  

We are looking for an outstanding individual for the role of

**Commissioner for Public Law and the Law in Wales**

**Reference number: PAT 160079**

**(please use the above reference in all correspondence)**

**Location:** The role is based in London (currently 102 Petty France). The Commission operates many meetings virtually so some home-working is possible, but increasingly in-person meetings are becoming the norm so regular attendance in Petty France will be required.

**Term of appointment:** 5 years

**Time commitment:** Commissioners are appointed on a full-time basis

**Remuneration:** £123,460 per annum

**Expected start date of role:** February 2024

**Closing date for applications is 11am on Wednesday 31 May**

Applications should be uploaded onto the Cabinet Office website <https://apply-for-public-appointment.service.gov.uk/create-account>

**Guidance on how to write a successful application is provided at** **Appendix 2.**

Alternative format versions of this candidate information pack are available on request from the Public Appointments Team, contact details as above.

Twitter[Twitter](https://twitter.com/mojpublicappts) Follow us to keep up to date with public appointments vacancies.

All public appointments are advertised on the Cabinet Office’s Public Appointments website (<http://publicappointments.cabinetoffice.gov.uk/>) and the Public Appointments Twitter feed (@publicappts).

[](https://www.gov.uk/government/collections/disability-confident-campaign)

**1. Introduction**

Dear Candidate,

Thank you for considering applying for this important role.

Law Commissioners are instrumental in leading law reform in England & Wales. Our new appointment can expect to play an important and influential part in the evolution of the law in England & Wales during a period of potentially unprecedented change.

The role of a Law Commissioner is not confined to the task of preparing consultation papers and reports. It is a much bigger job than just that. You will be directly involved in discussions with Ministers and officials in London and in Wales and with Parliamentary and Legislative Counsel and you will play an active role in the process of steering legislation through Parliament and the Senedd. You will take a leading role in engaging with the public and the press and media in relation to your projects at seminars, roundtables, conferences, during one-to-one meetings and on social media. You will liaise with the senior judiciary. You will participate in shaping the future strategy of the Commission. You will participate in “peer review” exercises whereby all the Commissioners and the Chair discuss and agree the key policy issues arising in each project. It is an important feature of our work that all Commission consultation papers and reports are published as the work of the Commissioners and the Chair collectively.

You will also be good with people. Each Commissioner works closely with a Team Head, a senior lawyer who provides direction and support to the team of lawyers and research assistants, who in turn make up the individual teams working on each project. You will be closely involved in leading a body of exceptionally bright and talented lawyers and researchers who will look to you for on-going direction and support. The atmosphere within the Commission is collegiate.

We are anxious to look to as broad and diverse a pool of talent as we possibly can to find our new Commissioner. It might be a statement of the obvious but our work, over the next few years, will take place in a challenging constitutional, technical, economic and social climate. The Law Commission must keep abreast of developments and remain relevant. You will be central to that endeavour.

You will be a person of exceptional intellectual ability. You may well have areas of experience and expertise but equally important is that you will be intellectually curious and enthusiastic about turning your abilities to issues and topics which you might not be so familiar with. You will undoubtedly have (and will need) a good sense of humour.

Traditionally, Law Commissioners have been senior Professors, judges, top KCs or leading partners in law firms.

But I wish to emphasise that we will be looking well beyond our traditional recruiting grounds and I wish to encourage those who might never have considered themselves to be “Law Commission” material to apply. You might be in Government or in a non-university academic setting. You might be someone on the cusp of senior status in your profession or in your academic institution but who wishes to change the direction of your career. You might be none of the above but nonetheless have the abilities and drive that we are looking for.

Please do not be deterred if the process of law reform is unfamiliar to you. There will be few, if any, candidates who can demonstrate existing abilities and competences in this area. We are looking for individuals with potential, who will relish the experience of learning new skills on the job.

