



Department of
Justice

An Roinn Dlí agus Cirt

Máinnystrie O tha Laa

www.justice-ni.gov.uk

Department of Justice
Records & Information Team
Information Services Division
Block 5
Knockview Buildings
Ballymiscaw
Stormont
Belfast
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Email: foi@justice-ni.gov.uk

07 February 2025

REFERENCE: FOI2516

Dear Sir/Madam,

Thank you for your request for information dated 12 January 2025 and detailed below.

I am requesting the following information under the Freedom of Information Act:

A list of all grade 6 posts within Safer Communities Directorate DoJ, and the associated job descriptions;

Confirmation of when the posts were set up;

Confirmation that the JEGS process was followed when the posts were being set up; and

Copies of the JEGS forms (both the applications and scoring) in relation to the posts.

The Freedom of Information Act 2000 gives you two rights of access when you write to us asking for information. You have the right to know whether we hold recorded information falling in scope of your request, and you have the right to receive this recorded information subject to cost limit or exemption.

The information you have requested is provided below:

There are currently three Grade 6 Posts within the Safer Communities Directorate.

1. Head of Protection and Resilience (Protection and Organised Crime Division)

The JEGS process was not completed for this post and was advertised as a temporary promotion opportunity for 6-9 months in January 2023. The successful candidate was appointed January 2023. The role was reviewed after the 6 months had elapsed and has been reviewed every 3 months/regularly since, and most recently approval was given to continue the temporary promotion for a further 6-9 months.

Due to the forthcoming retirement of the current post holder, the role was readvertised recently as a temporary promotion opportunity for 6-9 months. (Closing date was 3 Feb.) The job descriptions advertised for the post is attached at Annex A.

2. Head of Head of International Criminal Justice Cooperation Unit

This post was set up in July 2019. A JEGS exercise to establish the suitability for the post to be evaluated as Grade 6 was not carried out at the time on the basis that the range of duties performed were previously carried out by a Grade 5 officer.

There is no current job description for the post. When the post was established the job description related to work to lead the Department's contribution to pre and post EU Exit planning and implementation. It no longer reflects the current duties of the post holder as additional responsibilities (and staff/resources) have since been added to the role in relation to leading on international criminal justice cooperation, modern slavery and human trafficking, child criminal exploitation and the justice aspects of child sexual abuse.

3. Director of Reporting Services and Customer Engagement (Forensic Services NI)

The post of Director of Reporting Services and Customer Engagement post was set up in 2010 using the Job Evaluation and Grading Support methodology (JEGS). A copy of the conclusion along with the job description is attached at Annex B. Unfortunately, we do not have copies of the JEGS application and scoring forms.

If you are unhappy with the result of your request for information you may request an internal review within two calendar months of the date of this letter. If you request an internal review please do so in writing stating the reasons to the address above.

If following an internal review you were to remain dissatisfied you may make a complaint to the Information Commissioner and ask the Commissioner to investigate whether the DOJ has complied with the terms of the FOIA. You can write to the Information Commissioner at:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

The Commissioner will not investigate a complaint unless an internal review procedure has been carried out.

Further details on the role of the Information Commissioner and the handling of appeals can be found at: www.informationcommissioner.gov.uk

Yours sincerely

Records & Information Manager

Annex A

TEMPORARY PROMOTION OPPORTUNITY
GRADE 6- HEAD OF PROTECTION, RESILIENCE AND LICENCING
PROTECTION AND ORGANISED CRIME DIVISION
DEPARTMENT OF JUSTICE

Grade	Grade 6 – Head of Protection, Resilience and Licencing Applications are invited from Safer Communities staff at substantive Grade 7 level who may be interested in a temporary promotion opportunity.
Directorate/Division	Protection and Organised Crime Division - Safer Communities Directorate.
Reduced Hours / Jobshare	This is a full time post.
Location	Protection and Organised Crime Division is based in Block B, Castle Buildings, Stormont Estate, Belfast. The post is capable of supporting hybrid working. The post holder will be required to be in the office a minimum of three days each week.
Security Clearance	SC is a requirement for this post. Where applicants do not currently hold SC, they must be prepared to undergo and obtain clearance to this level.
Background	Protection and Organised Crime Division is responsible for a wide range of functions across six branches: • Operations and Resilience • Firearms and Explosives • State Pathology - Policy and Support • Organised Crime • Child Protection and Exploitation • Modern Slavery and Human Trafficking The work of the division is diverse, including the development of legislation and departmental strategies to tackle organised crime and modern slavery, resilience and emergency planning – including mass fatalities and excess deaths planning- as well as operational matters including the licencing of civil explosives and firearms appeals. There are a wide range of stakeholders, including other government departments, criminal justice delivery partners, Home Office, BEIS, HSENI, MOD and a range of voluntary and community sector organisations.
Main Duties and	The Head of Protection, Resilience and Licencing will be

