



**NPM Assistant Coordinator**  
**Start date: April 2019**

## **ABOUT THE ROLE AND PERSON SPECIFICATION**

### **THE NATIONAL PREVENTIVE MECHANISM**

The UK National Preventive Mechanism was set up in 2009 to ensure regular visits to places of detention in order to prevent torture and other ill-treatment, as required by the Optional Protocol to the Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (OPCAT). OPCAT recognises that people in detention are particularly vulnerable and requires States to set up a national level body that can support efforts to prevent their ill treatment.

The NPM is constituted by 21 bodies who monitor places of detention across the four nations of the UK. It has an independent chair. Day-to-day coordination of the NPM is performed by the NPM Secretariat, consisting of the NPM Coordinator with support from an Assistant NPM Coordinator. The Secretariat is based at HM Inspectorate of Prisons (England and Wales) and represents the interests of all members.

The NPM Secretariat works to ensure the effective implementation of OPCAT in the UK, initiating and supporting joint work to prevent ill treatment in detention. It supports the NPM Chair, steering group and subgroups, acts as a first point of contact with the government on NPM matters and liaises with the Subcommittee on Prevention of Torture, other NPMs and external stakeholders (NGOs, academics, human rights bodies, others). The NPM Secretariat works to increase the visibility and awareness of the NPM as well as international best practice for detention monitoring and torture prevention.

### **MAIN DUTIES AND RESPONSIBILITIES**

The NPM is seeking an Assistant Coordinator to join the NPM team in April 2019. This will be a part-time role for 2.5 days per week on a temporary contract for up to 12 months. The NPM is currently seeking extra funding to increase the role to a full time permanent position in the near future and the post-holder would be eligible to apply for the full time, permanent position

This is an exciting opportunity for someone looking to work on detention issues and the implementation of the international human rights framework in domestic policy and practice. The NPM has a small staff and therefore the Assistant Coordinator plays a crucial role in the day-to-day running of the NPM, working with a large number of stakeholders at various levels, and contributes substantively to joint projects.

To ensure the independence of the NPM the post-holder cannot continue to be an employee of any detention authorities or the government and therefore we cannot accept secondments of staff from those bodies. However, those currently working for such bodies are welcome to apply and to resign if they accept this post.

The post-holder will be line managed by the NPM Coordinator and will be an employee and member of HM Inspectorate of Prisons' Secretariat.

Duties will include:

- Organising NPM meetings (including bi-annual business meetings and quarterly steering group meetings), preparing papers, delivering presentations, and writing minutes.
- Providing support to the NPM Chair (scheduling, preparing presentations, ad hoc requests).
- Drafting NPM annual report, submissions to policy consultations and parliamentary inquiries and UN bodies, correspondence.
- Overseeing annual NPM self-assessment.
- Contributing to joint NPM projects, liaising with members and providing advice and input.
- Taking responsibility for NPM website and Twitter feed, drafting other communications and training materials and delivering presentations.

## **PERSON SPECIFICATION**

Essential skills and knowledge:

- Experience of working strategically to achieve joint objectives and influence practice;
- Experience of preparing reports, presentations and other written materials;
- Experience of building relationships with a wide range of stakeholders;
- Excellent oral and written communication;
- Excellent organisational skills, including planning and organising multi-stakeholder meetings;
- Attention to detail and ability to prioritise, work under pressure, problem solve, and meet deadlines;
- Proven experience and understanding of detention-related issues and human rights;
- Commitment to strengthening human rights protections and preventing ill treatment in detention;
- Demonstrable understanding of the need to work independently of government and detention authorities.

Also highly desirable:

- A degree in a relevant field (such as social sciences, politics, law);
- Experience of working with coalitions and multi-stakeholder bodies;
- Experience of using communications tools to raise awareness increase visibility.

