

Find your purpose



# SCS2 Chief People Officer

Reference: 17617

**Closing Date: 23:59 Monday 3 March 2025**

Thank you for your interest in this role at the Crown Prosecution Service (CPS).

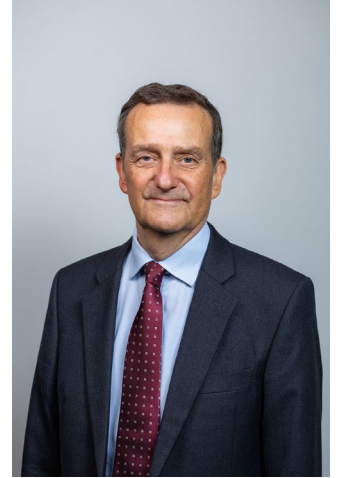
The CPS sits at the heart of the Criminal Justice System (CJS), working with partners to help keep the public safe. We prosecute criminal cases that have been investigated by the police and other investigative organisations in England and Wales. Our duty is to make sure that the right person is prosecuted for the right offence, and to bring offenders to justice wherever possible. These offences include all types of serious crime including murder, rape, burglary, terrorism, domestic abuse and multi-million-pound fraud cases. We also work across borders to tackle cybercrime, human trafficking, and drugs smuggling, and use our powers to confiscate the proceeds of crime at home and abroad.

As Director of Public Prosecutions (DPP), I have identified the following priority areas for the CPS during my tenure:

- Reducing delays in the CJS
- Improving outcomes in rape, serious sexual offences and domestic abuse cases
- Improving the experiences of victims in the CJS
- Improving the quality of CPS casework
- Driving continuous improvement, enhanced collaboration, and increased capability

By joining the CPS in this senior role, you will help me deliver these priorities and contribute to the Government's Safer Streets Mission. This is an opportunity to make a positive difference to the communities we serve and to wider society.

I look forward to working with you as part of my senior team.



**Stephen Parkinson**  
**Director of Public**  
**Prosecutions**

# Julie Lennard

## Director General - Chief Operating Officer



**Julie Lennard**  
**Director General - Chief**  
**Operating Officer**

I am delighted that you are considering joining the senior leadership team at the CPS.

In November 2024, I joined the CPS as Director General - Chief Operating Officer (COO). One of my first priorities as COO is to ensure we have the best senior leaders who can drive the CPS forward, provide exceptional leadership to our teams, and transform and enhance the services we offer.

The CPS is a diverse and inclusive employer committed to fostering a culture where everyone can thrive. We are seeking an outstanding leader and HR practitioner with extensive experience delivering in large and complex organisations. Your expertise will be crucial in driving cultural change, enhancing capabilities in an increasingly digital world, and increasing capacity across our national organisation of more than 7,000 people. As Chief People Officer, you will play a key part in harnessing the power of our diverse, committed, engaged, and highly motivated workforce.

This is an important, interesting, and fast-paced role with a genuine opportunity to make a significant impact on the CPS and wider Criminal Justice System. If you have the skills, experience and the passion to thrive in this environment, then we want to hear from you, and I hope you will apply.

## About the Crown Prosecution Service

The Crown Prosecution Service (CPS) prosecutes criminal cases that have been investigated by the police and other investigative organisations in England and Wales, making operational decisions fairly and objectively by following our Code for Crown Prosecutors, and independently of the police and government. If a case meets our legal test we charge the suspect, present the evidence and ask a court to find the defendant guilty.

You can find out more about our role on our website: [cps.gov.uk/about-cps](https://cps.gov.uk/about-cps)



## **The organisation**

Over 7,000 people work for the CPS, across England and Wales in a variety of roles. Almost half the employees are lawyers, who are responsible for deciding whether to prosecute cases, and represent the Crown in many hearings in the courts. The rest work to assist prosecutors preparing cases for court, or in other professions including operational delivery, finance, human resources, communications, policy, and digital and technology services. The CPS Board agrees the strategic direction and priorities for the CPS and provides a forum for constructive challenge on proposals and the implementation of decisions by the DPP and the executive team. It plays a key role in ensuring that the organisation is equipped to provide a professional, efficient and high-quality service.