Responsibilities	responsible for strategic planning, innovation and change management in relation to both legislation and operational delivery relating to resilience planning, excess deaths and mass fatalities, civil explosives licensing and oversight of the firearms appeals process. Main duties and responsibilities include: • Oversight of two POCD teams: ○ Operations and Resilience Branch ○ Firearms and Explosives Branch • DOJ policy lead in relation to emergency and resilience planning, including C3, Departmental Operations Centre (DOC) and civil contingency arrangements • Policy lead in relation to excess deaths and mass fatalities planning, and specifically in the next 12 months to identify and deliver a longer term plan for a resilience facility for mass fatalities • Review, agree and test the Mass Fatalities activation plan • Represent DOJ in relation to wider UK policy areas including the Biological Security Strategy, CBRN arrangements and relevant NSRA priorities • Contribute to the joint secretariat function of the Inter-Ministerial Group on Safety, Security and Migration (first meeting pending) • To provide clear and concise advice on relevant matters of resilience planning • Lead the development of a comprehensive review of the NI Firearms Order 2004 • Manage the interface and engagement with HSENI on civil explosives • Manage and oversee the interface and engagement with PSNI on firearms appeals and oversee the process for security related updates for civil explosives licensing and firearms appeals • Effective liaison with DSO on legal matters relating to the DOJ remit for firearms and explosives and other related matters.
Knowledge skills and experience required	Applicants should be able to demonstrate the following competencies: • Changing and Improving - creating and contributing to a culture of innovation, continuously seeking out ways to improve policy development and implementation. • Making Effective Decisions - using sound judgement to

	provide advice, creating evidence based strategies, evaluating options, impacts, risks and solutions before arriving at reasoned and justifiable decisions. • Leading and Communicating - establishing a strong direction and persuasive future vision, managing and engaging with people with honesty and integrity, and upholding the reputation of the Department and the NICS. • Managing a Quality Service - delivering a high quality and efficient service, creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for the relevant public services. Given the wide-ranging nature of this post, as well as the volume of operational decision making involved, the post holder must demonstrate their competence in managing a range of policy, legislation and operational work while maintaining effective stakeholder engagement and providing accurate, high quality written and oral communications that reflect and effectively communicate legal advice.
General Details	Staff <u>must</u> obtain agreement from their line manager that they can be released from their current post before applying for this opportunity. The individual selected will return to their previous post at the end of the temporary promotion period. This is a temporary promotion opportunity, and is expected to be in place for a period of 6 to 9 months, at which point the requirement will be reviewed. Staff are required to confirm with their line management that they can be released within two weeks if successful.
Selection Process	This is a paper sift – interviews may be scheduled if needed. Applicants are invited to set out, in no more than 500 words per competency, how they meet the requirements for the post. The Deputy Director, Cathy Galway, and the Director, Mark Goodfellow, will consider the applications and make the selection. Selection will be based solely on the information provided in the completed application form; interviews may be arranged if necessary. Applications must be made using the attached form and no other form of application will be accepted. Any application with responses in excess of 500 words per competency or submitted after the closing date will be deemed ineligible. The completed form should be submitted to Caroline.Clarke@justice-ni.gov.uk by 12 noon on Friday 27 January 2023.

Line Manager	The Line Manager is Cathy Galway, Deputy Director, Protection and Organised Crime Division. If you would like further information about this post, please contact Louise Watson on 02890 41 6936 / ext. 26936 or by e-mail: at Louise.Watson@economy-ni.gov.uk
Closing Date	12 noon – Friday 27 January 2023.

**TEMPORARY PROMOTION
GRADE 6 - HEAD OF PROTECTION, RESILIENCE AND LICENCING
PROTECTION AND ORGANISED CRIME DIVISION
Application Form**

NAME	
BRANCH	
SUBSTANTIVE GRADE	
CONTACT NO	

Please outline how you have demonstrated the competencies required of this post. Please provide dates and example(s) in 500 words or less (for each competency).

