



Ministry  
of Justice

3 x Deputy Director positions

# Deputy Director, Data and Analytical Services

Ministry of Justice (MoJ)

SCS Pay Band 1

Closing Date: 9am Monday 12<sup>th</sup> October 2020

Protecting and advancing the principles of justice

# Contents



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

This is an interactive document and is best viewed using Adobe Acrobat Reader. Click here to [download](#).

## Welcome to the Data and Analytical Services Directorate (DSAD)



Thank you for your interest in these exciting roles. I came to Ministry of Justice to use Data and Analysis to make significant improvements in outcomes for those facing most harm. I want to use my 30 years of experience in ground-breaking analysis across Government to lead a revolution in what we do.

The current emphasis on the development and use of data across Government provides a fantastic opportunity to really do this. As we come to the end of a major restructure of DASD, I want to make rapid progress to fulfil that ambition and am looking for analytical leaders to lead this with me.

I want to combine advanced techniques in data analysis with a what works style approach to deliver ground-breaking advances in our understanding

of issues and deliver solutions to deliver these on the ground. We have a good foundation to build on with significant expertise across the team. I want to develop a programme to substantially improve our capability to deliver against our ambitions. This will not be easy; we need leaders who will look to make the case for improved evidence, demonstrate gains, learn and be resilient to set backs.

In addition, I want to lead a team that works together to achieve this challenging programme, collaborating in new ways to achieve our ambitions and who are open to new opportunities. We have huge potential to grow as a team. There is a lot of work to do to demonstrate gains and bring our people with us.

To do all this we need a team that are inspired, who aim high and are supported to achieve these goals. A key part of this is about ensuring we are truly diverse leadership team, bring experience and perspective from a wide variety of backgrounds and that we combine in a collaborative way. We also need to build new career pathways and support development for all our people.

And finally, I want to share learning across Government as we develop our approach, based on wide-ranging learning from relevant fields. As joint lead for continuous improvement for the cross-Government Analysis Function, I am in a good place to maximise this impact. We are leading the way on developing our data and making it available to academics. I want to see more initiatives that will be exemplars for others and help others to learn.

I hope you find this proposition as exciting as I do. It will be challenging and will involve persuading and bringing people with us to achieve these exciting goals. I want a leadership team that looks for ways to fulfil these ambitious goals, makes the case to our partners and our people and delivers change that will really change lives.

I hope you find this a challenge that motivates you.

### **Adrian Richards**

Director of Data and Analysis,  
MoJ



## 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.

Our vision is to deliver a world-class justice system that works for everyone in society.

Our 4 strategic priorities to deliver our vision are:

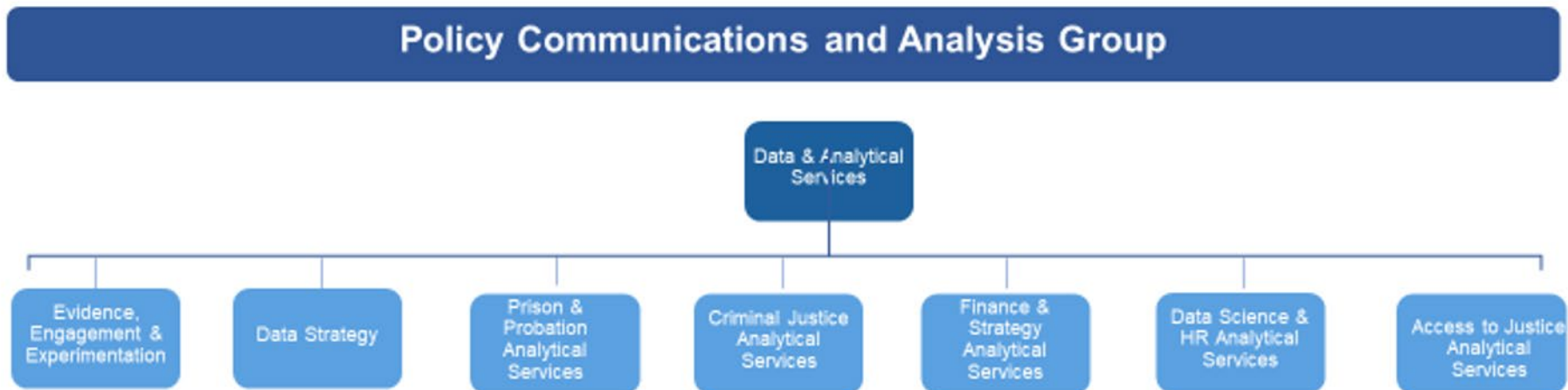
- A prison and probation service that reforms offenders.
- A modern courts and justice system.
- A Global Britain that promotes the rule of law.
- A transformed department that is simpler, smarter and more unified.

