

JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POST DETAILS:

Job Title:	Justice Development Advisor	Current Grade:	
Department:	National Justice Department	Division:	
Reports To:	Justice Development Manager	No of Posts:	2
Level of vetting:	BV	Post Number:	

B. PURPOSE OF THE POST

Work on criminal justice initiatives that will have a major impact on the business as a whole through transformation of the provision of criminal justice.

Work with the Justice Development Manager and internally across all sub-divisions and departments to meet objectives, and advise on the entire lifecycle from project definition to delivery.

Communicate key messages across the business to address different audience needs and meet organisational requirements in the overall management of criminal justice changes across the business.

C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct

Nil

Staff Responsibilities – Direct or Non-Direct

Nil

Any Other Statistical Data

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D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

Liaise and negotiate with Criminal Justice partners at a national level on Justice issues pertaining to Force Projects. Namely the Home Office, Association of Police Officers (ACPO), Attorney Generals Office, Crown Prosecution Service (CPS), Youth Justice Board, Her Majesty's Court Service (HMCS) and Office for Criminal Justice Reform (OCJR).

Manage Criminal Justice Projects and initiatives, where directed, applying methodologies appropriately to ensure timeframes and objectives of justice priority projects are achieved.

Prepare business cases and progress reports identifying risks, issues and best practice for Chief Officers and Senior Management through to project completion.

Champion the management of Lean Six Sigma methodology and embed it in the organisation as the preferred method of managing Criminal Justice Projects and Programmes, to ensure they remain aligned to strategic and operational plans.

Manage the preparation, review and development of Force Policy and plans in relation to Criminal Justice processes and procedures.

Identify, research and promote both internal and external Criminal Justice best practice throughout the Force.

Ensure that any conflicts are resolved and inter-dependencies between Criminal Justice initiatives are recognised and managed appropriately.

Undertake trend analysis of compliments and complaints surrounding Criminal Justice and use this data to make recommendations, negotiate and influence the selection of future projects, to ensure strategic alignment with business goals and service quality assurance.

Provide 'hands-on' project management support, resources and expertise and advice to the Justice Department, where required.

Delivery of regular Management Information to the Justice SMT.

Prioritisation of potential projects using a priority matrix to underpin and test the feasibility of new initiatives.

Exception reporting and coordination of risks, issues, benefits, progress and resources.

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E. DECISION MAKING:

Make decisions

Day-to-day decision making with regards to problem-solving

Responsible for influencing the behaviour of Criminal Justice staff to promote the use of best practice project management techniques including Lean Six Sigma methodology for continuous process developments and bringing control to project implementation.

Significant say in decisions

Recommendations for decisions relating to implementing criminal justice development projects and monitoring progress as agreed.

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

Police Officers, Justice colleagues - to ensure corporate compliance of Justice matters and procedures.

Justice Champions (Detective Chief Inspectors) – enabling the sharing of best practice and efficient support with regards to implementation of criminal justice development projects.

Media and Marketing – to enable effective communication to all affected parties.

External

All business partners including:

Her Majesty's Court Service

Home Office

Ministry of Justice

Her Majesty's Inspectorate of Constabulary

Crown Prosecution Service

Her Majesty's Crown Prosecution Service Inspectorate

Criminal Justice Systems partners, i.e. Youth Offender Teams, Solicitors

Other police forces

Institute of Customer Service

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G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

Degree Educated or equivalent experience within a criminal justice environment

Certified Lean Six Sigma (Yellow Belt level)

PRINCE2 Foundation or relevant Project Management experience

Training and/or extensive application of Customer Service principles (Institute of Customer Service)

Experience:

Experience in project management and writing business cases.

Experience of working on all stages of the project development life-cycle.

Experience of engaging and managing the expectations of stakeholders

Experience of working with discretion when performing duties as information may be sensitive.

Experience of working in a large organisation and harnessing excellent inter-personal skills in order to influence others and negotiate with staff at all levels.

Experience of leading or supporting the leadership of Lean Six Sigma improvement activities that lead to delivery of efficiency savings and/or significantly contributes to strategic objectives.

Experience of maintaining effective systems in support of demand forecasting, resource management, quality and financial control.

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Skills:

Self-motivated and ability to work alone on own initiative

The post holder will demonstrate strong communication and organisational skills whilst prioritising work to achieve tight deadlines.

Able to analyse, interpret and comment on internal and external reports and data.

Extensive working knowledge of Microsoft Office applications including; Project, Visio, Excel, Powerpoint and Word.

Ability to understand and clearly define problems the organisation has not encountered before and resolve them

using solutions that go beyond conventional thinking or established practice.

Ability to use analytical techniques in the decision making process to make bold but robust recommendations concerning project outcomes.

Ability to persuade and influence others to change behaviour patterns to promote the use of project management disciplines.

Knowledge:

BTP and National Justice Landscape

MSP Principles

Desired Criteria:

Qualifications and Training:

PRINCE 2 Practitioner

Experience:

Skills:

Knowledge:

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H. ANY ADDITIONAL INFORMATION: *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

The post holder is required to comply with any statutory and legal requirements as well as internal policies and procedures which include:

Data Protection

Freedom of Information

Security of Information

Government Protective Marking Scheme

Standard Operating Procedures

I. AUTHORISATION DETAILS

Prepared By:

Date:

Division Commander
/FHQ HoD:

Date:

Evaluation Panel:

Date:

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