Applicant Signature	Date
Line Manager Signature	Date

1. Changing and Improving - Please describe how you have effectively captured, utilised and shared customer insight and views from a diverse range of stakeholders to ensure better policy development and implementation of improved service delivery. [MAX 500 words]
2. Making Effective Decisions – Please describe how you have weighed up data from various sources, recognised when to bring in experts/researchers to add to available information and presented reasonable conclusions from a wide range of evidence. [Max 500 words]
3. Leading and Communicating - Please describe how you have effectively communicated a sustainable approach to dealing with a new or challenging issue, orally and in writing, and using a range of communication tools and methods to convey your message. [MAX 500 words]
4. Managing a Quality Service - Please describe how you have helped improve service delivery while ensuring adherence to legal and regulatory requirements for that service. [MAX 500 words]

[END OF APPLICATION]

TEMPORARY PROMOTION OPPORTUNITY
GRADE 6- HEAD OF PROTECTION AND RESILIENCE
PROTECTION AND ORGANISED CRIME DIVISION
DEPARTMENT OF JUSTICE

Grade	Grade 6 – Head of Protection and Resilience Applications are invited from DoJ staff at substantive Grade 7 level who may be interested in a temporary promotion opportunity.
Directorate/Division	Protection and Organised Crime Division - Safer Communities Directorate.
Reduced Hours / Jobshare	This is a full time post.
Location	Protection and Organised Crime Division is based in Block B, Castle Buildings, Stormont Estate, Belfast. The post is capable of supporting hybrid working. The post holder will be required to be in the office a minimum of two days each week.
Security Clearance	SC is a requirement for this post. Where applicants do not currently hold SC, they must be prepared to undergo and obtain clearance to this level.
Background	Protection and Organised Crime Division is responsible for a wide range of functions across four branches: • Operations and Resilience Planning • Firearms and Explosives • State Pathology - Policy and Support • Organised Crime The work of the division is diverse, including the development of legislation and departmental strategies to tackle organised crime, resilience and emergency planning – including mass fatalities and excess deaths planning- as well as operational matters including the licencing of civil explosives and firearms appeals. There are a wide range of stakeholders, including other government departments, criminal justice delivery partners, Home Office, NIO, BEIS, HSENI, MOD and a range of voluntary and community sector organisations.
Main Duties and Responsibilities	The Head of Protection and Resilience will be responsible for oversight of the Operations and Resilience Planning, and State Pathology branches, and will also support the Head of Division on issues related to national security. This will include strategic planning, innovation and change management in relation to any necessary legislation and operational delivery relating to

	resilience planning, excess deaths and mass fatalities, civil contingencies, and state pathology. Main duties and responsibilities include: • Oversight of two POCD teams: ○ Operations and Resilience Branch ○ State Pathology Branch • Supporting the Head of Division on work with partners across UKG on issues related to national security and extremism. • DOJ policy lead in relation to emergency and resilience planning, including being the departmental C3 lead and having oversight of the Departmental Operations Centre (DOC) and civil contingency arrangements as required. • Policy lead in relation to excess deaths and mass fatalities planning including leading on the relevant policy groups on these business areas. • Ensure the department has appropriate resilience plans in place including the Mass Fatalities activation plan; Major Emergency Resilience Plan (MERP); and ensure appropriate levels of knowledge dissemination across the department, including the development of a C3 network. • Represent DOJ in relation to wider UK policy areas including the Biological Security Strategy and CBRN arrangements. • Lead on the joint secretariat function of the Inter-Ministerial Group on Safety, Security and Migration. • Support the State Pathology branch in the review of the State Pathology Department and implement relevant recommendations. • Ensure appropriate oversight arrangements are in place to support the function of state pathology.
Knowledge skills and experience required	Applicants should be able to demonstrate the following competencies: • Changing and Improving - creating and contributing to a culture of innovation, continuously seeking out ways to improve policy development and implementation. • Making Effective Decisions - using sound judgement to provide advice, creating evidence based strategies, evaluating options, impacts, risks and solutions before arriving at reasoned and justifiable decisions. • Leading and Communicating - establishing a strong direction and persuasive future vision, managing and

