



We are looking for an outstanding individual for the post of

**Prison Service Pay Review Body (PSPRB)
with Northern Ireland Expertise**

Reference number: PAT150075

(please use the above reference in all correspondence)

Location: The role is based in London

Term of appointment: Five years

Time commitment: 20 days per year

Remuneration: £300 per day

Closing date for applications is 5pm on 31 July 2019

Applications should be submitted to the Ministry of Justice Public Appointments Team via PublicAppointmentsTeam@justice.gov.uk.

Alternative format versions of this candidate information pack are available on request from the Public Appointments Team, contact details as above.

 [Twitter](#) Follow us to keep up to date with public appointments vacancies.

All public appointments are advertised on the Cabinet Office's Public Appointments website (<http://publicappointments.cabinetoffice.gov.uk/>) and the Public Appointments Twitter feed (@publicappts).



1. Introduction

Dear Candidate,

Thank you for your interest in becoming a member of the Prison Service Pay Review Body (PSPRB).

You may already have some idea about the important work of the PSPRB and the following pages will tell you more about the Review Body's purpose and the nature of the role of members.

The PSPRB is an independent body which advises the Government on matters referred to it, primarily making recommendations about pay levels for staff in the Prison Service in England and Wales and, separately, in the Northern Ireland Prison Service.

Each year the Review Body receives written and oral evidence from both the Government and trade unions representing prison staff. The Review Body weighs the evidence and its own independent research to formulate its recommendations, and submits its reports to Government, usually in September to June.

The members of the PSPRB together provide a pool of knowledge and experience of labour market economics, personnel, pay and other relevant matters. We are now looking for one new member with particular knowledge of Northern Ireland. You will be joining other members who find great satisfaction in the importance and challenge of the work they do and of the contribution they make.

The next few years will be an important period for the Review Body, with the Government continuing with its policy of public sector pay restraint and planning significant reform of the Prison Service in England and Wales.

I do hope you will consider applying for this important position.

Chair, Prison Service Pay Review Body

2. About the Prison Service Pay Review Body

The Prison Service Pay Review Body is one of eight independent Pay Review Bodies. The others cover the Armed Forces, Doctors and Dentists, the National Health Service, School Teachers, Senior Salaries, the National Crime Agency, and the Police.

PSPRB is independent of Government, the Prison Services and trades unions, and all Review Bodies operate independently of one other.

The PSPRB's remit covers around 28,000 staff in England and Wales and 1,300 staff in Northern Ireland.

The Review Body currently has seven members (including the Chair) - individuals who have senior-level experience on pay and related matters from the private, public or third sectors. Together they provide a pool of knowledge and experience of labour market, industrial relations, personnel and pay issues.

Overview of PSPRB Role and Terms of Reference

The role of the Prison Service Pay Review Body is to provide independent advice on the remuneration of governors and operational managers, prison officers and support grades in the Prison Services of England and Wales, and Northern Ireland.

During the summer PSPRB visits prisons to meet members of the remit group and in the autumn PSPRB receives written and oral evidence from both the Government and representative organisations covering its remit groups. PSPRB then weighs the evidence and its own independent research to formulate recommendations on the remuneration of its remit groups. It then submits its report to the Government. Review Body Reports are available from The Stationery Office and also on the OME website at <https://www.gov.uk/government/organisations/office-of-manpower-economics/>

In reaching its recommendations the Review Body must take the following into account:

- The need to recruit, retain and motivate suitably able and qualified staff taking into account the specific needs of the Prison Service in England and Wales and the Northern Ireland Prison Service;
- Regional/local variations in labour markets and their effects on the recruitment and retention of staff;
- Relevant legal obligations on the Prison Service in England and Wales and the Northern Ireland Prison Service, including anti-discrimination legislation regarding age, gender, race, sexual orientation, religion and belief, and disability;
- Government policies for improving the public services, including the requirement to meet Prison Service output targets for the delivery of services;
- The funds available to the Prison Service in England and Wales and the Northern Ireland Prison Service as set out in the Government's departmental expenditure limits; and
- The Government's inflation target.

The Review Body:

- Shall also take account of the competitiveness of the Prison Service in England and Wales with the private sector, and any differences in terms and conditions of employment between the public and private sectors taking account of the broad employment package including relative job security.
- May also be asked to consider other specific issues.
- Is also required to take careful account of the economic and other evidence submitted by the Government, staff and professional representatives and others.

Reports and recommendations for the Prison Service in England and Wales are submitted to the Prime Minister and the Lord Chancellor and Secretary of State for Justice. Reports and recommendations for the Northern Ireland Prison Service are submitted to the Minister of Justice, Northern Ireland.