If you have further questions about these roles, you are welcome to speak to either me or the Commission’s Joint Chief Executives, Joanna Otterburn and Stephanie Hack ([Otterburn-Hack@lawcommission.gov.uk](mailto:Otterburn-Hack@lawcommission.gov.uk))

If you have questions about the appointment process, you can contact the Public Appointments Team at: [PublicAppointmentsTeam@Justice.gov.uk](mailto:PublicAppointmentsTeam@Justice.gov.uk), or call Kathy Malvo on 07849 854567.

If you believe you have the experience and qualities we are seeking, I hope you consider applying for this important role.

**Sir Nicholas Green**

Chair, Law Commission

May 2023

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**2.** **About** **the Law Commission**

The Law Commission was established in 1965 and is an independent arm’s length body operating under the sponsorship of the Ministry of Justice. Our statutory function is to keep the laws of England and Wales under review and to recommend reform where it is needed. The aim of the Commission is to ensure that the law is fair, modern, simple, and cost effective. We achieve this by conducting law reform projects looking at areas of law that are causing problems to individuals, businesses, the third sector or Government. We examine the law, consider options for reform in consultation with stakeholders, and finally make recommendations to Government and the legislature .

We have produced more than 350 sets of law reform recommendations over more than 50 years. Less than 10% of our reports have been rejected in that time. We tackle any area of law that is suitable for consideration by an independent body of legal policy experts. Our work ranges from the technical, such as exercises in codification and the streamlining of over-complicated law, to the formulation of new legal approaches to high-profile social and economic policy issues. Our projects generally address relatively broad and complex areas and systems of law rather than narrow legal issues.

We employ, and work with, some of the best legal minds in the country and have an excellent track record of building consensus so that Government and the legislature can have confidence that our recommendations can be implemented effectively.

The archetypal Law Commission end-products are our detailed law reform reports. Our reports are often accompanied by draft legislation and are backed up by impact assessments. We also have experience in providing advice to Government, and in proposing draft regulatory or non-legislative solutions including official guidance and explanatory legal clarification, often for a non-legal audience. The Law Commission is not suitable for projects where the answer is required in weeks or just a few months. Our commitment to intensive research and analysis, in-depth consultation and the Law Commissioners’ detailed peer review of our law reform teams’ work, means that our projects are likely to take in excess of twelve months.

The Commission has five statutory Commissioners. The Chair is a serving Court of Appeal Judge. Each of the other four Commissioners is a leading legal expert and oversees a team of lawyers and research assistants working in one of four teams, currently: Criminal Law; Property, Family and Trust Law; Public Law and Welsh Law; and Commercial and Common Law.

Details of the Law Commission’s projects are available on our website ([www.lawcom.gov.uk](http://www.lawcom.gov.uk)).

**Consultation**

The Commission is asked to consider some of the most challenging areas of the law. We have the capacity to work through the issues and understand the differing perspectives before we put forward recommendations for reform. The Commission is wedded to the principles of genuine public consultation with the widest possible audience. This enables thorough scrutiny of our proposals, which are frequently developed and adjusted in the light of the contributions of stakeholders, both in the UK and overseas. Our approach involves a significant amount of face-to-face engagement with expert individuals and representative bodies, as well as formal public consultation. This process is time consuming, but it leads to well-considered recommendations which can be demonstrated to be based on the best possible evidence. The process gives the greatest opportunity for consensus to emerge.

**Independence**

One of the reasons the Government asks the Law Commission to undertake work is because we are rigorously apolitical and independent. Our recommendations are based on a balanced analysis of options, and our view of the best way to reform the law. To demonstrate our independence, the Commission always publishes its conclusions at the end of a project, laying our final reports in Parliament. The Lord Chancellor and Welsh Ministers have a duty to make an annual statement to Parliament and the Senedd respectively about the implementation of Law Commission reports.