Key competencies:

We expect the post-holder to demonstrate the following competencies in line with the Civil Service competency framework (more information at: [https://civilservicelearning.civilservice.gov.uk/sites/default/files/CSCF\\_FullA4Potrait\\_2013-2017\\_v1a.pdf](https://civilservicelearning.civilservice.gov.uk/sites/default/files/CSCF_FullA4Potrait_2013-2017_v1a.pdf) )

1. **Making Effective Decisions.** Effectiveness in this area is about being objective; using sound judgement, evidence and knowledge to provide accurate, expert and professional advice. It means showing clarity of thought, setting priorities, analysing and using evidence to evaluate options before arriving at well-reasoned justifiable decisions.
2. **Leading and Communicating.** Effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It's about supporting principles of fairness of opportunity for all and a dedication to a diverse range of citizens.
3. **Collaborating and Partnering.** People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the Civil Service to help get business done. It requires working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, while having the confidence to challenge assumptions.
4. **Delivering at Pace.** Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. It's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.
5. **Managing a Quality Service.** Effectiveness in this area is about being organised to deliver service objectives and striving to improve the quality of service, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality and efficient service, applying programme and project management approaches to support service delivery.
6. **Changing and Improving.** People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. It's about being open to change, suggesting ideas for improvements to the way things are done, and working in smarter, more focused ways.

## **START DATE**

If possible, the successful candidate will take up post in early April. The exact start date will be dependent on the timescales for interviews and security clearance processes.

## **TO APPLY**

To apply for this role, please send a CV and covering letter (maximum 2 pages) to [hmiprisons.enquiries@hmiprisons.gov.uk](mailto:hmiprisons.enquiries@hmiprisons.gov.uk) marked "FAO Louise Finer". Your cover letter should set out how you meet the required skills and competencies listed in the job specification. Please include the names of two referees in your CV (referees will not be contacted until after an offer is made to the successful candidate) and your preferred contact details.

Applications will close on **Monday 18 February at 11.55am**. However, applications will be reviewed as they are received and if a successful candidate is identified prior to this date, we may close applications early.

The second stage of the application process will involve an interview and may involve an exercise to demonstrate the skills and competencies listed above, or a second interview if necessary. Candidates selected for interview will be informed by email or phone. We are unable to offer feedback to candidates who are not selected for interview.

## **CONDITIONS OF SERVICE\*\***

**\*\*NB: The Ministry of Justice is currently going through a process seeking to change terms and conditions. The following may be subject to change.**

The appointment will be made on a temporary contract basis for an initial period of between 9 and 12 months (to be agreed with the successful candidate). There is the possibility that the contract will be extended after this period or that this role will become a permanent position (for which the post holder would be able to apply).

The post holder will have a contract of employment issued by the Ministry of Justice (Moj), our sponsoring Government Department, and Moj civil service terms and conditions will apply.

Secondment might be available subject to approval. Secondees will remain employed by their current employers and the principle terms and conditions of employment will remain unchanged, subject to some additions regarding confidentiality, travel costs and subsistence expenses.

The secondment is subject to the approval of the selected candidate's employer or manager, which should be obtained before applying for the post. If the post is offered on secondment then, if appropriate, temporary promotion to the equivalent of Band C (HEO) will be offered. You will revert to your current grade when you return to your employer.

### **Existing Civil Servants**

Existing Civil Servants are welcome to apply for this post but you should note that you will be subject to the same selection process as all other applicants.

As you will already have completed your probationary period you may not have to serve a further period of probation.

If you are not currently employed in the same grade as the post for which you are applying, you must meet the qualifying criteria for that grade.

### **Grade**

Moj Band C/Civil Service Grade – HEO

### **Salary**

The starting point on the Band C salary range is: £30,389.

Progression up the pay scale will depend on Moj Pay and Rewards Policy. In addition to salary, performance related bonuses (taxable) can be paid throughout the year up to maximum of £2,500.

Abatement of salary may apply if you are in receipt of a public service pension. In addition, civil servants who have been granted early retirement (under the terms of Compulsory Early Retirement, Compulsory Early Severance, Flexible Early

Retirement or Flexible Early Severance) will be required to repay all or part of their lump sum compensation payment if their re-employment commences during the period represented by the payment.

## **Hours**

You will be contracted to work 37 hours a week excluding meal breaks.

## **Flexible working hours**

A flexible working system is in operation, with individual arrangements to be agreed with line managers.

## **Probation**

You will be on probation for a period of up to six months unless you are already an established civil servant who has satisfactorily completed a probationary period.

## **Annual leave**

There are generous allowances for paid holiday starting at 25.5 days per year, which rise as your service increases. There is also a scheme to allow qualifying staff to buy or sell up to three days leave each year. There is additional paid time off for public holidays and one privilege day.

