



Ministry
of Justice

Non-Executive Director (2 roles)

Ministry of Justice

Closing Date: 08:00 (UK time), Wednesday 22 September 2021

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Welcome Message

Antonia Romeo, Permanent Secretary



The justice system is an essential public service, relied upon by millions of victims, families and businesses across our country. At the Ministry of Justice (MoJ), our 80,000 strong team are working to protect and advance the principles of justice and deliver a world-class justice system that works for everyone in society.

MoJ combines a wide range and scale of operational, policy and major programme delivery challenges, and as we emerge from the pandemic, there has never been a more important time to join the team.

We are working to protect the public, reduce reoffending, provide swift access to justice, and restore the justice system, while reforming our services for citizens' benefit, and delivering end-to-end recovery of the system to build back better.

We are collaborative in how we work with each other across the Department and all

our agencies, and all our staff are continually building expertise which will be critical to all areas of MoJ's work.

Our Non-Executive Directors play an important role in advising, scrutinising and constructively challenging the Department to ensure we are delivering on this important agenda and providing good value to the taxpayer. You would be part of our Departmental Board, chaired by the Lord Chancellor and Secretary of State, and work closely with myself and the executive team to help shape decisions on some of the largest and most complex programmes in Government. The whole Department values the expertise, independence and insights brought by our NEDs.

We particularly encourage applicants from diverse backgrounds.

We look forward to hearing from you.

About the Ministry of Justice

The Ministry of Justice is a major government department at the heart of the justice system. We deliver some of the most fundamental public services including courts, tribunals, prisons, legal services, youth justice, probation services, and attendance centres.



The organisation works together 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.

We are supported by 34 agencies and public bodies. Five executive agencies are responsible for the delivery of the majority of our services to the public:

- HM Courts and Tribunals Service
- HM Prison and Probation Service
- Legal Aid Agency
- Office of the Public Guardian
- Criminal Injuries Compensation Authority

Our vision is to deliver a world-class justice system that works for everyone in society. Our four strategic priorities to deliver our vision are:

- 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.

For more information on who we are and what we do, please visit:

www.gov.uk/government/organisations/ministry-of-justice.

About the role

Job Title

Non-Executive Director

Location

MoJ services operate nationally and we have office locations nationwide.

Board meetings are normally held in London. In the recent past they have been virtual in-line with Covid guidance.

Please note the requirements for travel and level of flexibility and availability as set out in the FAQs section.

Salary

The Non-Executive Director will be remunerated at a rate of £15,000 per annum.

The Non-Executive Director & Audit and Risk Assurance Committee Member will be remunerated at a rate of £20,000 per

annum.

Contract Type

Fixed term appointment for three years.

Time Requirements

At least 30 days per annum (including a minimum of four Board meetings).

The Role

The Ministry of Justice is seeking to recruit two Non-Executive Directors, one of whom will also sit on the Audit and Risk Assurance Committee.

Non-Executives provide external advice and expertise, from an independent standpoint which informs the Department's decision-making process.

Key Responsibilities are to:

- Sit on the Departmental Board, chaired by the Lord Chancellor and Secretary of State for Justice;
- Sit on the Audit and Risk Assurance Committee chaired by a fellow Non-Executive (one role only);
- Advise on performance, transformation, operational issues and the effective management of the Department;
- Provide independent scrutiny as part of the Department's governance;
- Work with Executives to continue to improve Departmental performance;
- Constructively challenge the Board and Executives on Departmental strategy and risks to its delivery; and
- Ensure that Departmental finances are being managed properly.

Person Specification

It is important through your CV and Statement of Suitability that you give evidence and examples of proven experience of each of the selection criteria detailed.



The successful candidates will be highly effective senior leaders in their own organisations, either already operating at Board level or with clear potential to do so.

Essential criteria:

Successful candidates will be able to demonstrate:

- Senior leadership experience in large and complex organisations
- Experience of leading major projects from initiation, through development and to delivery
- Experience of risk, performance and financial management
- Sound judgement and a high level of integrity, with a commitment to the seven principles of conduct in public life¹

We are particularly looking for candidates who have leadership experience and expertise in one or more of the following:

1. The **use of digital technology to drive transformation, innovation or process automation**, leading to improved outcomes or efficiencies;
2. Using **data and analysis to drive performance improvement and better decision-making**;
3. **Leadership in complex operational environments**, such as logistics or large organisations providing services across multiple locations.

One of two roles being recruited to will sit on the Audit and Risk Assurance Committee. Previous experience of a similar governance role would be desirable.

¹ [The Seven Principles of Public Life - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The Recruitment Process

Application

GatenbySanderson are assisting with the search for this appointment.

This is an extended advert for the positions of Non-Executive Directors at Ministry of Justice advertised earlier this summer (reference number GSe74620 with a closing date of 23 August 2021). If you have already applied to this campaign you are not required to resubmit an application; your original application will be considered by the selection panel.

To apply for this post, please visit our partner's website (GatenbySanderson) at: www.gatenbysanderson.com/job/GSe74620 or the 'search for jobs' section entering reference number GSe74620.