We are, however, responsible in the exercise of our independence. We are acutely aware of the need to put forward realistic and workable solutions. We are often able to frame terms of reference in a way which focuses our work within particular parameters avoiding controversies or the opening of issues where Government policy is fixed. We have developed Protocols with the UK and Welsh Governments which record that we will only undertake work where Government has a “serious intention” to take forward law reform in the area.

**Staff**

The Law Commission is a small organisation of approximately 70 staff, the majority of whom are legal experts, many specialising in a particular area of law. Each team is led by a Commissioner and a Legal Team Head, overseeing a number of lawyers and Research Assistants. Our staff have policy, legislative and legal expertise, which results in our recommendations demonstrating not just strong legal analysis but also a deep understanding of policy development and the mechanics of changing the law, and experience of what will work in practice. We bring in external expert lawyers and others where necessary for particular specialist projects where we do not already have suitable staff. We also have in-house Parliamentary Counsel (legislative drafters) who not only draft any legislation accompanying the project but also offer advice as to the legislative workability of our proposals from the outset of the project. We also employ an economist who ensures that the costs and benefits of our recommendations are accurately and robustly assessed through the provision of accompanying Impact Assessments. There is a small Corporate Services Team, providing communications, HR and Finance advice.

**Budget**

The Law Commission receives approximately £4-5million annually from the Ministry of Justice but also seeks to secures funding from Whitehall Departments to offset that MoJ funding.

**3.** **The role of the Commissioner**

**Specific skills**

Each Commissioner takes the lead on a number of jurisdiction-specific projects and this accounts for a substantial proportion of their time.

The present vacancy is for a Commissioner for public law and the law in Wales. Public law is understood broadly to cover law relating to the relationship between the individual and the state apart from purely criminal law. It can cover a wide range of issues spanning constitutional law, administrative law, environmental law, the law relating to the safety and security of vulnerable persons, the use of AI in decision making, etc.

The post-holder’s responsibility for the law of Wales reflects the Commission’s role in relation to Welsh devolved law. The scope of devolution to Wales has meant that the Welsh law projects so far conducted have been in the public law field, and this is likely to continue to be the case. In the event of the Commission undertaking a project falling within the remit of another Commissioner it is envisaged that that Commissioner would supervise the project, with the Commissioner for public law and Wales playing a supporting and facilitating role.

Projects recently concluded include:

* Automated Vehicles
* Devolved Tribunals in Wales
* Simplification of the Immigration Rules
* Employment Law Hearing Structures
* Regulating Coal Tip Safety in Wales
* Planning Law in Wales

The team’s current work comprises:

* Autonomy in Aviation
* Compulsory Purchase
* Supporting implementation of the Planning Law in Wales Report
* Supporting implementation of the Automated Vehicles Report and Remote Driving Advice
* Disabled children’s social care

**General skills**

The Commissioner’s role is participative and proactive. Ultimately, it is the responsibility of the Commissioners collectively to take final decisions in relation to the policy recommendations put forward to the Peer Review process. They also take responsibility for ensuring that work submitted is of high quality and clearly expressed. All of this requires hands-on involvement at every stage of a project. Commissioners are not expected to be an expert in all aspects of every project; it is necessary to be flexible from project to project depending on the Commissioner’s background and expertise and that of the project’s lead lawyer. However, although not exhaustive, the Commissioner’s legal knowledge should always be sufficient to:

* Set the structure and parameters of the project, including involvement in drafting Terms of Reference.
* Develop the main policy proposals.
* Oversee the approach to research.
* Lead stakeholder planning and the building of relationships.
* Test concepts and arguments.
* Write and supervise parts of the Consultation Paper, Report or other publications, where required.

A Commissioner’s role in drafting will differ from project to project, according to the Commissioner’s preferences and capacity, and the extent and expertise of the other lawyer resources available to the project team. Commissioners need to be able to evaluate and comment constructively on drafts and to take on drafting and revision of drafts where required.

While it is for the Team Head (a civil servant) to ensure that there are systems in place to ensure successful and timely delivery of the project, a Commissioner’s responsibility for the ultimate output means that it is necessary for the Commissioner to engage with the Team Head to project plan and allocate team resources. Commissioners should ensure that they personally adhere to agreed timescales to support project delivery.