Secretariat support

The Office of Manpower Economics (OME) – a non-statutory public body – provides the secretariat for all eight Pay Review Bodies. The OME is independent of Government. It is staffed by civil servants drawn mainly from the Department for Business, Energy and Industrial Strategy (BEIS). Further information can be found on the OME website at <https://www.gov.uk/government/organisations/office-of-manpower-economics/>

Size and composition of the PSPRB

The Review Body currently has six members including the Chair. Members are listed below and biographical information can be found on the PSPRB's website: <https://www.gov.uk/government/organisations/prison-services-pay-review-body>

- Tim Flesher CB (Chair)
- Mary Carter
- Nicholas Caton
- Luke Corkill
- Professor Andrew Dickerson (labour market economist)
- Leslie Manasseh MBE (trade union expert)
- Paul West QPM

Location

Meetings of the PSPRB are usually held in London at the Office of Manpower Economics, Fleetbank House (7th Floor), 2-6 Salisbury Square, London EC4Y 8JX (nearest stations are Blackfriars and City Thameslink). Members will also be expected to undertake around three or four visits a year to prisons across England, Wales and Northern Ireland.

3. The role of the member

As a member of the review body you will have responsibility for working collaboratively to:

- Assess the evidence of the parties (government and trade unions); and
- Contribute effectively to the review body's consideration of its annual recommendations to government under the guidance of the Chair of the review body.

Members have a responsibility for working corporately, with the guidance of the Chair of the review body, to:

- Consider the parties' written evidence, views and proposals;
- Take oral evidence from the parties;
- Assimilate information and data on pay, policy, economic, workforce and financial matters;
- Weigh evidence and undertake independent analysis;
- Meet groups of staff and managers/leaders; and
- Formulate conclusions and make recommendations to government.

Eligibility

- There must be no employment restrictions, or time limit on your permitted stay in the UK. You should normally have been a resident in the United Kingdom for at least three years prior to your application.
- You should not be employed in the UK civil service.

- Candidates for the PSPRB post who are members of other Review Bodies may apply, but would need to resign their current position if they were appointed
- The appointed members should be available for Review Body duties from October 2019.

Essential criteria

- High degree of analytical intelligence including the ability to understand and interpret complex, qualitative information including, economic and statistical data, and to develop evidence-based, workable recommendations;
- Strong communication, interpersonal and stakeholder engagement skills. Ability to gain respect and keep the confidence of others through effective communication and influencing skills, and confidence to challenge opinions where necessary;
- Able to demonstrate high standards of corporate and personal conduct – including a strong commitment to equal opportunities, to act impartially and to uphold the independence of the Body;
- A record of significant achievement operating at a strategic level within a complex organisation;
- A good understanding of the broader political context and community concerns in Northern Ireland;
- You must demonstrate at least one of the following:
 - A sound understanding of the policy, financial and operational factors affecting pay decisions and pay bargaining in the public sector or an unionised environment.
 - Experience of financial management at a high level in a private, public or third sector organisation with a multi-million pound annual budget.
 - Experience of board or equivalent level management responsibility in a public, private or third sector organisation.

4. Other important appointment information

Tenure: Public appointments are offered on a fixed term basis. We do this to ensure that the leadership of our public bodies is regularly refreshed and the PSPRB can benefit from new perspectives and ideas. The appointment will run for five years with the possibility of reappointment for a further term subject to satisfactory appraisal and at the discretion of Ministers. In line with the Governance Code for Public Appointments, there is a strong presumption that no individual should serve more than two terms or serve in any one post for more than ten years.

Remuneration: Remuneration is taxable and subject to Class 1 National Insurance contributions. The role is not pensionable.

Performance Appraisal: You will be assessed annually on performance by the Chair of the PSPRB.

Standards in Public Life: Public appointees are required to uphold the Committee on Standards in Public Life's Seven Principles of Public Life (see Appendix 1). You are also expected to adhere to the [Code of Conduct for board members of public bodies](#).

5. Advisory Assessment Panel membership

The Panel will be:

- Martin Williams (Chair), Director, OME
- Alison Wedge, Head of Arms' Length Bodies Governance Division, MoJ;

- Tim Flesher CB, PSPRB Chair; and
- Carly Jayne, Autism advocate and Independent panel member

The Advisory Assessment Panel Chair will report to Ministers on the outcome of the interviews. Ministers are responsible for making the appointment.

6. The appointment process and time line

The figure below sets out the key stages and timings in the process.



Please note that it may not be possible to provide specific, individually tailored feedback following the sift stage but we will provide, on request, feedback to those who are interviewed.