You should register and then submit the following documentation no later than 08:00 (UK time) on Wednesday 22 September 2021.

Document details:

1. A **CV** (no more than two sides of A4) setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps within the last two years.
2. A **Statement of Suitability** (no more than two sides of A4) explaining how you consider your personal skills, qualities and experience, providing evidence of your suitability for the role, with particular reference to the criteria in the person specification.
3. As part of the application process you will be required to complete your diversity information. All monitoring data will be treated in the strictest confidence and will not be provided to the selection panel. We capture this information to monitor our internal vacancy filling processes with a view to ensuring that we continue to build a talented workforce with diverse perspectives and backgrounds.
4. In addition to diversity information, you will be asked whether you wish to apply for the role as part of the **Disability Confident Scheme**. For more information about the scheme, please see the FAQs section.
5. A completed form **declaration of interests and conduct form providing details of any previous or current public appointments, and making a political activity declaration**. The Governance Code for Public Appointments which sets out the process and principles, including guidance on declarations, that should underpin all public appointments made to bodies listed in the Public Appointments Order in Council can be found [here](#).
6. Details of **two professional referees** together with a brief statement of the capacity and over what period of time they have known you.

Please submit and complete all of the documents listed so that the panel will have all the required information on which to assess your application against the criteria in the person specification. Please note failure to submit any of these documents will result in your application not being considered for this role.

Should you encounter any issues with your application please contact Mary Dempsey at GatenbySanderson via:
mary.dempsey@gatenbysanderson.com.

Recruitment Process

The search for candidates will be conducted, and appointments made, on merit, with due regard for the benefits of diversity on the board.

To fulfil these aims the recruitment process will follow the [Corporate governance in central government departments: code of good practice](#) and [Governance Code for Public Appointments](#)

Your application will be assessed through consideration of the evidence you have provided against the criteria set out in the '[Person Specification](#)' section. Failure to

address any or all of these may affect your application.

Interview

If you are shortlisted, you will be invited to attend an interview with a panel comprising MoJ Permanent Secretary, MoJ Lead Non-Executive Board Member and an independent panel member.

Given current social distancing measures, all elements of the recruitment process may be carried out remotely. Every effort will be made to accommodate any preferences during this process.

Offer

Regardless of the outcome, we will notify all candidates as soon as possible after the final interview.



A graphic consisting of a blue outline of a square with the corners cut off, forming a shape like a stylized 'C' or a bracket. The text 'FAQs' is centered within this shape in a bold, blue, sans-serif font.

FAQs

When will I be expected to take up appointment?

The Non-Executive Board Members will be expected to take up appointment in October 2021, subject to the successful completion of pre-appointment checks and security clearance.

Will the role involve travel?

Travel to board meetings in London, in line with government advice on social distancing, will be required.

Where will the role be based?

MoJ services operate nationally and we have office locations nationwide.

Board meetings are normally held in London. In the recent past they have been virtual in-line with Covid guidance.

Relocation costs will not be reimbursed.

Can I claim back any expenses incurred during the recruitment process?

No. We will not be able to reimburse you, except in exceptional circumstances and only when agreed in advance.

What are the nationality requirements for this role?

To be eligible for employment to this role, there must be no employment restrictions, or limit on your permitted stay in the UK.

Is security clearance required?

Yes. If successful you must hold, or be willing to obtain, security clearance to SC level. More information about the vetting process can be found [here](#).

What reasonable adjustments can be made if I have a disability?

We welcome and encourage applications from

all candidates and are committed to supporting all candidates to take part in the recruitment process. This includes supporting individuals who have a disability by making reasonable adjustments to the recruitment process. We are also able to provide support to candidates who require adjustments to the assessment process due to more temporary difficulties (e.g. linked to a recent injury).

We will ask you within your application form if you would like to request reasonable adjustments. If you feel you require any kind of support and/or would like to discuss this with someone, please indicate 'yes' to requesting reasonable adjustments.

There are a range of disabilities such as physical, neurological, intellectual or learning difficulties and mental health conditions which may underpin candidates' requests for reasonable adjustments. We understand that the support requested will be unique to every

candidate and we will work with you to help you to identify your individual requirements.

We make reasonable adjustments so that all candidates are given a fair opportunity to undertake the recruitment process. Therefore, disclosing information regarding your disability or access requirements will have no impact on the outcome of your application, regardless of your request or the role you have applied to.

How we can support you

There are many types of reasonable adjustments that can be made during assessment processes, and the type or combination you choose to request will depend on your individual requirements.

Examples of some types of adjustments include:

- Extra time to complete assessments;
- Providing a break within an assessment;
- Providing interview questions in a written format at the interview as well as orally;
- An interview at a certain time;
- Coloured overlays or different fonts for

assessment materials.

This is not intended to be an exhaustive list but rather some examples.