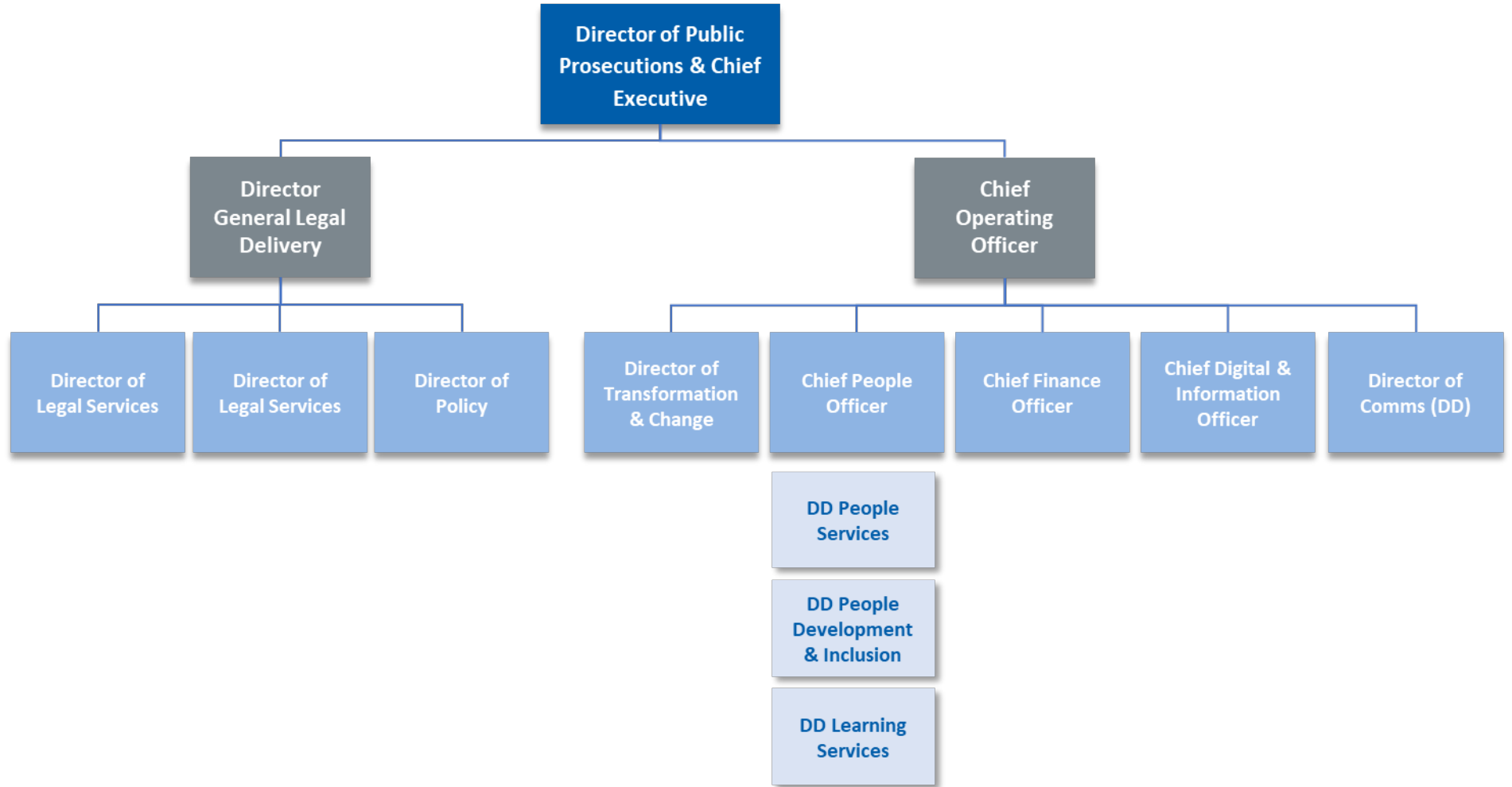
## **Context**

The CPS faces many challenges, most of which require joint working across the Criminal Justice System to address. This includes continued operational improvement and tackling court backlogs, developing an improved service for victims and reducing victim 'attrition', maintaining performance on Rape and Serious Sexual Offences (RASSO) cases, improving quality of casework, financial pressures from increased prosecution costs and advocate fees and wider economic challenges on headcount, recruitment and retention of skilled staff across the CPS professions (but particularly those with legal skills) as well managing an aging workforce, and replacing a case management system (CMS) that is more than 20 years old.

