



Civil Service

VEREDUS



Chief Executive Officer Crown Prosecution Service

Reference: 931137

Closing date: 23:59 on 15th March 2019



Contents

Introduction

The Role

**Person
Specification**

Benefits

**Recruitment
Process**

FAQs

**Diversity &
Inclusion**

Contact Us

Why join Crown Prosecution Service?

Max Hill QC, Director of Public Prosecutions



Thank you for your interest in our Chief Executive Officer (CEO) role. I hope you will find the attached material helpful in understanding more about us.

The Crown Prosecution Service (CPS) is at the heart of the criminal justice system, working with partners to protect the public and keep society safe. We deal with criminal cases at every level – prosecuting everything from burglary to terrorism, domestic abuse and multi-million pound fraud cases. We also work across borders to tackle cybercrime, human trafficking and drug smuggling, and use our powers to confiscate the proceeds of crime at home and abroad.

We adapt to the changing crime landscape and to wider issues affecting the criminal justice system and the country as a whole. So, for example, we are currently working on the need to ensure ongoing international cooperation on justice and security as the UK leaves the European Union; the increasing complexity of prosecutions; and the impact of digital technology on our vital disclosure duties.

As CEO, you will have executive responsibility for the operational and strategic management of the CPS, as well as being a critical part of our leadership team. You will be a member of the CPS Board and Chair the Executive Management Group, working in partnership with me to provide clear organisational direction, as well as supporting the development of our organisational culture, helping our staff to perform at their best, both individually and collectively.

You will ensure high standards of resource management, corporate governance and risk management, as well as overseeing the development of policies and plans to deliver the CPS vision and strategy.

I have spent more than three decades as a barrister in private practice, only recently joining the CPS in November 2018. Here I have been warmly welcomed by cheerful, enthusiastic and dedicated people, whose diverse backgrounds represent the public we serve. You will be committed to driving forward our commitments to diversity and inclusion in terms of our public accountability and our workforce.

I would encourage proven leaders who share our values to apply for the CEO role; in return you will be offered an outstanding professional opportunity and a chance to make a difference to our criminal justice system.

Best wishes,

Max Hill

About the Crown Prosecution Service

The Crown Prosecution Service (CPS) prosecutes criminal cases that have been investigated by the police and other investigative organisations in England and Wales.

The CPS is independent, and we make our decisions independently of the police and government.

Our duty is to make sure that the right person is prosecuted for the right offence, and to bring offenders to justice wherever possible. The CPS:

- decides which cases should be prosecuted;
- determines the appropriate charges in more serious or complex cases, and advises the police during the early stages of investigations;
- prepares cases and presents them at court; and
- provides information, assistance and support to victims and prosecution witnesses.

Around 6,000 people work for the Crown Prosecution Service, across England and Wales in a variety of roles. Almost half our employees are lawyers, who are responsible for deciding whether to prosecute cases, and represent the Crown in many hearings in the courts. The rest work to assist prosecutors preparing cases for court, or in other professions including operational delivery, finance, human resources, communications and digital and technology services.

For more information on what we do please visit

<https://www.cps.gov.uk/about-cps>

About the role

Job Title

Chief Executive Officer

Location

Petty France, London SW1H 9EA

Salary

Up to £155,000 per annum

Senior Civil Service Pay Band 3

Existing Civil Servants will be appointed in line with the Civil Service pay rules in place on the date of their appointment.

Contract Type

This role is being offered on a permanent contract basis.

The Role

This is a critical leadership role with executive responsibility for the operational and strategic management of the CPS requiring the post holder to be able to develop and deliver long term plans and manage short term pressures.

Working in close partnership with the Director of Public Prosecutions (DPP), with direct line management for the Executive Management Group (7 FTE) and with approximately 6,000 staff, the CEO will provide the leadership and direction required to shape and develop the Service's vision and strategic priorities and to develop its operating model, policies and plans to deliver them. Through their direct reports they will deliver a first class and professional service.

As a member of the CPS Board and Chair of the Executive Management Group this role will assure leadership and risk management, strengthen board level governance and ensure that Board and Board Committee decisions are executed.

The CEO will provide strong and clear executive leadership, establishing team purpose and mutual goals that align to Board expectations and will create the conditions to allow the team to perform effectively as individuals and collectively.

The CEO is accountable to the DPP, CPS Board and Ministerial Strategic Board (MSB) for delivery of the CPS' vision, strategy and plans and is the additional Accounting Officer for the CPS, ensuring high standards of resource management (both people and financial), corporate governance and risk management.

