

Job description

Human Resources Directorate

Job Title	Personal Assistant to Justices and Secretary to Transformation Project Board
Job reference	JSU – BAND C
Annual salary	Starting at £30,100* *Starting salary for existing Civil Servants will be dependent on current salary. Those new to the Civil Service will be expected to start at the minimum of the range.
Employment details	
Place of work	The UK Supreme Court (UKSC) Parliament Square London SW1P 3BD
Contract type	Permanent
Number of hours per week	36 hours per week
Working pattern	Full time
Band	UKSC Pay Band C

Background	<p>The Supreme Court is the United Kingdom’s highest court of appeal. It hears appeals on arguable points of law of general public importance, concentrating on cases of the greatest significance. The UKSC is the final court of appeal for all United Kingdom civil cases, and criminal cases from England, Wales and Northern Ireland and (in certain cases) Scotland. The Court plays an important role in the development of UK law. The impact of UKSC decisions extends far beyond the parties involved in any given case, helping to shape our society. Its judgments directly affect everyday lives.</p> <p>The UKSC is a small non-ministerial government department led by a Chief Executive who is also the Accounting Officer. The Court has now been in existence for 11 years and the organisation continues to build on its reputation built on public access, transparency and impartiality.</p>

Purpose of the role

This role has three main functions in administrative and governance support in the Supreme Court (“UKSC”) and the Judicial Committee of the Privy Council (“JCPC”).

- The postholder will act as Personal Assistant (“PA”) to their assigned Justices (currently the Deputy President and two other Justices).
- The postholder will also be required to work with the Director of Corporate Services on the Court’s Transformation Project. In particular the postholder will be required to provide the secretariat function, including oversight of and effective governance for the UKSC’s Transformation Project (which is currently in Shadow form). Additionally, the post holder will work closely with the UKSC’s IT team and Registry, to drive the optimization of the functionality and usage of the current case management system (based on Windows Dynamics) and drive continuous improvement.

Key responsibilities

PA to Deputy President and two other Justices

1. Justices’ PAs are responsible for providing a high level of administrative support the 12 Justices of the UKSC. They assist the Justices in carrying out their judicial functions; and support their non-judicial work which arises as a consequence of their positions as Justices. PAs should be able to assess and prioritise work and act on behalf of the Justices if necessary. They are expected to build strong professional relationships with all the Justices, colleagues and stakeholders.
2. PAs must provide a professional service to the Justices at all times and ideally be used to dealing with senior people and sensitive or confidential material.
3. PA responsibilities and duties include (but are not limited to):
 - diary management, with a significant emphasis on electronic diaries
 - co-ordinating travel arrangements, both domestic and international
 - administrative and secretarial support for individual Justices and the judicial support team
 - Coordinating visits by guests of Justices and/or the Court to a high degree of professionalism.

Transformation Project

4. The Transformation Project is a project to drive digitalization and cultural change across the UKSC and JCPC, internally and externally. It requires a Board Secretary who will provide high quality administrative services as well as proactive governance sharply focused on the court’s requirements and project parameters.
5. The postholder will be responsible for providing all secretariat support for the Transformation Project Board. In particular, the postholder will:
 - Provide principal support to the Transformation Project Board in setting the strategic direction and its respective sub-committees, ensuring that:

	<ul style="list-style-type: none"> ▪ the forward programme of meetings is proactively managed and focused on delivery of the Project's objectives as set out in the Business Case ▪ the Senior Responsible Owner is guided and supported in respect of key decisions to deliver the priorities of the Project <p>and the post holder will</p> <ul style="list-style-type: none"> ▪ take the minutes of meetings and collate all board papers including agendas and standing items for the Board to consider in advance of meetings. <p>6. The postholder will be expected to provide support to users of the current case management system throughout the Court and liaise with the [Shadow] Transformation Project Board and Project team as appropriate.</p> <p>Current CRM/Registry processes</p> <p>7. This involves leading work with the registry team and other colleagues across the court on the standardisation of Registry processes and methods of inputting data onto the current Central Records Management (CRM) system and to identify improvements to develop the system.</p> <p>8. The post-holder will be pivotal in rolling out electronic-working programmes such as e-PTA bundles, including assisting Justices and colleagues as well and monitoring progress.</p> <p>9. The post-holder will be a focal point in the roll-out of SharePoint across the organization, providing technical and practical advice and support to Justices and other colleague.</p> <p>10. The post holder will work closely with ICT in relation to projects such as SharePoint implementation, improvements and developments to Dynamics 365, as well as other appropriate developments.</p>
<p>Essential criteria</p>	<ul style="list-style-type: none"> • Excellent communication skills with exceptional written and verbal skills - ability to communicate clearly and effectively with others and influence positive changes • The excellent organisational skills necessary to manage the smooth running of the Justices' diaries and to carry out the Transformation Project and other aspects of the role without impacting on delivery for Justices • Excellent and evidenced IT skills with the ability to adapt quickly to new technology and better ways of working including thorough knowledge of MS Office and in particular Microsoft Dynamics 365, or the ability to speedily become proficient in IT systems • Experience of using Dynamics 365 (the platform the UKSC's case management system is currently based on). • Experience of thinking strategically about continuous improvements in the context of Dynamics-based systems • Sound knowledge and understanding of GDPR and Information Assurance • Evidence of excellent customer service understanding and experience