## **Great place to work**

The CPS is passionate about ensuring that we're a top performing organisation and a great place to work. Our culture of inclusion is underpinned by our staff networks and inclusion allies, alongside our mental health first aiders programme and wellbeing sessions. We commit to offering our employees the experience where they can: undertake impactful, purposeful work that makes a difference to the local communities; learn and grow with access to the right opportunities and resources; and feel valued, trusted and included

# Senior Structure



## Chief People Officer

### This role is accountable for:

This role is accountable for the design and delivery of efficient and effective People services to enable the organisation to recruit, retain and develop a diverse, productive, engaged and motivated workforce to deliver the corporate strategy.

This role holder will formulate the people strategy for an organisation of over 7,000 employees across England and Wales.

Leading a team of professional experts, this role will ensure that the Crown Prosecution Service (CPS) is supported by a high quality, efficient and effective People Function that is responsive to business needs and able to adapt to changes in business and government direction as well as legislative changes.

Reporting to the Director General - Chief Operating Officer (COO) and working closely with Executive Group (EG) this role will ensure, through careful design and application of robust policies and strategies, that the CPS' people resources are able to deliver both now and in the longer term.

### Key Responsibilities will include:

- Acting as a corporate leader for the whole organisation, helping to shape the strategy for CPS and building understanding of that strategy within CPS and more widely.
- Developing and implementing the people strategy to drive the people and cultural change required to enable CPS objectives through its 7,000 people.
- Creating and managing the strategic workforce plan and building a strong talent pipeline to ensure CPS has the skills and capabilities to meet future demands.
- Driving a high performing, inclusive culture that recognises the contribution of CPS' diverse workforce and is aligned to the values of CPS and the wider civil service.

- Building and promoting the employer brand for CPS to attract high quality candidates to the organisation.

For more information on the job role, please see job description below.



Job Description -  
Chief People Office

## Person Specification

### Use of Artificial Intelligence

The use of AI within applications is not prohibited as technological assistance can be considered broadly equivalent to a number of pre-existing tools. However, the application must be factually accurate, and you must declare how you have used AI in preparation for your application .

Candidates must be able to clearly demonstrate evidence of the following **essential criteria** that will be used to assess your application: -

### Essential Criteria:

- Relevant professional qualification – Chartered Fellow of the Chartered Institute of Personnel and Development (CIPD)
- Provides authentic, inclusive, inspiring and visible leadership of the function and wider organisation, with the ability to lead and develop a diverse multidisciplinary staff through continual improvement and transformational change
- Ability to lead, maintain and develop strong partnership-based employee relations
- Experience of workforce planning strategy within a diverse and geographically dispersed organisation
- Experience of leading and driving change at senior/Board level to deliver improved business performance across a medium/large, complex organisation
- Experience of working at senior/Board level with a proven track record of contribution to the strategic direction setting within an organisation of equivalent scale and complexity



## Job Title

Chief People Officer

## Location

This job can be located in any of the 6 CPS HR hubs – London, Liverpool, York, Birmingham, Cardiff, Wakefield, with regular travel to London expected. Also travel to other locations as required. ([Link to CPS Offices](#))

## Salary

SCS2 pay band range up to circa **£125,000**. Existing Civil Servants will be appointed in line with the Civil Service pay rules. For level transfers, salary will remain the same.

## Pension

Civil Services pension arrangements will apply. Full details can be found on the Civil Service Pensions website at: <https://www.civilservicepensionscheme.org.uk/>

## Annual Leave

There will be 30 days paid annual leave. In addition, you will be entitled to all public holidays and to one privilege day.

## Contract Type

This role is being offered on a full-time permanent basis, Job share applications will be considered, and requests for flexible working patterns will also be considered subject to business needs.

## Assignment Duration

This role has a minimum assignment duration of three years. An assignment duration is the period of time a Senior Civil Servant is expected to remain in the same post to enable them to deliver on the agreed key business outcomes. The assignment duration also supports your career through building your depth of expertise. As part of accepting this role you will be agreeing to the expected assignment duration set out above. This will not result in a contractual change to your terms and conditions.