Whilst we aim to confirm all adjustments requested, there may be occasions where this isn't possible. For example, if a candidate were to request that they are not assessed on a specific behaviour outlined in the job advert this would not be possible because the behaviour has been identified as important for the job role and all candidates are assessed against this criterion. If an adjustment cannot be provided, the reasons for this will be explained to you during your contact with the reasonable adjustment scheme team.

Help with your application

During the application process, we will ask you if you require reasonable adjustments. It is important you tell us as early as possible if you would like to request reasonable adjustments so that the recruitment process runs smoothly for you.

If you do decide during the process that you do require adjustments and you have not completed all your assessments, please contact the team at GatenbySanderson in

advance of your next assessment.

If you need any help with your application, please contact Peter Guilder at GatenbySanderson via peter.guilder@gatenbysanderson.com before submitting your application.

Do you offer a Disability Confident Scheme for Disabled Persons?

Disabled applicants who meet the minimum selection criteria in the job specification are guaranteed an interview. Selection will be on merit. If you wish to claim a guaranteed interview under the Disability Commitment, you should complete the relevant section of the online application. It is not necessary to state the nature of your disability.

What is the role of the Commissioner for Public Appointments?

The Commissioner for Public Appointments regulates ministerial appointments to the boards of public bodies. The Commissioner's regulatory functions include: monitoring compliance of the Governance Code; investigating specific complaints relating to appointment processes; and promoting equal opportunities and diversity in the procedures

for making public appointments. For more information on the Commissioner for Public Appointments visit their website <http://publicappointmentscommissioner.independent.gov.uk/>

This post is regulated by The Commissioner for Public Appointments.

What do I do if I want to make a complaint?

If you feel your application has not been treated fairly and you wish to make a complaint, you should initially send an email to: scsrecruitment@justice.gov.uk.

What should I do if I think that I have a conflict of interest?

Candidates must note the requirement to declare any interests that might cause questions to be raised about their approach to the business of the Department.

If you believe that you may have a conflict of interest please contact Peter Guilder at GatenbySanderson via peter.guilder@gatenbysanderson.com before submitting your application.

Data Sharing

We will ensure that we will treat all personal information in accordance with data protection legislation, including the General Data Protection Regulation and Data Protection Act 2018.

Data Sharing

To process your application your personal data will be shared with the Ministry of Justice SCS Recruitment Team, campaign Panel Members and anyone else necessary as part of the recruitment process.

The legal basis for processing your personal data is:

Processing is necessary for the performance of a task carried out in the public interest. Personal data are processed in the public interest because understanding civil servant

experiences and feelings about working in the Civil Service can inform decision taken to improve these experiences, and ultimately organisation performance.

Sensitive personal data is personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

The legal basis for processing your sensitive personal data is:

1. Processing is necessary for reasons of substantial public interest for the exercise of a function of the Crown, a Minister of the Crown, or a government department: it is important to know if groups of staff with specific demographic characteristics have a better or worse experience of working for

the Civil Service, so that appropriate action can be taken to level this experience;

2. Processing is of a specific category of personal data and it is necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people with a view to enabling such equality to be promoted or maintained.
3. Please note if you are successful in your application your sensitive personal data will be used as part of the on-boarding process to build your employee record.

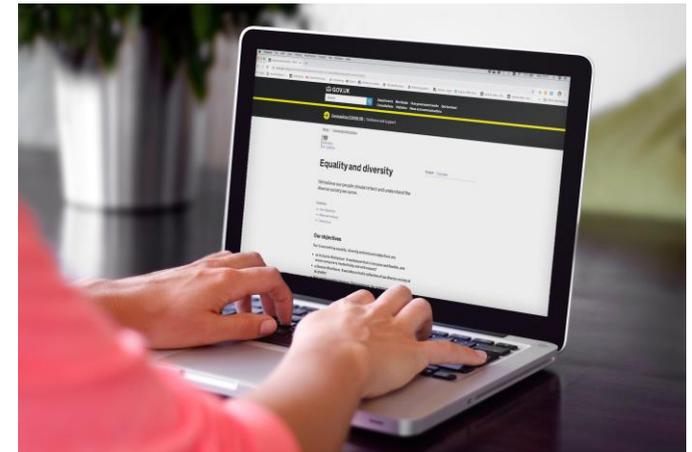
For further information please see the [GDPR Privacy Notice](#).

Diversity & Inclusion

We pride ourselves on being an employer of choice and encourage applications from talented candidates irrespective of identity, background, life experience or circumstances, and particularly candidates from ethnic minority communities and disabled candidates who are currently under-represented at senior and board level in the MoJ. It's vital that our justice system is as diverse as the society we serve.

We welcome the unique contribution diverse applicants bring in terms of their culture, ethnicity, race, nationality or national origin, age, sex, gender identity or expression, religion or belief, disability status, sexual orientation, educational or social background or any other factor.

Click [here](#) to find out more about how we champion diversity and inclusion in the workplace.



Contact us

Should candidates like to discuss the role in more detail before submitting an application, please contact **Peter Guilder at GatenbySanderson** on 07545 441127 or via email at peter.guilder@gatenbysanderson.com.



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