Children's Homes (SCHs), Secure Training Centres (STCs) and Young Offenders institutions (YOIs). Plans for a new type of establishment for children and young people in custody – Secure Schools - are also being taken forward by the YCS, with the first Secure School due to open at Medway in Kent in 2020.

The YCT focuses on understanding the needs of users (children and young people) and the outcomes we want to improve, to secure services that support achievement of these outcomes whilst being deliverable and providing value for money. The work of the Team is varied and challenging, with plenty of opportunity for team members to lead on important projects and work streams (as well as other discrete areas of work) that can make a real difference to the experience of children and young people in custody, helping to reduce reoffending and secure improved life chances for these children and young people. In taking forward commissioning work, team members develop capability in applying commissioning knowledge and skills in the distinct area of youth justice, and bringing forward places and services that are bespoke to children and young people. The cohort of children and young people in custody is increasingly complex and challenging, and requires tailored services in order to meet their individual needs (which include mental health problems, problems with drugs, alcohol, gang issues, persistent absence / permanent exclusion from school, Special Education Needs, and 'looked after child' status).

Role Purpose

To support the development and delivery of key projects and workstreams to design and commission services for children and young people in custody with a focus on understanding needs and risks to secure services that support both strategic aims and improved outcomes for children, whilst being deliverable and offering value for money.

Main Activities / Responsibilities

The job holder will be required to undertake the following duties and responsibilities:

- Support the delivery of commissioning projects and workstreams. This will include leading on discrete project workstreams and work packages.
- Provide project management support on commissioning work. This includes creating, maintaining and sharing project plans, risks, issues and interdependencies registers, stakeholder management and communications plans and logs, and taking notes of key discussions with internal and external stakeholders (including the wider market) to help maintain appropriate records.
- Coordinate and support governance, assurance and approvals processes relating to youth justice commissioning work, including project boards, the overarching Youth Justice Commissioning Board, central departmental assurance processes and external assurance processes (e.g. gateway reviews).
- Coordinate and support the key project processes (project initiation and project close including lessons learned exercises) and the production of key project and workstream documentation (initiation documents, lessons learned documents, sections of business cases, etc).

Management of Resources

N/A

Person Specification:

Essential CS Competences

1. Making Effective Decisions

2. **Leading and Communicating**
3. **Collaborating and Partnering**
4. **Delivering at Pace**

Desirable Knowledge and Skills:

- Understanding of the commissioning cycle and experience of commissioning places and services – preferably for children and young people in secure settings and / or.
- Understanding of the Youth Justice System and experience of working in youth justice, custodial services, or children and young peoples' services sectors.
- Understanding and experience of programme and project management and project delivery.

If you would like an informal discussion about the role please email Christopher.Meredith@justice.gov.uk (Head of Commissioning Projects) or Shaila.Mahomed@justice.gov.uk (Head of Commissioning Projects).