|  |  |  |
| --- | --- | --- |
| **Job Description** | | **Criminal Justice Board for Wales Co-ordinator** |
|  | |  |
| **Band** | | HMPPS 8 or equivalent (Salary £52,000 - £61,000) |
| **Overview of the job** | The job holder is responsible for the management of the activity, secretariat function and governance for the Criminal Justice Board for Wales  The jobholder is responsible for supporting the Chair of the Board in effectively delivering the Board’s objectives proactively supporting the relationships between the Chair, the Board members and external stakeholders.  The job holder will report to the Justice in Wales Lead within HMPPS in Wales.  The post is Wales‐based with the requirement to travel as necessary.  The job holder has line management responsibility for the Business Support and Policy Officer that supports the Criminal Justice Board for Wales.  This is not an operational role. | |
| **Summary** | The Criminal Justice Board for Wales brings together senior leaders from across the Criminal Justice System in Wales. The Board takes a joined-up, collaborative approach to address challenges facing the system within the context of the devolution settlement in Wales. It has a particular focus on reducing the impact of crime on the people of Wales by reducing offending and providing improved outcomes for victims  The co-ordinator will manage the Board, providing a high quality, timely and efficient Secretariat function including production of agendas, minutes and ensuring the quality of meeting papers.  They will work with the chair and members to prioritise and plan the work of the board at and between meetings in line with the strategic direction of the Board, ensuring that discussions are timely, appropriate and focused and that decisions enable the Board to fulfil its objectives and responsibilities providing leadership and strategic direction.  They will support the relationship between the Criminal Justice Board for Wales and the Local Criminal Justice Boards promoting and developing priorities at a local level as well as having regard to the work of and relationship with the National (England and Wales) Criminal Justice Board.  They will directly support the Chair in delivery of the Board’s priorities, ensuring they are informed of relevant matters where necessary, are involved in decision making at the appropriate level and have sufficient information and advice to operate effectively.  They will maintain effective working relationships with Board Members, the National Criminal Justice Board; the Local Criminal Justice Boards and other governance structures in Wales as well as external stakeholders. | |
| **Responsibilities, Activities & Duties** | You will be required to carry out the following responsibilities, activities and duties:   1. To manage the Criminal Justice Board for Wales, including governance arrangements and the related Secretariat function. Produce accurate and timely minutes of meetings, ensuring they are cleared as appropriate, identifying potentially sensitive issues which may attract media attention 2. To plan and drive the delivery of the agreed priorities of the board working with lead members between meetings to support actions 3. Act as a key contact between Board members on cross cutting CJS issues, creating and maintaining an effective working relationship, co‐ordinating and ensuring effective communications between Board members, their offices and Directorates, and creating an open environment to discuss issues in order to achieve the best outcome. 4. Ensuring that discussions are timely, appropriate and focused and that decisions enable the Board to fulfil their objectives and responsibilities providing leadership and strategic direction: 5. To plan the work of the board effectively, including the production and management of the Board Forward Plan to ensure that the right subjects are considered at the right time, enabling swift escalation where required, progress is maintained between meetings and to enable flexibility and to respond to changing demands over the course of the year. 6. Build and maintain a sound knowledge of Criminal Justice activity across Wales to enable effective planning and co‐ordination between items considered by the Board and how they interface/impact elsewhere. 7. To produce an annual report on Board activities for publication and to provide progress updates and briefing as required. 8. Act as key liaison and provide advice on Board business. 9. Commission papers and updates from members and other contributors, working with drafters to advise and ensure that papers meet requirements so that discussion time is maximized and outputs are clear. 10. Develop and maintain systems for engagement with board members between meetings to ensure that issues are addressed promptly.   Maintain a broad but thorough understanding of criminal justice business in England and Wales with a particular focus on strategic direction and the impact in Wales    The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The Job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. | |
| **Minimum Eligibility** | 1. All candidates are subject to security and identity checks prior to taking up post | |
| **Essential Skills Qualifications, accreditation & Registration** | Excellent verbal and written communication skills and the ability to communicate effectively with colleagues at all levels.    Excellent interpersonal, influencing and negotiating skills  Sound political knowledge and media awareness.  Knowledge of the workings of the Criminal Justice System in Wales.  Strong organisational, strategy and policy knowledge | |
| **Behaviours** | * Seeing the Big Picture * Changing and Improving * Working Together * Communicating and Influencing | |
| **Strengths** | * Strategic * Problem Solver * Relationship Builder * Confident * Inclusive * Service Focussed * Organiser | |
| **Experience** | * Manager with a proven track record of achievement in operational and/or policy delivery. * Experience of working with or within cross–Criminal Justice teams and building relationships across organisations * Must be able to contribute to the strategic direction of the board. The candidate must be confident and credible in dealing with senior partners including Police and Crime Commissioners and Senior Civil Servants. * Experience of policy implementation and change and the leadership of high profile projects. | |
| **Ability** | * Understanding of delivery of Criminal Justice in the devolved landscape of Wales * Resilience and ability to balance differing needs and opinions * Ability to communicate and engage with a wide range of senior stakeholders. * Strong written skills, verbal and non-verbal communications skills. | |

|  |  |
| --- | --- |
|  |  |

**Success Profile**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Behaviours** | **Strengths**  N.B. The below are for guidance only. It is advised strengths are chosen locally, recommended 4-8 | **Ability** | **Experience** | **Technical** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Seeing the Big Picture | Strategic | Understanding of delivery of Criminal Justice in the devolved landscape of Wales | Manager with a proven track record of achievement in operational and/or policy delivery. |  |
| Changing and Improving | Problem Solver | Resilience and ability to balance differing needs and opinions | Experience of working with or within cross–Criminal Justice teams and building relationships across organisations |  |
| Working Together | Relationship Builder | Ability to communicate and engage with a wide range of senior stakeholders. | Must be able to contribute to the strategic direction of the board. The candidate must be confident and credible in dealing with senior partners including Police and Crime Commissioners and Senior Civil Servants. |  |
| Communicating and Influencing | Confident | Strong written skills, verbal and non-verbal communications skills. | Experience of policy implementation and change and the leadership of high profile projects. |  |
|  | Inclusive |  |  |  |
|  | Service Focussed |  |  |  |
|  | Organiser |  |  |  |