## **Pension**

The Civil Service offers a choice of pension schemes, giving you the flexibility to choose the pension that suits you best.

## **Training**

We are committed to staff development and offer a range of training and development opportunities.

## **Support**

- A range of 'Family Friendly' policies such as opportunities to work reduced hours or job share.
- Access to flexible benefits such as salary sacrifice arrangements for childcare vouchers, and voluntary benefits such as retail vouchers and discounts on a range of goods and services.
- Paid paternity, adoption and maternity leave.
- Free annual sight tests for employees who use computer screens.

## **Location of post**

Our office is based at 10 South Colonnade, Canary Wharf, London, E14 4PU. Occasional travel within the UK will be required.

## **Nationality**

The Ministry of Justice is required to meet Civil Service nationality rules for all posts.

You can apply for any permanent or fixed-term job within the Ministry of Justice as long as you are a UK national or have dual nationality, with one part being British. In addition, all posts below that of Senior Civil Servant are open to Commonwealth citizens, nationals of any of the member states of the European Economic Area (EEA) and certain non-EEA family members (such as spouse, descendant or dependent relative) who have moved to the UK for an approved purpose.

During the recruitment process, you will be asked about your nationality at birth, whether you are subject to immigration control, and whether there are any restrictions on your continued residence or employment in the UK.

As the Ministry of Justice is a government department, people have to meet certain legal nationality requirements to become employees. Your application will be considered if you are one of the following:

- a British National
- a National of the European Economic Area (EEA)
- a National of the European Union (EU)
- a Citizen of the Republic of Ireland (Eire)
- a Commonwealth Citizen and have permission to work in the country
- a British Protected Person.

### **Criminal Records Bureau disclosure**

The Ministry of Justice uses the Criminal Records Bureau (CRB) disclosure service to assess applicants' suitability for positions of trust and fully complies with the CRB Code of Practice. The Ministry also complies with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of disclosure information. The Ministry's CRB disclosure policy summary is available to all disclosure applicants. If you wish to see a copy of the policy summary, please contact Lesley Young on 020 3334 0356.

### **Disclosure Scotland**

The Ministry of Justice uses the Disclosure Scotland service to randomly assess applicants' trustworthiness, integrity, and probable reliability and fully complies with the Disclosure Scotland Code of Practice. The Ministry also complies with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use storage, retention and disposal of disclosure information.

### **Data Protection Act 1998**

The Ministry of Justice collects information for purposes related to your application and potential employment.

We may check information provided by you, or information about you provided by a third party, with other information held by us.

We will not disclose information about you to anyone outside the Ministry of Justice unless the law permits us to.

The information provided by you in this application and the supporting documentation will be used by the panel to consider your suitability for the post. If you are successful, this information will become part of your employment record. If you are unsuccessful, some data will be used for monitoring purposes and will be destroyed after 12 months.

## **Equal opportunities**

We are dedicated to promoting equality, fairness and respect. We will create a working environment where diversity is recognised, valued and celebrated.

HMIP welcomes applications from candidates regardless of ethnic origin, religious belief, gender, sexual orientation, disability, age or any factor unrelated to someone's ability to perform the job. **We particularly welcome applications from black and minority ethnic candidates as they are currently under-represented at HMIP.**

In delivering our business to our diverse society, we will take care to assess the impact of our policies on race, religion and belief, gender, gender identity, disability, sexual orientation and age equality.

Specifically, we will aim to:

- employ a workforce that reflects, at all levels, the diversity of society as a whole;
- treat all our staff and customers with dignity and respect;
- develop all our staff to realise their full potential;
- ensure that our recruitment, selection, appraisal, training and career progression processes are fair, objective and free from bias or stereotyping;
- take positive action to secure equality of opportunity.

## **Disability symbol – guaranteed interview scheme**



We operate a guaranteed interview scheme for disabled people (as defined by the Disability Discrimination Act 1995) who meet the minimum criteria for this appointment as published in these notes. If you wish to apply for consideration under this scheme, please complete the enclosed form and return it with your application form. In addition, if you require any special arrangements at our selection centre, please give details in a covering letter to enable us to make the appropriate arrangements, if necessary.