<p>Desirable criteria</p>	<ul style="list-style-type: none"> • Knowledge and experience of working with senior people, either in the judiciary, in a legal environment, or elsewhere. • Thorough knowledge of UKSC and JCPC rules, practice directions and administrative processes • Project Management Skills • Knowledge of the UK court system and the legal profession • Experience of managing and prioritising a diverse workload and ability to delegate tasks to others • Flexible approach and ability to adapt quickly to changing priorities. • Proven experience of governance/complaints related roles or tasks • Ability to build and maintain strong working relationships internally and externally • Experience of organising agendas and papers and taking minutes at meetings • Adaptable and willing to review priorities with senior managers to meet the current and future needs of the Court.
<p>Specific vacancy information</p>	<p>23 days annual leave rising to 25 days after 1 year and 30 days after 5 years' service plus 10 ½ Public and Privilege days per year. Civil Service Pension – further details will be made available on appointment.</p> <p>Corporate membership to Benenden Health.</p> <p>Flexible working including home-working encouraged when possible.</p>

Nationality requirements

The UK Supreme Court is required to meet Civil Service nationality rules for all posts. Any person applying for a post in the UK Supreme Court must meet the following nationality requirements:

You must be either:

- a United Kingdom or Republic of Ireland national
- a Commonwealth citizen or a British protected person
- a national of the European Economic Area (EEA), including Switzerland
- a Turkish national who has been lawfully employed in the UK for four years in any job, or lawfully employed for three years in a job within the same occupation as the post they wish to take up within the civil service
- a non-EEA national who is the family member of an EEA, Swiss or qualifying Turkish national (as above) from another member state (non-UK) who has moved to the UK for an approved purpose

Baseline Personnel Security Standard checks

All successful applicants will be subject to a Counter Terrorism Check (CTC) and other relevant security checks before starting.

Application Process

Applications are via CV and separate Supporting Statement to be no longer than **1500** words to be sent to ian.sewell@supremecourt.uk. **Please put the job reference in the subject header of your email.**

Please ensure your supporting statement covers why you wish to apply for this post and the relevance of your experience/education addressing the Success Profile behaviours. Please note that if either the CV or Statement are not provided as part of your application, the panel will only consider the information submitted.

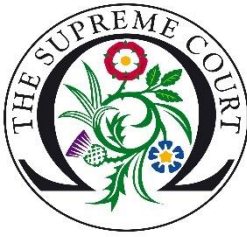
If you need to speak to the recruiting manager regarding the process, please call 020 7960 1990.

The closing date for applications is midnight on **Thursday 22 October 2020**.

The sift is likely to take place in the week commencing **Monday 26 October** and interviews are likely to take place in the week commencing **Monday 2 November** (although this might be subject to change: short-listed candidates will be kept informed).

Interviews will be conducted remotely via Microsoft Teams.

Short-listed candidates may be invited to give a short presentation before the interview.



Behaviours

Description of how these will be demonstrated in the job

Working Together

- Work effectively in a small team supporting the Justices and with other business areas relating to improvements to the case management system and the Transformation Project.
- Be open to new ways of working across the organisation as well supporting wider corporate initiatives.
- Show genuine interest when listening to others and take their ideas and suggestion on board where appropriate.

Managing a Quality Service

- Work with Justices and colleagues to understand their needs and expectations. Create clear plans and set priorities which meet the needs of both justices, colleagues and the business.
- Clearly explain to others what can be done and what is expected. Keep colleagues and stakeholders fully informed of plans, possibilities and progress.
- Identify problems and seek to find possible solutions.
- Deliver good customer service which balances quality and cost effectiveness.

Seeing the big picture

- Understand the role and purpose of the UKSC and JCPC and have a good awareness of issues that affect the court's work and reputation.
- Understanding of the court's objectives and how these link to the role and other roles in the organisation.
- Understand the need for change and improvements, and be able to communicate them effectively.

Changing and improving

- Work with others to identify areas for improvement and simplify processes to use fewer resources.
- Use technology where possible to increase efficiency.
- Encourage ideas for change from a wide range of sources and clearly explain the reasons for change to colleagues and how to implement them, supporting individuals with different needs to adapt to change.
- Encourage an environment where colleagues know that they can challenge decisions and issues.