	engaging with people with honesty and integrity, and upholding the reputation of the Department and the NICS. • Managing a Quality Service - delivering a high quality and efficient service, creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for the relevant public services. Given the wide-ranging nature of this post, as well as the volume of operational decision making involved, the post holder must demonstrate their competence in managing a range of policy, legislation and operational work while maintaining effective stakeholder engagement and providing accurate, high quality written and oral communications that reflect and effectively communicate legal advice.
General Details	Staff <u>must</u> obtain agreement from their line manager that they can be released from their current post before applying for this opportunity. The individual selected will return to their previous post at the end of the temporary promotion period. This is a temporary promotion opportunity, and is expected to be in place for a period of 6 to 9 months, at which point the requirement will be reviewed. Staff are required to confirm with their line management that they can be released within two weeks if successful.
Selection Process	This is a paper sift – interviews may be scheduled if needed. Applicants are invited to set out, in no more than 500 words per competency, how they meet the requirements for the post. The Deputy Director, Katie Taylor, and the Director, Mark Goodfellow, will consider the applications and make the selection. Selection will be based solely on the information provided in the completed application form; interviews may be arranged if necessary. Applications must be made using the attached form and no other form of application will be accepted. Any application with responses in excess of 500 words per competency or submitted after the closing date will be deemed ineligible. The completed form should be submitted to Katie Taylor katie.taylor@justice-ni.gov.uk by 12 noon on Monday 03 February 2025.
Line Manager	The Line Manager is Katie Taylor, Deputy Director, Protection and Organised Crime Division. If you would like further information about this post, please contact Albert Kirkwood by e-mail: at albert.kirkwood@justice-ni.gov.uk
Closing Date	12 noon – Monday 03 February 2025

**TEMPORARY PROMOTION
GRADE 6 - HEAD OF PROTECTION AND RESILIENCE
PROTECTION AND ORGANISED CRIME DIVISION
Application Form**

NAME	
BRANCH	
SUBSTANTIVE GRADE	
CONTACT NO	

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4. Managing a Quality Service - Please describe how you have helped improve service delivery while ensuring adherence to legal and regulatory requirements for that service. [MAX 500 words]

[END OF APPLICATION]

ROLE PROFILE	Forensic Science NI (FSNI)	
Role Title:	Director of Reporting Services and Customer Engagement	
Division/ Department:	Reporting Services Directorate	
Reporting to:	Chief Executive	
Responsible for:	Direct ▪ Leading Scientist Team Managers	Indirect ▪ All Directorate staff ▪ Other Agency Staff
Role Purpose:	The Director of Reporting Services and Customer Engagement is a member of the Leadership Board of FSNI, reporting directly to the Chief Executive, and has full responsibility for a wide range of operational, scientific and customer engagement operations in the Agency, including direct management of the Reporting and Customer Engagement Teams. DORS is responsible for ensuring the development and maintenance of the highest standards of objective and independent forensic science provision to investigators, prosecutors, the Court and the wider CJS. DORS will champion and promote an ethos of continuous improvement in both scientific and administrative working practices of Reporting Officers (and the wider agency) so as to bolster the quality, capability, capacity, timeliness, efficiency and value of service delivery to customers and stakeholders. As a member of the Leadership Board, DORS will play a full and collegiate role in contributing to the development of FSNI's business strategies and plans, whilst independently assuring the compliance of processes, systems and projects with regulations, guidelines, values, principles and operating procedures as applicable. A key responsibility is the promotion and advancement of innovation to meet current and anticipated customer needs and drive efficiency throughout the organisation	
Key Contacts: (Internal and External)	Internal: Senior Management Team (LB & SMT) , Reporting Services and all Agency staff External: PSNI, SPD, PONI, HIU, PPS, Judiciary, NICTS, CJI, UKAS, DOJ, FSOG/FSLB, other CJO's and other forensic science providers (through AFSP, ENFSI, etc.)	
Date:	May 2024	
Grade:	Grade 6	

Key Accountabilities	Key Elements
Leadership	▪ Membership of FSNI's Leadership Board in determination of policies, strategies and plans for the agency ▪ Support and provide assurance to FSNI's Audit & Risk Assurance Committee ▪ Provide strategic leadership across FSNI in delivery of the Forensic Services Strategy for Northern Ireland ▪ Lead in the identification, assessment and management of business risks within FSNI ▪ Leading, developing and directing a team of Leading Scientist Team Managers and through them ensuring development of forensic strategies, case portfolio management, scene management expertise and "expert witness" capabilities at Court appearances
Achieving Results	• Overall responsibility for the Reporting Services and Customer Engagement function in FSNI, directly determining strategy and ensuring the achievement of strategic and operational plans • Direct management of a team of Lead Scientists/Principal Scientific Officers, each of whom manages a team of Court Reporting Officers (approximately 50 staff) and through them ensure the development of case forensic strategies, case and scene management expertise and Expert Witness capabilities at Court appearances • Development and maintenance of the highest standards of objective and independent forensic science provision to investigators, prosecutors, the Court and the wider Criminal Justice system (CJS) • Directing and developing FSNI's Customer Engagement function leading on the continuing transformation of the Agency through a process of horizon scanning, demand and capacity analysis and evaluation, scientific development projects, benefits realisation, service and product development • Drive implementation of FSNI business plans and key strategies • Development and monitoring of Memoranda of Understanding and Service Levels Agreements relating to the delivery of forensic science services • Lead the Agency's stakeholder engagement process and engage at a senior level with a range of stakeholders, Whitehall devolved administrations, other forensic providers and academia • Liaise with forensic science partner organisations in UK, Ireland and Europe regarding the sharing of best practice • Represent the Agency as appropriate at relevant professional or governance bodies