Commissioners, working with the Chair, take a lead in trying to attract new projects for the Commission. This involves building networks with Ministers, Government Departments and external stakeholders. Commissioners devote time to identifying potential problem areas of the law within their portfolio, exploring ways to heighten awareness of the issues therefore building a case for reform. They should familiarise themselves with Government, stakeholder and Parliamentary views in relation to potential new projects.

Commissioners lead efforts to bring about implementation of the Commission’s reports, including meeting with Ministers or persuading key stakeholders to support recommendations and make the case for change. Where legislation is involved, Commissioners ensure that they are aware of relevant Parliamentary matters, including use of the Special Procedure for uncontroversial Law Commission Bills, and are confident in liaising with in-house Parliamentary Counsel about possible mechanisms for taking forward legislation.

Commissioners also have responsibility for the portfolio of completed projects which they inherit from their predecessors, including efforts to bring about implementation of that work.

Commissioners spend a considerable proportion of their time building external relationships relevant to their portfolio; they are the outward ‘face’ of their projects. This involves leading key meetings, attending Ministerial meetings, and speaking at events and with the press. They engage directly with senior stakeholders with influence over their projects. They will be open to the use of social media.

Commissioners also act as a ‘salesperson’ for the Commission more generally, delivering speeches or attending relevant external events to create a public profile for the Commission across their areas of law and the wider work of the organisation. Commissioners build relationships with Parliament, especially relevant All Party Parliamentary Groups or interested Members. Commissioners establish strong links with key opinion-forming groups, with academia and the judiciary. They should regularly attend receptions and conferences.

The relationship between the Commission and Wales is of particular importance. The Commissioner will be expected to be pro-active in developing working relations with the Government of Wales and the Senedd. They will also work closely with the Commission’s Wales Advisory Group. The Commissioner is not required be familiar with Welsh devolved law as a whole, but will need to develop a general knowledge of the principles of devolved legislative competence.

In order to have maximum impact, Commissioners must be able to adapt tone and style depending on the audience, explaining difficult legal concepts in plain English. They should always have sufficient knowledge of the subject matter to represent the Commission authoritatively. Commissioners should be comfortable talking to the media (with appropriate training where necessary).

Commissioners play an active part in Peer Review, the process by which all Law Commission consultation papers and reports are agreed and published. The focus is on ensuring that the legal policies under consideration are robust, well-reasoned, supported by evidence and in keeping with the values of the Commission. Commissioners respond to papers according to the agreed timetables. The relevant Commissioner is accountable for their team’s work during peer review discussions, though in many cases the lead team lawyer will also play a key role.

Commissioners also make a full contribution to meetings of the Board of the Law Commission, ensuring they are familiar with Board papers. They should be comfortable talking about project and programme management; staffing issues; and budgets. They should be able to lead discussions about strategic issues affecting their own team’s work confidently to the Board, making recommendations in a non-partisan, non-defensive way. Commissioners are expected to take collective decisions for the benefit of the Commission as a whole, putting aside the interests of their team.

Commissioners need to be comfortable using IT and willing to manage their own diaries.

**Eligibility**

In order to be considered for appointment as a Law Commissioner, you must meet the criteria in section 1(2) of the Law Commissions Act 1965, which requires you to be the holder of a judicial office, or a person who has a general qualification within the meaning of section 71 of the Courts and Legal Services Act 1990, or a teacher of law in a University.

There must be no employment restrictions, or limit on your permitted stay in the UK.

