



**Job Title:** **Secretary to the Administrative Justice Council**

**Location:** JUSTICE, 59 Carter Lane, London

**Salary:** £41,295 at D1 (*pro rata* three or four days a week)

JUSTICE is delighted to announce the post of Secretary to the Administrative Justice Council.

The Administrative Justice Council ('the Council') will be launched in early 2018. Chaired by the Senior President of Tribunals, Sir Ernest Ryder, the Council will comprise of a range of key stakeholders in the administrative justice system, including senior representatives from government, the judiciary, Ombudsmen and groups working with users of the administrative justice system. The Council will identify opportunities, weaknesses and challenges in the system of administrative justice across the United Kingdom, will frame and commission relevant research, and will recommend practical solutions to strengthen the system.

The Secretariat for the Council will be based at JUSTICE's office in central London and will be led by the Secretary, with some support from an administrator. The Secretary will be employed by JUSTICE directly, and will work to the Director of JUSTICE and to the Chair of the Council.

The draft terms of reference for the Council are set out below. The Council is expected to adopt the terms of reference in the early New Year.

This is an exciting opportunity for someone who is interested in strengthening public sector including government decision making and routes of appeal; who has is able to process complex information quickly and concisely; who has strong research and drafting skills and who has outstanding ambassadorial and interpersonal skills.

The Secretary role is offered on a part time basis – either three or four days per week depending on the preference of the successful candidate. This is a one year role, with a high likelihood of extension.

JUSTICE offers an employer pension scheme with 5% contribution, rising to 7.5% after two years of service; 27 days annual leave per annum, an Employee Assistance Programme and flexible working.

To apply, please send the completed application form with a covering letter to [jobs@justice.org.uk](mailto:jobs@justice.org.uk). CVs alone will not be considered.

The deadline for applications is 5pm on Friday 19<sup>th</sup> January 2018 Interviews will be held the week commencing 29<sup>th</sup> January 2018. Candidates will be required to complete a test as part of the interview process.

JUSTICE is an equal opportunities employer.

Please note that we will not respond to any enquiries from recruitment agencies.

## About us

JUSTICE is an all-party law reform and human rights organisation working to strengthen the justice system – administrative, civil and criminal – in the United Kingdom. Our vision is of fair, accessible and efficient legal processes, in which the individual's rights are protected, and which reflect the country's international reputation for upholding and promoting the rule of law. We are a membership organisation, largely comprised of legal professionals.

## What we do

- We carry out research and analysis to generate, develop and evaluate ideas for law reform. In doing so, we draw on evidence, experience and expertise from the United Kingdom and across the world. [SEP]
- We intervene in superior domestic and international courts, sharing our research, analysis and arguments with courts to support their work and promote strong and effective legal judgments. [SEP]
- We promote a better understanding of the fair administration of justice among decision-makers and public servants. [SEP]

We bring people together to discuss critical issues about the justice system, and to provide a thoughtful legal framework to policy debates.

## The role

The Secretary role is offered on a part time basis – either three or four days per week depending on the preference of the successful candidate, at D1 on our salary scale (£41,295). The post holder will be line managed by our Director, with input from the Chair of the Council. This is a one year role, with a high likelihood of extension.

The Secretary will be responsible for the day-to-day running of the Council and for the coordination of its work. This will include:

1. With the Chair, convening meetings of the Council, the steering group and any sub-groups focussed on particular issues (including shaping agendas, preparing background papers, drafting minutes and following up).
2. Working with a wide range of stakeholders to identify issues of interest in the administrative justice system, preparing briefing papers for the steering group and Council as required and proposing ways in which the Council can usefully engage.
3. Shepherding ideas generated by the Council into proposals for more detailed consideration either by a sub-group of the Council, the Academic Panel or the Pro Bono Panel as appropriate.
4. Coordinating, including drafting, responses to consultations and inquiries on behalf of the Council.
5. Convening annual high level roundtable meetings on issues of acute interest in the administrative justice system, as agreed by the Council.