If you accept an invitation to interview, we will take two references in advance of the interview. By providing the details of two referees you are consenting to us approaching them in this way.

If you cannot attend an interview on one of the dates shown, please advise us as soon as you can. It may be possible to arrange an alternative date at the discretion of the Advisory Assessment Panel.

Reasonable travel expenses (not first class) for attending interviews can be reimbursed – please make contact in advance of the interview as we may be able to arrange these for you.

The Secretary of State or another Minister may ask to meet each of the candidates before or after interview.

If called for interview the Advisory Assessment Panel will explore your experience and expertise to determine whether you meet the essential criteria for the role. You may be asked to start the interview with a short presentation. If required, this will be confirmed in your invitation to interview letter.

Security Clearance

For successful candidates, confirmation of appointment will be subject to basic clearance checks, covering confirmation of identity and right to work in the UK plus a criminal record check. This will involve completion of several paper and electronic forms and can take up to **five weeks** to process following completion of the forms.

7. How to apply

To make an application, please send:

- **A CV (maximum two sides of A4)** detailing your qualifications, employment history and any appointments or offices you hold. Please also provide your preferred contact number and email address.
- **A personal statement (maximum two sides of A4)** providing evidence against the role criteria and your suitability for the post. Please consider the role and criteria carefully in preparing your statements. Information from Advisory Assessment Panels indicates that applications which offer specific and tailored examples against the criteria, making clear the candidate's role in achieving an outcome are often the strongest. Structuring the statement around the criteria using relevant headings also aids clarity.

Supporting Documents

Please also complete and return the following supporting documents:

- **potential conflicts of interest:** You should declare any actual or potential conflict of interest. The Advisory Assessment Panel may wish to explore these further with you if you are shortlisted for interview. Conflicts might arise from a variety of sources such as financial interests or share ownership, membership of, or association with, particular bodies or the activities of relatives or partners. If you need further advice, please contact Amira Aufogul at PublicAppointmentsTeam@justice.gov.uk.
- **note of public appointments** – please list any appointments currently held;
- **referee details** – please give names/contact details of two referees (who will be contacted if you are shortlisted for interview);
- **the political activity declaration form** – in line with the Governance Code for Public Appointments, details of any declared activity will be made public if you are appointed; and
- **the equal opportunities monitoring form** – information is requested for monitoring purposes only and plays no part in the selection process. It will be kept confidential and will not be seen by the Advisory Assessment Panel.

Please send your CV, personal statement and supporting documents to: PublicAppointmentsTeam@justice.gov.uk quoting reference **PAT150075** in the subject line of your email by 31 July . We will acknowledge receipt.

If you have any questions about any aspects of this post, you are welcome to contact Martin Williams – martin.williams@beis.gov.uk

8. Diversity and equality of opportunity

We encourage applications from all candidates regardless of ethnicity, religion or belief, gender, sexual orientation, age, disability or gender identity. We particularly welcome applications from women, those with a disability and those from a black or ethnic minority background.

We would also particularly welcome applications from those currently working in, or with experience of, the private sector, and those who have not previously held public

appointments. We want to explore the widest possible pool of talent for this important position – delete as appropriate.

Arrangements for candidates with a disability

Guaranteed Interview Scheme

There is a guaranteed interview scheme (GIS) for candidates with disabilities who meet the minimum selection criteria.

The MoJ is a disability confident employer; further information can found here <https://www.gov.uk/government/collections/disability-confident-campaign>

Adjustments: If you have a disability and require adjustments to help you if you are called to attend an interview, please contact: Amira Aufogul in the Public Appointments Team (by e-mail PublicAppointmentsTeam@justice.gov.uk to discuss further). Please quote **PAT150075** in any correspondence.

To discuss any adjustments that you may require if appointed, please contact Lizzy Waterfall: elizabeth.waterfall@beis.gov.uk

9. Complaints Process

If you have a complaint about any aspect of the way your application has been handled, we would like to hear from you. In the first instance please write to or e-mail the Public Appointments Team at the address or e-mail address given below quoting the appropriate reference number **PAT150075**.

Maggie Garrett, Ministry of Justice, Head of the Public Appointments Team, ALB Division, 2.54, 102 Petty France, London, SW1H 9AJ.

E-mail address: PublicAppointmentsTeam@justice.gov.uk

Complaints must be received by the Public Appointments Team within 12 calendar months of the issue or the closure of the recruitment competition, whichever is the later.

We will acknowledge your complaint within two working days of receipt and reply as quickly and clearly as possible; within 20 working days of receipt. We will tell you if we cannot meet this deadline for any reason and provide an expected reply date.