For more information on who we are and what we do, please visit: <https://www.gov.uk/government/organisations/ministry-of-justice>.



## About the Data and Analytical Services Directorate

- DASD is a multi-disciplinary team of around 400 staff who are currently organised in the structure shown in the organogram below. We have been through a major exercise to consider what we will need for the future to meet our vision to transform DASD services to maximise our impact in meeting Departmental objectives. Our structure will alter radically with the introduction of business facing teams, flexible resource for priority projects, small specialised teams to bring in specific expertise and an area that leads our data and dissemination work. These teams will all work together on a single analytical programme. We are currently finalising how these areas are split up to become teams.
- We are looking to make major changes in the way the Directorate works, with an emphasis on collaboration, flexibility and agreeing a longer-term plan with our partners across Ministry of Justice.



## About the role

### Job Title

Deputy Director, Data Analytical Services  
(3 positions available)

### Location

Leeds or London

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

### Salary

External candidates should expect their salary upon appointment to be circa £80,000 per annum.

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 basis.

### The Role

Data and Analytical Services Directorate (DASD) is looking to deliver radical improvements across Justice. As part of this we are restructuring with these 3 roles playing key roles in our new approach. We are looking for Analytical leaders who can lead an ambitious change programme.

This role will lead a team of analysts to collaborate to deliver data and analysis to meet the Department's objectives and to use this to challenge and inform decisions.

### Key Responsibilities

The post holder will engage at the highest levels – both ministerial and official – on objectives for Business Groups and on Policy initiatives. Leading transformative change will be core to the role and will work with the senior team to collectively own an ambitious programme to transform Data and Analytical Services Directorate (DASD) services and work with partners and stakeholders to deliver

business critical outcomes. The post holder will ensure teams adopt and learn new ways of working, help drive change and combine cutting edge techniques to add maximum value.

To do this the post holder will:

- Work with senior partners across MoJ to build understanding of their needs, value of analysis and difficult challenges of prioritisation. Build capability of senior leaders to use and understand critical evidence and ensure work with others to have a comprehensive programme for improving the ability of wide variety of partners to use evidence.
- Use our overall Evidence Strategy to build a large programme of analytical work with key stages identified with plans monitored and adapted as new challenges arise. Ensure opportunities sought to improve and demonstrate what DASD can do. Make case for investment in business-critical services.

## The Role

- Front up on programme with Ministers and other senior officials on use and interpretation of evidence. Work with Ministers and Senior Officials to understand needs, build evidence based narratives to have impact. Look to use evidence to increasingly lead the agenda.
- Lead a major change agenda looking to improve the impact of everything we do. From using state of the art data process, to streamline and add advanced analytics, latest modelling, adopting a what works style approach with rapid testing followed by robust trials or alternative evaluation techniques. Develop demonstrators, learn rapidly and make case for wider adoption. Build capability of our people and partners to ensure work has impact.
- Look to see where there are opportunities to join up across Government to build an evidence base to meet multi-dimensional challenges. Look to turn ambitions in to stepping stones to build understanding, trust and demonstrate impact.
- Ensure analysis is well based and robust following cross Departmental standards.
- Lead a team to adopt new approach to collaborative working and a more coherent approach to development. Build an environment for our people to thrive.
- Drive forward the People and Culture Strategy to attract diverse talent, welcome new starters, provide high quality development and career paths within an engaged and connected directorate; to deliver high quality analysis for partners and stakeholders. Ensure our approach is successful in building a diverse and inclusive team environment.