Please note this is an expectation only, it is not something which is written into your terms and conditions or indeed which the employing organisation or you are bound by. It will depend on your personal circumstances at a particular time and business needs, for example, would not preclude any absence like family friendly leave. It is nonetheless an important expectation, which is why we ask you to confirm you agree to the assignment duration set out above.

## Checks

The appointment will be subject to satisfactory completion of checks on health, security and other matters.

If successful you must hold, or be willing to obtain, security clearance to SC level before taking up post.

More information about the vetting process can be found at the following link: <https://www.gov.uk/government/organisations/united-kingdom-security-vetting>

## Restrictions

During the period of appointment there will be certain restrictions on political activities [Civil Service management code - GOV.UK \(www.gov.uk\)](http://www.gov.uk).

## Business Appointments

Candidates should also note that on completion of the appointment, the post holder will be subject to the Government's Business Appointments Rules, with the possibility of restrictions on future employment imposed.

Further information about the Rules and restrictions likely to be imposed can be found at the address below:

<https://www.gov.uk/government/organisations/advisory-committee-on-business-appointments>

Should candidates wish to discuss the Rules in advance of making an application please contact: [james.griffin2@vereds.co.uk](mailto:james.griffin2@vereds.co.uk) in the first instance.

## Conflicts of Interest

To ensure the integrity of the judgements and decisions they make every day, all civil servants must make sure that no conflict arises - or could be perceived to arise - between their public duties and their private interests. This is a requirement of our Civil Service Code and is designed to protect both individual civil servants and their employing departments.

If you believe you (or any family member) have any interests that might be relevant (or perceived as relevant) to your ability to undertake this role, please email: [james.griffin2@veredus.co.uk](mailto:james.griffin2@veredus.co.uk) or [laura.spurgin@veredus.co.uk](mailto:laura.spurgin@veredus.co.uk) early in the process. Such interests may be financial or may be related to the relationships you have with specific individuals, organisations or employers.

## Application

If you would like to discuss the role confidentially before applying, or require more information about the recruitment process, please contact our recruitment advisors at Veredus: [james.griffin2@veredus.co.uk](mailto:james.griffin2@veredus.co.uk) or [laura.Spurgin@veredus.co.uk](mailto:laura.Spurgin@veredus.co.uk)

When ready to apply, please apply no later than **Monday 3 March 2025**.

Please include a day-time, evening and mobile telephone contact number, and your preferred email address for correspondence in your application, which will be used with discretion.

### Your submission should include:

- A short statement of suitability of not more than two A4 sized pages in Arial 11 font, explaining why this role interests you, along with relevant examples on how you meet the essential criteria as set out in the person specification.
- Your current CV with educational and professional qualifications and full employment history, explaining any gaps in your employment history, giving details where applicable, of budgets and numbers of people managed, highlighting relevant achievements in recent posts.
- Details of your current remuneration package. Notification of any dates you are unable to accommodate within the indicative timetable set out later in this pack. Please note, shortlisted candidates will be required to undertake a number of assessments (Individual Leadership Assessment, Staff Engagement Panel) prior to the final interviews. Your co-operation in making yourself available during this time will be much appreciated.

Failure to submit all documents will mean the panel only has limited information on which to assess your application against the criteria in the person specification.

Veredus is acting as an executive search and selection advisor to the CPS on this appointment.

Candidates should apply for this role at [www.veredus.co.uk/jobs/](http://www.veredus.co.uk/jobs/) quoting reference 17617

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online diversity questionnaire\*.

\*The diversity questionnaire online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

Please note that references and open-source due diligence checks (including into social media accounts) may be undertaken for all shortlisted candidates. If shortlisted you will be asked to complete a candidate information form, which will include details of your current remuneration package.

**Disability Confident Scheme:** Applicants with a disability who meet the minimum selection criteria in the job specification are guaranteed an interview. Selection will be on merit. If you wish to claim a guaranteed interview under the Disability Confident Scheme, you should complete the relevant section of the online application. It is not necessary to state the nature of your disability.

**Making the Civil Service a great place to work for Veterans:** For more information, please click on the link [Making the Civil Service a Great Place to Work for Veterans - GOV.UK \(www.gov.uk\)](http://www.gov.uk).

## Recruitment Process Overview

Chief People Officer level recruitment competitions are governed by the Civil Service Commission's Recruitment Principles. Applications will be sifted against the criteria set out above by a panel chaired by a Civil Service Commissioner.