The CEO will actively collaborate with the Attorney General, Attorney General's Office (AGO) and other government departments and agencies, in particular partner agencies across the CJS, Home Office, Cabinet Office and the Treasury, to lead and direct significant CJS change and wider civil service reform priorities.

Areas of Accountability

Provide corporate strategic direction:

- Oversee and contribute significantly to the corporate strategic planning process to ensure that the right skills and capabilities contribute to the shaping of strategy and policy

(working in collaboration with the DPP and CPS Board)

- Continuously scan external environment/organisational context for forces that will affect CPS performance and resources and translate impacts into risks and opportunities and ultimately strategy
- Lead the development and implementation of clear long-term strategies to strengthen and raise the standards and quality of all aspects of CPS work, ensuring a first class service to victims and witnesses, stakeholders and partners
- Advise the DPP and CPS Board on strategic options and choices and propose strategy to DPP, CPS Board and MSB

Develop Functional/Business Area Strategy Plans:

- Oversee the development of policies and plans to deliver the CPS vision and strategy and assure functional strategies
- Ensure effective prioritisation and allocation of resources to enable the service to deliver performance and outcomes.

Manage CPS performance:

- Oversee the development of a robust corporate performance management framework that will enable the effective monitoring of progress against plan
- Monitor and manage day to day organisational performance, encouraging and supporting the Executive Management Group to deal with critical issues

Manage enterprise change:

- Leverage position and stakeholder relationships to lead and inspire improvement across the CJS
- Identify and advocate improvements to the efficiency and effectiveness of the CJS e.g. through use of digital technology or professional standards
- Champion and embed a culture that embraces change and continuous improvement
- Be SRO for/lead on pan-CJS programmes to deliver transformational change and efficiencies across the CJS, ensuring the successful integration of CPS requirements

Manage risk and provide assurance:

- Member of CPS Board, Ministerial Strategic Board (MSB) and other relevant Board committees
- Chair of Executive Management Group
- Lead the design, operation and regular review of the CPS Corporate Governance Framework to ensure a robust system of governance for the organisation
- Work with the CPS Board to assure leadership and risk management
- Identify critical risks and issues, maintain dialogue with DPP and propose Board agendas to reflect these. Maintain focus and urgency on their resolution
- Ensure that Board and Board Committee decisions are executed
- Be a member of departmental Strategic Programme Boards where proposed change is significant, complex or high risk, to ensure business cases are robust, resource issues are effectively managed, and benefits realised.

Manage CPS reputation:

- Contribute to the development of the CPS' engagement strategy and ensure its effective delivery
- Establish effective systems to proactively control and mitigate the impact of reputational issues
- With the DPP, lead and manage the organisational response to reputational issues to limit reputational damage
- The CEO will demonstrate a keen political and media awareness, leading on engagement, safeguarding and enhancing the corporate reputation of the Service, whilst raising public confidence, trust and pride in the CPS

Manage relationships:

- Within guidelines agreed with the DPP, share responsibility to ensure effective relationships with key stakeholders including the Attorney General, AGO, Treasury, Cabinet Office and other Whitehall departments to raise awareness of both CPS and stakeholder needs and interests

- Lead significant negotiations with external stakeholders to ensure that the interests of the CPS are properly represented and that the Service receives the most advantageous settlements and cross CJS agreements possible
- Act as principal advisor to the AGO on significant financial and other business matters to resolve problems
- Lead significant cross Whitehall initiatives and reviews to bring CPS expertise and perspective and to influence direction
- Build strong partnerships across the CJS to ensure effective delivery