**Essential criteria**

Those considering becoming a Law Commissioner will need to demonstrate that they have:

* Excelled in their chosen field of public law, and also have the ability to deal successfully with the law in Wales, and are committed to the importance of delivering effective law reform
* the ability to think analytically and creatively to resolve complex legal problems and to take reasoned decisions, including a keen interest in the challenges and opportunities presented by emerging technologies.
* excellent oral and written communication skills, with the ability to present complex ideas to a diverse range of audiences, including members of the public.
* an open-minded approach with a willingness to think flexibly and consult widely before reaching firm conclusions.
* awareness of the diverse needs and backgrounds of those affected by the work of the Commission and of colleagues and staff within the Commission, including a desire to learn about, build relationships with and engage with Parliament, Ministers and a diverse range of stakeholders.
* The ability and aptitude to lead both people and the strategic direction of the organisation.

**4.** **Other important appointment information**

The following is a brief overview of the terms of office, although they are not exhaustive and are subject to change:

* Commissioners are appointed on a full-time basis.
* The appointment is made by the Lord Chancellor for an initial period of five years.
* Re-appointment may be considered for a further term of up to five years, subject to the discretion of the Lord Chancellor.
* Commissioners will be expected to spend a majority of their time at the Commission’s offices in Central London.
* The salary is currently £123,460.
* Annual leave, excluding public holidays, is 30 days per year.
* As the office of Commissioner is full-time, paid outside work may be undertaken only with the agreement of the Lord Chancellor.
* Travel expenses will not be paid for journeys from home to the Commission, however, they will be paid for travel undertaken while on Commission business.
* The Lord Chancellor may terminate an appointment at any time on the grounds of incapacity or misbehaviour.
* A Commissioner may resign their office at any time. However, a Commissioner is expected to complete at least three years of their five-year appointment before applying for another appointment.

The role of Commissioner is a demanding full-time position, however, we are keen to offer flexibility wherever possible, for example through competitive annual leave and elements of home-working.

**Performance Appraisal:** Commissioners are accountable to the Chair of the Commission and will be assessed annually on performance by the Chair. They will also be expected to participate in 360 degree feedback where peers and staff of the Commission are able to provide feedback. Any reappointment is subject to satisfactory annual appraisals undertaken during the first term in post.

**Standards in Public Life:** Public appointees are required to uphold the Committee on Standards. [Seven Principles of Public Life](https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2) You are also expected to adhere to the [Code of Conduct for Board Members of Public Bodies](http://www.gov.uk/government/publications/code-of-conduct-for-board-members-of-public-bodies/code-of-conduct-for-board-members-of-public-bodies-june-2019)

**Political activity**: Commissioners are expected to show political impartiality during their time at the Law Commission and must declare any party-political activity they undertake in the period of their appointment.

Due to the nature of the Commission it is not appropriate for Commissioners to occupy paid party-political posts or hold sensitive, senior or prominent positions in any political organisation. Nomination for election to political office, for example the House of Commons, the Welsh Assembly, the Northern Ireland Assembly or Scottish Parliament, is not considered compatible with the role of Commissioner.

Subject to the above, Commissioners are free to engage in political activities, provided they are conscious of their general responsibilities and standards for public life and exercise proper discretion.

**Conflicts of interest**: You will be required to declare any conflict of interest that arises during the term of appointment and must declare any relevant business interests, positions of authority or other connections with commercial, public or voluntary bodies. Any actual or perceived conflicts of interest will be fully explored by the panel at short listing or interview stage.

More generally, there are five issues most frequently encountered that could lead to real or apparent conflicts of interest:

* Financial interests of share ownership
* Expertise of activity in particular areas, that whilst not precluding appointment may be perceived by the public as a conflict of interest
* Membership of some societies or organisations
* Rewards for past or future contributions or favours
* The activities, associations and employment of relatives or partners

**5.** **Advisory Assessment Panel membership**

**The Panel will be:**

* Amy Randall, MoJ Director, Victims, Vulnerabilities and Criminal Law (Panel Chair);
* The Rt Hon Sir Nicholas Green, Law Commission Chair;
* The Rt Hon Lady Justice Nicola Davies, Specialist Member; and
* Professor John Tasioulas (Independent Panel Member)

The Panel Chair will provide the names of those sifted for interview to the Lord Chancellor, as well as a recommendation on those being put forward for appointment.