This competition will be chaired by **Paul Gray**, Civil Service Commissioner. The panel will also include:

- **Stephen Parkinson**, Director of Public Prosecutions
- **Julie Lennard**, Director General Chief Operating Officer
- **Louise White**, Deputy Director of Service Improvement, Welsh Government

## Longlist

You will receive an acknowledgment of your application through the online process. If you do not receive a notification of your application, please contact: james.griffin2@veredus.co.uk

The panel will then assess your application to select those demonstrating the best fit with the role by considering the evidence you have provided against the essential criteria set out in the 'Person Specification' section. Failure to address any or all of these may affect your application.

The timeline later in this pack indicates the date by which decisions are expected to be made, and all candidates will be advised of the outcome as soon as possible thereafter.

## Preliminary discussion

Candidates selected for longlisting will be invited for a preliminary discussion and to follow up any questions raised by the panel at longlist stage with Veredus to further explore their skills and experience.

## Shortlist

The panel will review reports on those longlisted and will select a shortlist of candidates whose applications best demonstrate suitability for the role by considering the evidence provided against the essential criteria set out in the Person Specification.

## Assessment

Shortlisted candidates will be asked to:

- Participate in a staff engagement panel with a selection of people from across the CPS, this will take place in person in Petty France, London on **Tuesday 1 April 2025**.
- Undergo an Individual Leadership Assessment (ILA), a series of psychometric assessments, which includes verbal and numerical tests, concluding with a session with a psychologist.
- These assessments will not result in a pass or fail decision. Rather, they are designed to support the panel's decision making and highlight areas for the panel to explore further at interview. Further details about what the assessments will entail, can be here | [SCS Assessments | \(scs-assessments.co.uk\)](https://scs-assessments.co.uk).

Please note, shortlisted candidates may also have the opportunity to speak to a member of the panel prior to the final interview. This is an informal discussion to allow candidates to learn more about the role and is not part of the assessment process.

## **Final Panel**

Inputs from all of those steps will then form the basis of a panel interview, chaired by Paul Gray, Civil Service Commissioner, on **Thursday 1 May 2025**; this will take place in person in Petty France, London.

Full details will be provided to shortlisted candidates and recognising that there are a number of steps in the process, we will do our best to arrange the sessions in a way that works for you.

[The Civil Service code - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

## **Due Diligence**

Please note that due diligence will be carried out on shortlisted candidates. Candidates should expect this to include searches of previous public statements and social media, blogs or any other publicly available information.

## Expected Timeline

We always try and offer as much flexibility as we can, but unfortunately it will not be possible to offer alternative dates for Assessments or Interviews. You are therefore asked to note the below timetable, exercising flexibility through the recruitment and selection process, in order to meet the dates given. Please note that these dates may be subject to change.

The anticipated timetable is as follows:

Assessment	Location	Date
Advert Closes	N/A	23.59 3 March 2025
Longlisting	N/A	Thursday 13 March 2025
Preliminary Interview with Veredus	Virtual	w/c 17 March 2025
Shortlisting	N/A	Monday 24 March 2025
Assessments	<b>Virtual &amp; in person (London)</b>	(SEE F2F) Tuesday 1 April 2025 (ILA Virtual) w/c Monday 24 March 2025
Final Interviews	In person (London)	Thursday 1 May 2025