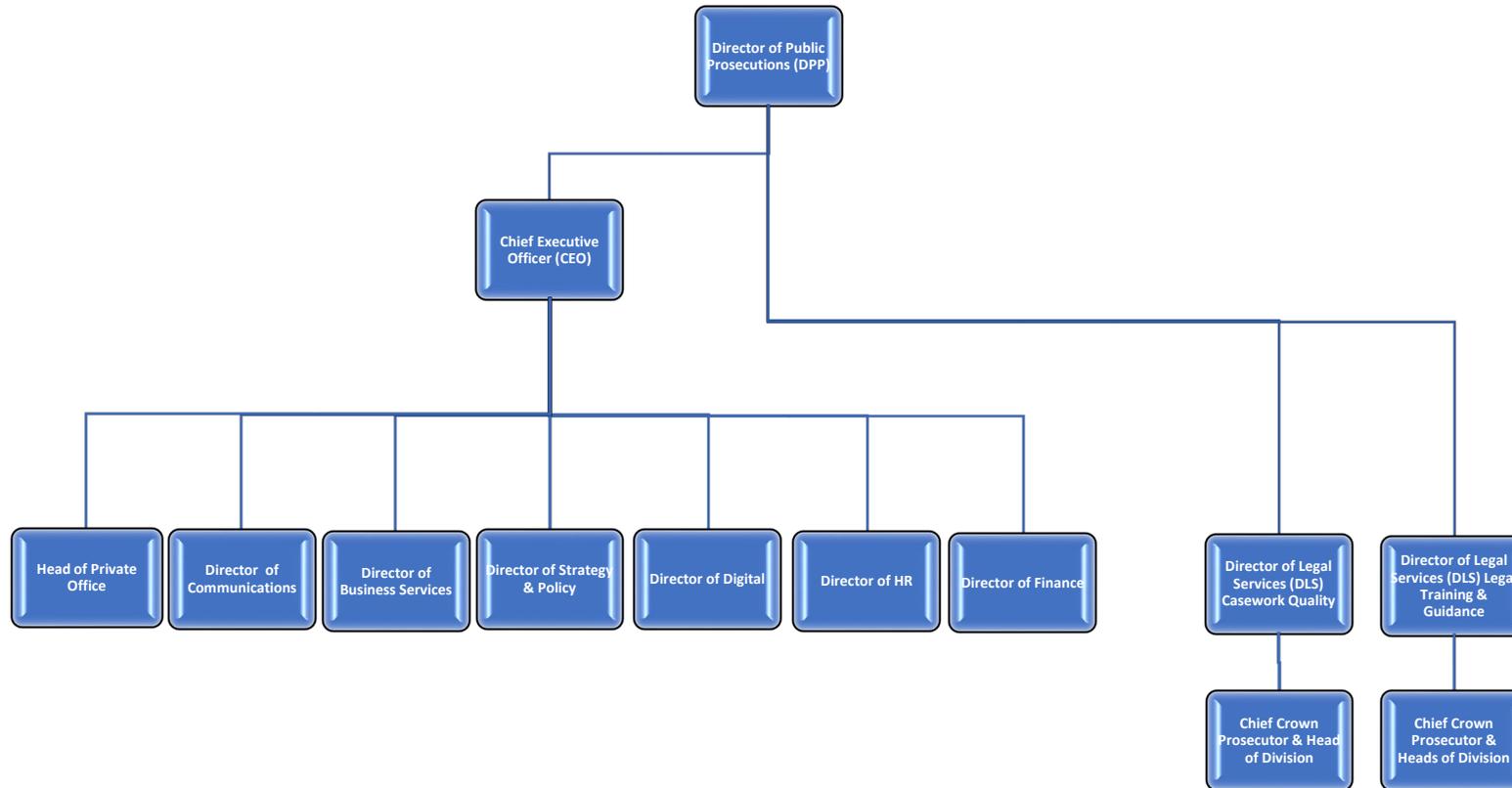
Manage people:

- Provide strong, clear and visible executive leadership for the CPS' overall performance and role model CPS and Civil Service standards behaviours and values.
- Build and manage a strong and committed senior leadership team
- Create the conditions to allow the senior leadership team to perform effectively

Manage finances:

- Within guidelines agreed with the DPP, share responsibility as additional Accounting Officer for the safeguarding of public funds; and provide assurance to the DPP on all allocated AO responsibilities

Organogram



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 candidate will be able to demonstrate:

Essential criteria:

- Proven track record showing a real breadth of experience providing successful leadership in an organisation of significant size and complexity, with a professional and diverse workforce;
- Evidence of personal resilience whilst operating under pressure and scrutiny in the public eye;
- A proven track record of achieving significant efficiencies and improvements whilst retaining optimum operational delivery in a similarly complex organisation;
- Evidence of the successful application of acumen and a track record of operating credibly in complicated stakeholder environments; with the confidence and assured communication skills to be able to engage with and influence senior leaders with a professional background; and
- Evidence of successfully applying intellectual rigour and analytical abilities whilst dealing with complex issues.

Desirable criteria:

- Experience of working successfully at senior level in the criminal justice sector;
- Exposure to, and an understanding of, how government departments work and interact with each other.