6. Actively engaging Council members between meetings in initiatives and information sharing opportunities relevant to the work of the Council.
7. Updating members of the Council and other relevant stakeholders on the work of the Council and other relevant developments in administrative justice through electronic means (email, website, document sharing, etc.)
8. Representing the Council to Government and others as required.

## **Person specification**

### *Essential*

1. An understanding of the opportunities and challenges experienced in the administrative justice system in the United Kingdom.
2. Experience working in a policy role within the NGO, legal or public sector.
3. Strong research and drafting skills in English.
4. The ability to process and analyse information, including government policy announcements, draft legislation and complex empirical data, quickly and effectively.
5. Ability to work independently and in an organised fashion.
6. Outstanding ambassadorial and interpersonal skills, including the ability to work effectively with a wide range of stakeholders.

### *Desirable*

1. Experience working directly with users of the administrative justice system.
2. Experience working with or within government.
3. Experience of preparing responses to formal consultations, inquiries and/or draft Bills.
4. A degree in law.

# **Administrative Justice Council**

## **Draft Terms of Reference**

### **Aims**

The Administrative Justice Council ('the Council') will have the following aims:

- to keep the operation of the administrative justice system under review;
- to consider how to make the administrative justice system more accessible, fair and efficient;
- to advise the Lord Chancellor, relevant ministers in the devolved administrations and the judiciary on the development of the administrative justice system;
- to provide a forum for the exchange of information between Government, the judiciary, and those working with users of the administrative justice system; and
- to identify areas of the administrative justice system that would benefit from research.

The Council's remit will cover administrative justice issues across the United Kingdom.

### **Purpose**

The Council's purpose will be to help make the administrative justice system increasingly accessible, fair and effective by:

- playing a pivotal role in the development of coherent principles and good practice;
- promoting understanding, learning and continuous improvement; and
- ensuring that the needs of users are central

### **Membership**

The Council will be chaired by the Senior President of Tribunals, currently the Right Honourable Sir Ernest Ryder.

Membership of the Council will include senior representatives drawn from:

- members of the judiciary;
- civil servants concerned with administrative justice;
- public service Ombudsmen and other public sector complaint handling bodies;
- legal professional bodies;
- non-governmental organisations or groups representing the public or 'users' of administrative justice; and
- academics and other experts in the field of administrative justice, including those from and working with devolved administrations.

Membership of the Council will be subject to the approval of the Chair and selected from the above categories, in addition to any other persons that the Chair or Steering Group considers would most helpfully enhance and inform the work of the Council; the latter may be invited to participate on an ad-hoc, temporary or permanent basis and/or as observers only.

A 'steering group' of core members selected by the Chair or nominated by the Council will oversee and guide the work of the Council.

It will be also advised by a panel of academics.

The Chair will appoint senior representatives from the following to the steering group:

- the Senior President of Tribunals' office;
- the Council's Secretariat;
- the Ministry of Justice;
- Her Majesty's Court and Tribunal Service;
- the head of the academic panel; and
- the Ombudsmen.

The Council will nominate a further three positions on the steering group, at least one of which must be a senior representative of an organisation representing 'users' of administrative justice.

## **Format**

The activities of the Council will take place through:

- biannual meetings chaired by the Senior President of Tribunals;
- smaller ad-hoc working group meetings of selected members (or other relevant experts) to discuss and propose solutions to specific issues of administrative justice;
- email correspondence between meetings;
- a website to communicate the areas of work and recommendations of the Council; and
- planning and strategy meetings of the Steering Group to facilitate the above and agree relevant agenda items.

Minutes, agendas and meeting dates of Council meetings will be published on the Council website together with any formal publications or correspondence.

JUSTICE will provide the Council with an independent, non-partisan and dedicated secretariat function. This will include an element of policy work, acting as a liaison between ministers and civil servants and the Council.

The Council will be supported by a panel of law firms offering venues for Council meetings and ad-hoc research capacity and who have experience in pro bono representation.

The Council is funded by the Ministry of Justice and charitable sources.