## 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.



To fill this demanding role, you will need to demonstrate the following **essential** criteria:

- A proven track record as a member of one of the four analytical professions (statistics, operational research, social research or economics).
- Experience of managing change and senior stakeholder engagement/management.
- A proven track record of dealing with a range of issues that require strong strategic and analytical skills; delivering and communicating an evidence base to inform and support decision making in a complex policy and challenging operational context.
- Demonstrable ability to work with other members of the Senior Leadership Team such as Deputy Directors/Director to set direction and achieve ambitions.
- Experience of leading, motivating and developing a diverse team to deliver a brilliant service, with a strong track record of building capability and developing people.
- A high level of confidence and resilience, with an ability to work autonomously and to manage ambiguity and challenge.



## Benefits of working for the Ministry of Justice



Whatever your role, we take your career and development seriously, and want to enable you to build a really successful career with the Ministry of Justice 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 Ministry of Justice employee, you'll be entitled to a large range of benefits.

### Equality, Diversity, Inclusion and Wellbeing

Our departmental values - purpose, humanity, openness and together - are at the heart of our commitment to create a culture where all our people are able to thrive and flourish in the workplace. We want to attract and retain the best talent from diverse backgrounds and perspectives. We want everyone to be the best of themselves, to feel supported and have a strong sense of belonging

in the workplace. Our commitment to creating a diverse and inclusive workforce is reflected in all of our people policies and strategies, and we offer our employees access to:

- Diverse talent programs;
- Mentoring schemes;
- Family friendly policies including generous parental and special leave options;
- Flexible working options – including a varied working patterns and flexibility to choose how and where you work;
- Workplace adjustment support;
- Wellbeing support, including access to our Employee Assistance Provider;
- Special leave for active duty reservists;
- Volunteering days.

Ministry of Justice have diversity champions, senior civil servants appointed by our Permanent Secretary, who work to drive forward and embed equality, diversity and inclusion as a core part of both our business delivery and in how we support our people.

The Ministry of Justice's champions each advocate for a specific strand including Race, Disability, Carers, Gender, LGBTQI, Faith and Belief, Age and Social Mobility.

They work closely with our diversity staff network groups and help to shape and build our sense of community across the Ministry of Justice. The Ministry of Justice staff network groups provide care and support for their members, offer our policy makers challenge and critical friendship, champion opportunities, help change our culture and celebrate everything that makes our people who we are.

The department also has an employee health and wellbeing strategy which details the wide range of support available to staff. The strategy focuses on four key wellbeing areas; mental wellbeing, lifestyle including physical wellbeing, financial wellbeing and workplace environment – culture and physical workspaces.

## 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 [www.civilservicepensionscheme.org.uk](http://www.civilservicepensionscheme.org.uk) 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 complemented by one further day paid privilege entitlement to mark the Queen's Birthday.

## 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. More information about the Tax Free Childcare Scheme can be found on [GOV.UK](http://GOV.UK) or [Childcare Choices](#).

### 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

To apply for this post, you will need to submit the following documentation by no later than **9am BST Monday 12<sup>th</sup> October 2020**:

1. A **CV** 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** (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.

Failure to submit both documents will mean the panel only have limited information on which to assess your application against the criteria in the person specification.

Please ensure that both documents contain your full name.

3. A completed **Diversity Monitoring Form (Annex A)**. If you do not wish to provide a declaration on any of the particular characteristics, you will have the option to select 'prefer not to say'.

As part of the online application process, you will be asked a number of diversity-related questions. If you do not wish to provide a declaration on any of the particular characteristics, you will have the option to select 'prefer not to say'. The information you provide when submitting your application will help us monitor our progress towards the Civil Service becoming the most inclusive employer by 2020. See the Civil Service Diversity and Inclusion Strategy for more information.

4. A completed **Candidate Supporting Information Form (Annex B)**.
5. A completed **Guaranteed Interview Scheme Form (Annex C if appropriate)**.

Applications should be sent via Veredus' website - [www.veredus.co.uk](http://www.veredus.co.uk) - quoting reference number 24676.

All forms can be downloaded from Veredus' website.

All submissions will receive an automated response. If you do not receive confirmation of receipt when submitting your application, please contact us on 020 7932 4236.

At Veredus, we take care to protect the privacy of our candidates and clients. To read more about how we collect, store and share your data please read our privacy notice which can be accessed here: <https://www.veredus.co.uk/privacy-and-cookies>.