**6.** **The appointment process and timeline**

The [Commissioner for Public Appointments](https://publicappointmentscommissioner.independent.gov.uk/) regulates the appointment of Law Commissioners which are made in accordance with the [Governance Code for Public Appointments](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/578498/governance_code_on_public_appointments_16_12_2016.pdf).

Key stages and timings in the campaign process:

|  |  |
| --- | --- |
| **APPLICATION**  Personal Statement, CV must be uploaded on the ATS by the closing date. | Wednesday 31 May |
| **SIFT**  The Panel will meet to assess the applications.  Candidates will be informed of the outcome by e-mail approximately 2wks prior to the interview date. | w/c 19 June |
| **INTERVIEWS**  Shortlisted candidates will be interviewed by the Panel. References will be taken before interview. | w/c 17 July |
| **INTERVIEW RESULTS**  Candidates will be informed of the outcome by e-mail.  **Candidates will be updated if there are any changes to this timetable.** | August |
| **ANNOUNCEMENT**  Appointments are publicly announced and security checks started | October |
| **EXPECTED START DATE OF ROLE:** | February 2024 |

**Feedback**

Please note that it is not possible to provide specific, individually tailored feedback following the sift stage but we will provide, on request, feedback to those who are interviewed.

**Interviews**

Interviews may take place via MS Teams. If you accept an invitation to interview, we will take two references in advance of the interview. By providing the details of two referees you are consenting to us approaching them for this purpose.

The Secretary of State or another Minister may ask to meet each of the candidates before or after interview.

If you cannot attend an interview on one of the dates shown, please advise us as soon as you can. It may be possible to arrange an alternative date at the discretion of the AAP. **Please note, if travel is required to attend interviews, travel expenses are not reimbursed.**

If called for interview, the AAP will explore your experience and expertise to determine whether you meet the essential criteria for the role. You may be asked to deliver a short presentation at the start of the interview. This will be confirmed in your invitation to interview.

**Security Clearance**

For successful candidates, confirmation of appointment will be subject to basic clearance checks, covering confirmation of identity and right to work in the UK, plus a criminal record check. This will involve completion of several paper and electronic forms and can take up to **five weeks** to process following completion of the forms.

**7.** **How to apply**

In order to apply you will need to create an account or sign in on the public appointment website <https://apply-for-public-appointment.service.gov.uk/create-account> Once you are logged into your account, click on 'apply for this role' and follow the on-screen instructions.

To apply, all candidates are required to provide:

**a Curriculum Vitae (CV) -** (maximum two sides of A4) detailing your qualifications, employment history and any appointments or offices you hold. Please also provide your preferred contact number and email address.

**a supporting statement -** (maximum two sides of A4) providing evidence against the role criteria and your suitability for the post, including evidence of leadership qualities and a vision for the organisation. Please consider the role and criteria carefully in preparing your statements. Structuring the statement around the criteria using relevant headings also aids clarity. Guidance on how to write a successful application can be found at Appendix 2.

**equality information** - Information is requested for monitoring purposes only and plays no part in the selection process. It will be kept confidential and will not be seen by the AAP.

**information relating to any outside interests or reputational issues** - If you have any interests that might be relevant to the work of the Commission and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your supporting documents. Given the nature of public appointments, it is important that those appointed as members of public bodies maintain the confidence of Parliament and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the AAP. Please provide details of the issue/s in your supporting letter. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media.

The AAP may explore any issues with you before they make a recommendation on the appointment. Failure to disclose such information could result in an appointment either not being made or being terminated. Conflicts might arise from a variety of sources such as financial interests or share ownership, membership of, or association with, particular bodies or the activities of relatives or partners.