Benefits of working for the Civil Service

Whatever your role, we take your career and development seriously, and want to enable you to build a really successful career with the Department and wider Civil Service. It is crucial that our employees have the right skills to develop their careers and meet the challenges ahead, and you'll benefit from regular performance and development reviews to ensure this development is ongoing. As a Civil Service employee, you'll be entitled to a large range of benefits.

Equality, Diversity and Inclusion

The Civil Service values and supports all its employees.

We have strong and pro-active staff networks, special leave policies for hospital appointments, reasonable adjustments put in place for those who need them, and diversity talent programmes to help everyone irrespective of background, to achieve their potential.

Pension

Your pension is a valuable part of your total reward package.

A competitive contributory pension scheme that you can enter as soon as you join where we will make a significant contribution to the cost of your pension; where your contributions come out of your salary before any tax is taken; and where your pension will continue to provide valuable benefits for you and your family if you are too ill to continue to work or die before you retire. Visit [Civil Service Pension Scheme](#) for more details.

Generous Annual Leave and Bank Holiday Allowance

25 days annual leave on entry, increasing on a sliding scale to 30 days after 5 years' service. This is in addition to 8 public holidays.

This will be complimented by one further day paid privilege entitlement to mark the Queen's Birthday.

Staff Wellbeing

Flexible working including part-time or time-term working and access to Flexible Working Schemes allowing you to vary your working day as long as you work your total hours.

Generous **paid maternity and paternity leave** which is notably more than the statutory minimum offered by many other employers.

Childcare benefits The government has introduced the Tax-Free Childcare (TFC) scheme. Working parents can open an online childcare account and for every £8 they pay in, the government adds £2, up to a maximum of £2000 a year for each child or £4000 for a disabled child. Parents then use the funds to pay for registered childcare. Existing employees may be able to continue to claim childcare vouchers, so please check how the policy would work for you [here](#).

Onsite facilities Opportunity to use onsite facilities including fitness centres and staff canteens (where applicable).

Season Ticket and Bicycle Loan

Interest-free loans allowing you to spread the cost of an annual travel season ticket or a new bicycle.

Sick Pay

Occupational sick pay.

The Recruitment Process

Application

Veredus, an executive search firm, has been appointed to assist with this appointment.

To apply for this post, you will need to submit the following documentation to Veredus by no later than **23:59 on 15th March 2019**.

1. A **CV** setting out your career history, with key responsibilities and achievements.
2. A **Statement of Suitability** (around two pages), explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role, with particular reference to the criteria in the person specification.
3. A completed **Diversity Monitoring Form** (Appendix 1). All monitoring data will be treated in the strictest confidence, will not be provided to the selection panel and will not affect your application in any way. The completion of the Diversity Monitoring Form is mandatory, but it includes the option 'prefer not to say'.
4. **Declaration of Interests Form** (Appendix 2).
5. If applying under the **Guaranteed Interview Scheme**, please complete the GIS form (Appendix 3).

Applications should be sent via Veredus' website – www.veredus.co.uk quoting reference number **931137**.

If you are unable to apply online, please contact julie.henrick@veredus.co.uk in the first instance.

Selection Process

June Milligan, a Civil Service Commissioner, will chair the process. The Civil Service Commission has two primary functions:

- Providing assurance that selection for appointment to the Civil Service is on merit on the basis of fair and open competition. For the most senior posts in the Civil Service, the Commission discharges its responsibilities directly by overseeing the recruitment process and by a Commissioner chairing the selection panel.
- Hearing and determining appeals made by civil servants under the Civil Service Code which sets out the Civil Service values – Impartiality, Objectivity, Integrity and Honesty - and forms part of the relationship between civil servants and their employer.

More detailed information can be found on the [Civil Service Commission website](#).

In addition to June, the other panel members will be:

- Max Hill QC, Director of Public Prosecutions; and
- Monica Burch, Non-Executive Director, CPS; and
- Rowena Collins Rice, Director General, the Attorney General's Office.

Longlist and Shortlist

Veredus will acknowledge your application and advise you of the outcome of the sift meeting.

Longlisted candidates will be invited to a preliminary interview with Veredus in London.

The timeline later in this pack indicates the date by which decisions are expected to be made, and all longlisted and shortlisted candidates will be advised of the outcome as soon as possible thereafter.

Assessment

If you are shortlisted, you will be asked to take part in a series of assessments which will include psychometric tests and a staff engagement exercise. These assessments will not result in a pass or fail decision. Rather, they are designed to support the panel's decision making and highlight areas for the panel to explore further at interview.