Taking it further: If you are still concerned after receiving your reply you can write to:

Commissioner for Public Appointments, Room G/8, Ground Floor, 1 Horse Guards Road, London, SW1A 2HQ.

The Commissioner for Public Appointments regulates and monitors appointments to public bodies to ensure procedures are fair. More information about the role of the Commissioner, the Governance Code for Public Appointments and the complaints process is available at <http://publicappointmentscommissioner.independent.gov.uk/>

Alternatively, please contact the Commissioner's office on 020 7271 0831 for a printed copy of the complaints process.

Commissioner for Public Appointments Survey

The Commissioner for Public Appointments would like to find out what you think of the public appointments process. When you have completed the process, the Commissioner would appreciate a few minutes of your time to complete this survey:

<http://publicappointmentscommissioner.independent.gov.uk/candidate-survey/>. Your response will be anonymous and will inform the Commissioner's ongoing work with Government Departments to improve the public appointments process.

10. Checklist

Please refer to the table below to ensure you send us all the necessary information.

Documents to be completed and sent	Tick
Your CV	
Supporting Statement	
Completed Supporting Documents <ul style="list-style-type: none">• potential conflicts of interest;• public appointments held;• referee details• political activity declaration form; and• the equal opportunities form	

11. Your personal Information

We will process your application in accordance with the Data Protection Act 1998 and the Ministry of Justice's Information Charter, which can be found at <https://www.gov.uk/data-protection>. Your data will be held securely and access will be restricted to those dealing with your application or involved in the recruitment process. By submitting your application, you are giving consent to your data being stored and processed for the purpose of the recruitment process, diversity monitoring and, if successful, your personal record.

Appendix 1 - The seven principles of public life

All candidates for public appointments are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service. The seven principles of public life are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix 2 – Guidance for those applying for an MoJ Public Appointment

When applying for a public appointment, we require three pieces of documentation: **Your CV, 2. Supporting Statement, 3. Supporting Documents**

This guidance gives some helpful tips on how best to present yourself to the panel who will be reviewing your application. There is no official or ‘correct way’ to write your CV or supporting statement, this is simply a guide that you may wish to refer to or use as a template.

1. CV

Here are a few pointers to keep in mind whilst writing or updating your CV:

- **Please write your name at the top;**
- **Do not write more than 2 pages.** We appreciate this may be a challenge and your achievements could spread across several pages. However, please appreciate that the panel may have a large number of applications to assess so brevity would be appreciated.
- **Avoid spelling and grammatical errors;**
- **Tailor it to the position you’re applying for.** Make sure to draw attention to how you have met the essential and desirable criteria throughout your achievements in life. An opening paragraph at the top of the front page would be beneficial;
- **Use an updated CV.** Explain what you are currently doing or what you most recently have done that fits to the role you are applying for, including dates of the positions you have held;
- **Avoid big blocks of solid text.** Using bullet points will help those reading the CV;
- **Always explain what abbreviations stand for;**
- **Only include key information.** The panel do not need to know about your hobbies unless they specifically match the criteria of the role you are applying for. Personal details including name, address, phone number & email address should be included. There is no legal requirement for you to put your age, or any other protected characteristic (under the Equality Act 2010) on your CV.

2. Supporting Statement

Your supporting statement is an opportunity to prove to the panel your reasons for applying for the role as well as highlighting your skills and attributes.

- **Do not write more than 2 pages.**
- **Use models to help structure your paragraphs.** There are two models that you may find useful when writing your supporting statements:
 - **The WHO Model – What** was your personal role? **How** you did it? And what was the **Outcome?** placing emphasis on the successful outcome.
 - **The STAR approach – Situation:** briefly describe the context and your role, **Task:** the specific challenge, task or job that you faced, **Action:** what you did, how and why you did it and **Result:** what you achieved through your actions.
- **Use the essential criteria as headings.** The essential criteria for roles can be found on the advert on the Cabinet Office website and within the Candidate Information Pack. It is useful to the panel when assessing your application. For example;
Demonstrate intellectual capacity with the ability to make evidence-based decisions
You would write a paragraph using evidence from your current role or from recent examples of how you have demonstrated the ability to make evidence-based decisions whilst achieving goals. You would then link this work to the public body you are applying for and how your work directly benefits the ALB and how you can be a part of the it’s future with your skill-set.

3. Supporting Documents

- Please fill in the documents honestly. If you are asked for an interview, due diligence checks will be performed by a member of the Public Appointments Team.
- Although completing the diversity monitoring form is voluntary, it would greatly help the MoJ to build a world class organisation and recruit public appointees who are as diverse as the society they represent.