**requests for referees -** Please provide names and contact details of two people who may be asked to act as referees for you to [PublicAppointmentsTeam@justice.gov.uk](mailto:PublicAppointmentsTeam@justice.gov.uk) (quote PAT160079 in any correspondence). At least one referee must have knowledge of your work relating to your most recent professional and/ or voluntary activity. They will be expected to have authoritative and personal knowledge of your achievements in a professional or public service capacity.

**If you have any questions** about any aspects of this post, you are welcome to contact the Commission’s Joint Chief Executives, Joanna Otterburn and Stephanie Hack ([Otterburn-Hack@lawcommission.gov.uk](mailto:Otterburn-Hack@lawcommission.gov.uk))

**8.** **Diversity and inclusivity**

We want to ensure any appointee to the Department’s arm’s length bodies is committed to promoting diversity, in its broadest possible sense. This will include embedding a commitment to the principles of levelling up and championing opportunity for all across the organisation, helping to ensure that the organisation is one in which a genuinely diverse range of views can be expressed, without fear or favour.

We encourage applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.



**Arrangements for candidates with a disability:**

An offer of an interview will be given to candidates with disabilities who meet the minimum selection criteria for the role.

**Reasonable Adjustments:**   
If you have a disability and require any arrangements or adjustments for any part of the recruitment or selection process, please state clearly on your application and contact Kathy Malvo on 07849 854567 (quote PAT160079 in any correspondence) or by e-mail to; [PublicAppointmentsTeam@justice.gov.uk](mailto:PublicAppointmentsTeam@justice.gov.uk)

**Further information can be found via this link:** <https://publicappointments.cabinetoffice.gov.uk/recording-whether-or-not-you-have-a-disability/>

**9. Complaints Process**

If you have a complaint about any aspect of the way your application has been handled, we would like to hear from you. In the first instance please write to or e-mail the Public Appointments Team at the address or e-mail address given below quoting the appropriate reference number.

Maggie Garrett, Head of MoJ Public Appointments Team, Public Bodies Centre of Expertise, Ministry of Justice, E-mail address: [PublicAppointmentsTeam@justice.gov.uk](mailto:PublicAppointmentsTeam@justice.gov.uk)

**Complaints must be received by the Public Appointments Team within 12 calendar months of the issue or the closure of the recruitment competition, whichever is the later.**

We will acknowledge your complaint within two working days of receipt and reply within 20 working days of receipt. We will tell you if we cannot meet this deadline for any reason and provide an expected reply date.

**Taking it further:** If you are still concerned after receiving your reply you can write to:

Commissioner for Public Appointments, Room G/8, Ground Floor, 1 Horse Guards Road,

London, SW1A 2HQ.

The Commissioner for Public Appointments (CPA) regulates and monitors appointments to public bodies to ensure procedures are fair. More information about the role of the Commissioner, the Governance Code for Public Appointments and the complaints process is available [here](https://publicappointmentscommissioner.independent.gov.uk/regulating-appointments/investigating-complaints/)

Alternatively, please contact the Commissioner’s office on 020 7271 6729, or 0207 271 3305 for a printed copy of the complaints process.

**10. Checklist**

Please refer to the table below to ensure you completed/upload the necessary information.

|  |  |
| --- | --- |
| **Documents to be uploaded on to the website** | **Tick** |
| Your CV *(maximum two side of A4)* |  |
| Supporting Statement *(maximum two side of A4)* |  |
| Diversity monitoring form – **to be completed online** |  |
| Requests for referees - names and contact details of two people who may be asked to act as referees **to be sent to** [PublicAppointmentsTeam@justice.gov.uk](mailto:PublicAppointmentsTeam@justice.gov.uk) |  |

**11. Your personal Information**

In accordance with the Public Appointments Order in Council 2019(4)(5), we will process your application in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Ministry of Justice’s Information Charter, which can be found at <https://www.gov.uk/government/organisations/ministry-of-justice/about/personal-information-charter>.