	• Champion and promote an ethos of continuous improvement in both scientific and administrative working practices across the Agency so as to bolster the quality, capability, capacity, timeliness, efficiency and value of service delivery to customers and stakeholders • Take the lead in solving many complex problems in the delivery of forensic services for the NI Justice System. This will involve a high degree of fact finding and analysis of complex and cross-cutting information to assess various solutions and scenarios • Work collaboratively with FSNI colleagues, across the wider Justice System and stakeholders to enhance the timely delivery of forensic science services ▪ Overall responsibility for Innovation for Reporting Services and through LSTMs ensure that Reporting Staff maintain an up to date knowledge of appropriate scientific developments and disseminate throughout the organisation
People	▪ Champion development for all staff within Directorate ▪ Ensuring the structure, grading and skills sets of the Reporting Services Team are fully aligned to corporate strategic objectives. ▪ Ensuring the Reporting team are managed in accordance with all policies and procedures, and performance management processes are optimised ▪ Supporting the CE and other Directors in the delivery of their objectives and development of FSNI wide processes ▪ Working closely with the Director of Laboratory Services, to ensure high performance standards, cross-directorate cooperation and process improvements
Strategy	▪ Executing the responsibilities of a Leadership Board member including significant contribution to FSNI strategic and operational plans ▪ Identifying, developing and directing the implementation of FSNI's Reporting Services Strategy ▪ Collegiate responsibility for the delivery of FSNI R&D Strategy and innovation plans ▪ Liaising with other functional Directors and managers, in particular the Director of Laboratory Services and Corporate Services Director, so as to understand all necessary aspects of organisational development, and ensure they are fully informed of organisational development objectives, purposes and achievements ▪ Ensuring the strategic delivery of services to customers over a planning phase of 3 to 5 years
Resources	▪ Responsible for the forecasting, agreement and management of Reporting Services budgetary requirements in line with departmental procedures ▪ Controlling resources in line with fluctuating demands
Quality	▪ Has overall responsibility for Quality within Reporting Services and promotes a Quality and Continuous Improvement culture, ensuring adherence improvement

	all relevant standards are adhered to in relation to the QMS ▪ Liaising with the Quality Director to support the maintenance and development of the agency's quality accreditation and conformance to Regulator's guidelines. ▪ Responsible for the highest standards of Expert Witness evidence.
Health & Safety and Equality	▪ Ensuring that Health & Safety policies are communicated and safe working practice is a core value of the Reporting Services Directorate.
Risk Management	▪ Identifying and managing risks to ensure effective service delivery ▪ Maintaining Corporate risk register with regard to owned risks
Services	▪ Driving Innovation and Development within the Agency ▪ Promoting a solutions-based, customer focused culture. Providing high level advice and guidance to customers and stakeholders
Professional Development	▪ Ensuring Continuing Professional Development to deliver personal development and best practice. ▪ Proactively seeking opportunities to enhance the capabilities of themselves and FSNi ▪ Ensuring the development and maintenance an international network of key contacts to ensure awareness of innovation within the forensic science community

Qualifications and experience	▪ At least 3 years senior management experience in the past 5 years within the forensic science industry ▪ Experience of negotiation, consultation and influencing at a senior level to achieve results
Skills and Key Behaviours	• Leadership • Managing People • Working with people • Mentoring staff, fostering collegiacy and teamwork • Managing Financial Resources • Dynamic, self motivated, analytical and innovative, with the ability to find pragmatic solutions • Ability to operate at a strategic level • Customer-focused, service oriented • Strong negotiation and influencing skills • Ability to develop and maintain networks • Analytical skills • Strategic Planning and implementation • Managing change and uncertainty • Judgement and decision taking • Innovation, creativity and problem solving • Communication, written and verbal.



Letter to FSNI CE re
DORS outcome - June



Letter to FSNI CE re
DORS outcome - June