You may also have the opportunity to speak to key stakeholders, prior to the final interview to learn more about the role and the organisation. Please note this is not part of the formal assessment process.

You will be asked to attend a panel interview in order to have a more in-depth discussion of your previous experience and professional competence in relation to the criteria set out in the Person Specification.

Full details of the assessment process will be made available to shortlisted candidates.

Offer

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

Expected Timeline

We will try and offer as much flexibility as we can, but it may not be possible to offer alternative dates for assessments or interviews. You are therefore asked to note the below timetable, exercising flexibility through the recruitment and selection process, in order to meet the dates given. Please note that these dates may be subject to change.

The anticipated timetable is as follows:

Advert Closing Date	23:59 on Friday, 15 th March 2019
Longlist Meeting	21 st March 2019
Preliminary Interviews with Veredus	Post longlisting
Shortlist Meeting	w/c 8 th April 2019
Assessments, References, Informal Discussions	Post shortlisting
Interviews	w/c 6 th May 2019

FAQs

Can I apply if I am not currently a civil servant?

Yes. This role is open to suitably qualified people in the external market and to existing civil servants and those in accredited Non Departmental Bodies.

Is this role suitable for part-time working?

This role is available for full-time, part-time or flexible working arrangements (including job share partnerships). If you wish to discuss your needs in more detail, please get in touch with the named point of contact in this pack.

Will the role involve travel?

Some travel will be required for this role.

Where will the role be based?

If successful you will be based in Petty France, London SW1H 9EA.

Unfortunately, relocation costs will not be reimbursed.

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

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

What nationality do I need to hold in order to apply?

To be eligible for employment to this role 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 of 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 to apply, please visit [Gov.UK](https://www.gov.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 are committed to making reasonable adjustments in order to support disabled job applicants and ensure that you are not disadvantaged in the recruitment and assessment process.

If you feel that you may need a reasonable adjustment to be made, or you would like to discuss your requirements in more detail, please contact

julie.henrick@veredus.co.uk / 0207 932 4236 in the first instance.

Do you offer a Guaranteed Interview 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.

Will this role be overseen by the Civil Service Commission?

Yes. As this role is one of the more senior posts within the Civil Service, a Commissioner will oversee the recruitment process and chair the selection panel.

More detailed information can be found on the Civil Service Commission [website](#).

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

The law requires that 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](#).

If you feel your application has not been treated in accordance with the Recruitment Principles, and you wish to make a complaint, you should contact Sarah Wainwright, Head of Senior Team HR, CPS sarah.wainwright@cps.gov.uk in the first instance.

If you are not satisfied with the response you receive from the Department, you can contact the [Civil Service Commission](#).

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 Nataliya Starik-Bludova at Veredus on 020 7932 4265 before submitting your application.

Diversity & Inclusion

The Civil Service is committed to becoming the most inclusive employer in the UK.



We are committed to understanding, respecting and representing as broad a range of views and backgrounds as we have in UK society. We know that diverse perspectives and experiences are critical to an effective, modern Civil Service.

Our vision is to ensure the Civil Service represents modern Britain and is a truly inclusive employer – an example to other employers. We will create an organisation where diversity is not only respected and valued – but celebrated.

What's in it for me?

We want to maximise the potential of everyone who chooses to work for us – regardless of background.

If you're interested in becoming a world class leader, developing your career with us – starting with this interesting and challenging role – or doing things differently and inspiring colleagues, then the Civil Service is the place for you.

Our passion for diversity and equality means creating a work environment for all employees that is welcoming, respectful, engaging, and enriched with opportunities for personal and professional development.

What's next?

You've taken the first step and looked through this job pack to understand the skills and experience needed to perform this role. Now join us in achieving our ambitions and let us help you achieve yours. [Read more.](#)



Civil Service

Contact us

Should you like to discuss the role in more detail before submitting an application, please contact our advising consultants at Veredus: **Nataliya Starik-Bludova** on **0207 932 4265**, **Robert Naylor** on **07701 317 733**, or **James Greengrass** on **0207 932 4286**.

This campaign is being run on behalf of the department by Executive Recruitment. Executive Recruitment is part of Civil Service Talent, part of Civil Service HR, and is a central government expert service specialising in the attraction, search, selection and recruitment of senior civil servants.

The team is regularly commissioned by departments and other government organisations to deliver end-to-end recruitment for some of society's most important leadership and specialist positions.

Our work is regulated by the Civil Service Commission where necessary and supported by the equality campaign group Stonewall.

Cabinet Office is a Disability Confident employer.