Your data will be held securely and access will be restricted to those dealing with your application or involved in the recruitment process. Your data may also be shared with the Commissioner for Public Appointments and other relevant government departments, including the Cabinet Office, as part of a complaint investigation or review of the recruitment process. Cabinet Office will handle data in accordance with their Privacy Notice <https://publicappointments.cabinetoffice.gov.uk/privacy-notice>. Your data may also be disclosed as required by law or in connection with legal proceedings.

Your data will be stored for up to two years and processed for the purpose of the recruitment process, diversity monitoring and, if successful, your personal record. If appointed, your data will be stored for the duration of your tenure and may be shared with the organisation to which you are appointed, unless you specifically request us not to.

Should you wish your data to be removed from our records, please contact [publicappointmentsteam@Justice.gov.uk](mailto:publicappointmentsteam@Justice.gov.uk).

**Appendix 1 - The seven principles of public life**

All candidates for public appointments are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service. The seven principles of public life are:

**Selflessness**

Holders of public office should act solely in terms of the public interest.

**Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**Honesty**

Holders of public office should be truthful.

**Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

**Appendix 2 – Guidance for those applying for an MoJ Public Appointment**

When applying for a public appointment, we require three pieces of documentation: **Your CV, 2. Supporting Statement, 3. Supporting Documents**

This guidance gives some helpful tips on how best to present yourself to the panel who will be reviewing your application. There is no official or ‘correct way’ to write your CV or supporting statement, this is simply a guide that you may wish to refer to or use as a template.

1. **CV**

Here are a few pointers to keep in mind whilst writing or updating your CV:

* **Please write your name at the top;**
* **Do not write more than 2 pages**. We appreciate this may be a challenge and your achievements could spread across several pages. However, please appreciate that the panel may have a large number of applications to assess so brevity would be appreciated.
* **Avoid spelling and grammatical errors**;
* **Tailor it to the position you’re applying for.** Make sure to draw attention to how you have met the essential and desirable criteria throughout your achievements in life. An opening paragraph at the top of the front page would be beneficial;
* **Use an updated CV.** Explain what you are currently doing or what you most recently have done that fits to the role you are applying for, including dates of the positions you have held;
* **Avoid big blocks of solid text.** Using bullet points will help those reading the CV;
* **Always explain what abbreviations stand for;**
* **Only include key information.** The panel do not need to know about your hobbies unless they specifically match the criteria of the role you are applying for. Personal details including name, address, phone number & email address should be included. There is no legal requirement for you to put your age, or any other protected characteristic (under the Equality Act 2010) on your CV.

1. **Supporting Statement**

Your supporting statement is an opportunity to prove to the panel your reasons for applying for the role as well as highlighting your skills and attributes.

* **Do not write more than 2 pages.**
* **Use models to help structure your paragraphs**. There are two models that you may find useful when writing your supporting statements:
  + **The WHO Model** – **What** was your personal role? **How** you did it? And what was the **Outcom**e? placing emphasis on the successful outcome.
  + **The STAR approach** – **Situation:** briefly describe the context and your role, **Task**: the specific challenge, task or job that you faced, **Action:** what you did, how and why you did it and Result: what you achieved through your actions.
* **Use the essential criteria as headings.** The essential criteria for roles can be found on the advert on the Cabinet Office website and within the Candidate Information Pack. It is useful to the panel when assessing your application. For example;

**Demonstrate intellectual capacity with the ability to make evidence-based decisions**

You would write a paragraph using evidence from your current role or from recent examples of how you have demonstrated the ability to make evidence-based decisions whilst achieving goals. You would then link this work to the public body you are applying for and how your work directly benefits the ALB and how you can be a part of the its future with your skill-set.

1. **Supporting Documents (attached separately on Cabinet Office website)**

* Please fill in the supporting documents form. If you are invited for an interview, due diligence checks will be undertaken by a member of the Public Appointments Team.
* Although completing the diversity monitoring form is voluntary, it would greatly help the MoJ to build a world class organisation and recruit public appointees who are as diverse as the society they represent.