If you have any questions about the role or would like to discuss the post further, please contact our advising consultants at Veredus:

**Reece D'Alanno:** 07711 779022.

**Antony Harvey:** 020 7932 4204.

**James Greengrass:** 020 7932 4286.

## Selection Process

Veredus will update you once the selection panel have reviewed all the applications after the closing date.

A panel, including the hiring manager, will then assess your application to select those demonstrating the best fit with the role by considering 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.

The panel will be confirmed nearer the date. The panel will be chaired by the hiring manager, Adrian Richards and include, amongst others, a representative of the professions from another department.

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.

## Longlist and Shortlist

You will receive an acknowledgment of your application through the online process.

The panel will then assess your application to select those demonstrating the best fit with the role by considering 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.

## Assessment

If you are shortlisted, you will be asked to take part in a staff engagement exercise. This assessment will not result in a pass or fail decision. Rather, it is designed to support the panel's decision making and highlight areas for the panel to explore further at interview.

You may have the opportunity to speak to Adrian Richards, 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.

Please note that as per current Government guidelines it is envisaged that all assessments and interviews may be undertaken virtually.

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	9am BST Monday 12 <sup>th</sup> October 2020
Expected Longlist Announcement	Tuesday 20 <sup>th</sup> October 2020
Expected Shortlist Announcement	Thursday 5 <sup>th</sup> November 2020
Assessments	Post Shortlisting
Final Panel Interviews	Tuesday 17 <sup>th</sup> November 2020

## 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 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?

The role will involve significant travel between Ministry of Justice hubs in London and Leeds as well as to other locations within the UK.

### Where will the role be based?

This role can be based at Ministry of Justice hubs in London or Leeds.

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 Veredus in the first instance.

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: [Julie.henrick@veredus.co.uk](mailto:Julie.henrick@veredus.co.uk).

If you cannot apply online, please post your application to: Veredus, 2nd Floor, The Copyright Building, 30 Berners Street, London, W1T 3LR.

**Please quote the vacancy reference number 24676 on the envelope.**

### 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?

No. However, the recruitment process will still be governed by the Civil Service Commission's Recruitment Principles.

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

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

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 SCS Recruitment on [scsrecruitment@justice.gov.uk](mailto:scsrecruitment@justice.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 at: <https://civilservicecommission.independent.gov.uk/recruitment/civilservicerecruitmentcomplaints/>.

### 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 Veredus on [Julie.henrick@veredus.co.uk](mailto:Julie.henrick@veredus.co.uk) before submitting your application.

If you are not satisfied with the response you receive from the Department, you can contact the Civil Service Commission at: <https://civilservicecommission.independent.gov.uk/recruitment/civilservicerecruitmentcomplaints/>.

## 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](#).

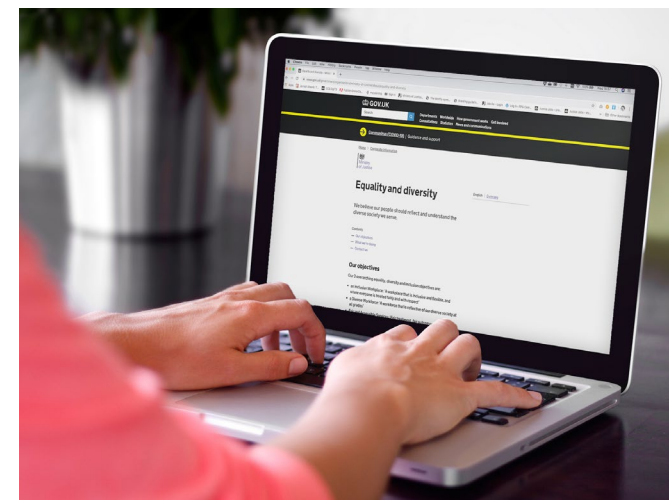


## Diversity & Inclusion

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 from BAME and disabled candidates who are currently under-represented at Senior Civil Service 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

If you have any questions about the role or would like to discuss the post further, please contact our advising consultants at Veredus:

Reece D'Alanno: 07711 779022.

Antony Harvey: 020 7032 4204.

James Greengrass: 020 7932 4286.



**SOCIAL  
MOBILITY**