# Equality, Diversity and Inclusion in the CPS

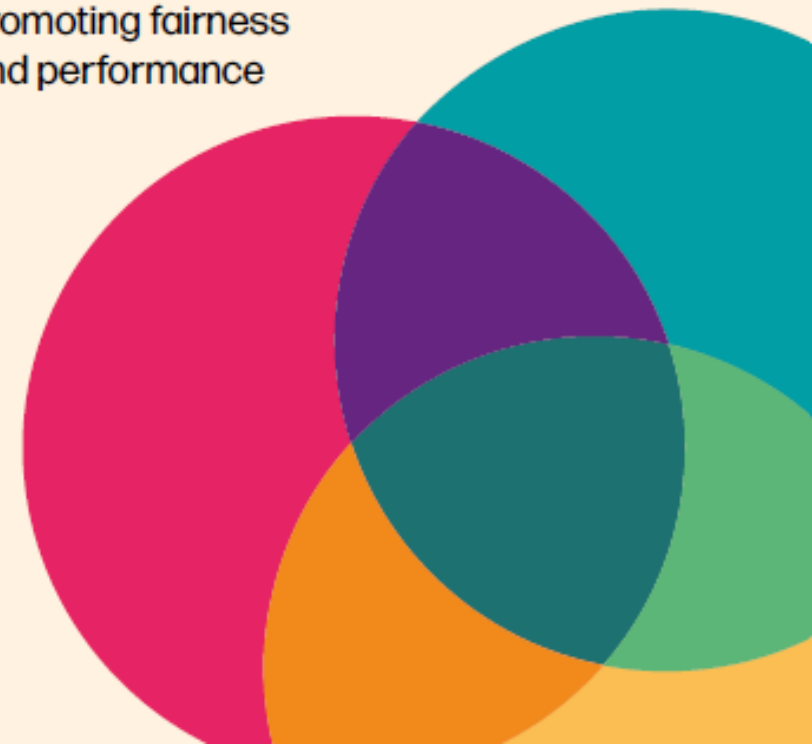
**Equality, diversity and inclusion is at that heart of how we work at the CPS, both as an employer and as a prosecution service.**

We are committed to supporting the principle that everybody should have the same opportunities for employment, development and progression. This should be based on their ability, competence and suitability for the role.

This means that no applicant should receive less favourable treatment on grounds of their ethnicity, gender, sexual orientation, age, marital status, disability, religion, transgender status, family or domestic responsibilities, or working patterns. Also, nobody should be disadvantaged by any specific conditions or requirements, unless it can be justified that these could affect their ability to undertake the role.



Promoting fairness  
and performance





# Employee Benefits

## Employee Benefits

Whatever your role, we take your career and development seriously and want to enable you to build a really successful career with the CPS and wider Civil Service.

It is crucial that our employees have the right skills to develop their careers and meet the challenges ahead, and you'll benefit from regular performance and development reviews to ensure this development is ongoing. As a Civil Service employee, you'll be entitled to a large range of benefits

### Equality, Diversity and Inclusion

**The Civil Service values and supports all its employees.**

We have strong and proactive staff networks, special leave policies for hospital appointments, reasonable adjustments put in place for those who need them, and diversity talent programmes to help everyone irrespective of background, to achieve their potential.

### Season Ticket and Bicycle Loan

Interest-free loans allowing you to spread the cost of an annual travel season ticket or a new bicycle.

### Pension

**Your pension is a valuable part of your total reward package.**

A competitive contributory pension scheme that you can enter as soon as you join where we will make a significant contribution to the cost of your pension; where your contributions come out of your salary before any tax is taken; and where your pension will continue to provide valuable benefits for you and your family if you are too ill to continue to work or die before you retire. Visit [Civil Service Pension Scheme](#) for more details.

### Generous Annual Leave and Bank Holiday Allowance

30 days annual leave on entry. This is in addition to eight public holidays.

This will be complimented by one further day paid privilege entitlement to mark the King's Birthday.

### Staff Wellbeing

#### Flexible working

Generous **paid maternity and paternity leave**: which is notably more than the statutory minimum offered by many other employers.

#### Childcare benefits

The government has introduced the Tax-Free Childcare (TFC) scheme. Working parents can open an online childcare account and for every £8 they pay in, the government adds £2, up to a maximum of £2000 a year for each child or £4000 for a disabled child. Parents then use the funds to pay for registered childcare. Existing employees may be able to continue to claim childcare vouchers, so please check how the policy would work for you [here](#).

#### Onsite facilities

Opportunity to use onsite facilities including fitness centres and staff canteens (where applicable).

#### Sick Pay

Occupational sick pay.

## FAQs

### 1. Can I apply if I am not currently a civil servant?

Yes.

### 2. Will the role involve travel?

Yes. Travel will be a requirement of this role.

### 3. Can I claim back any expenses incurred during the recruitment process?

No. Unfortunately we will not be able to reimburse you, except in exceptional circumstances and only when agreed in advance.

### 4. Are all CPS posts reserved for UK Nationals?

Certain posts, notably those concerned with security and intelligence might be reserved for British citizens, but this will not normally prevent access to a wide range of developmental opportunities within the Civil Service.

### 5. What nationality do I need to hold in order to apply?

To be eligible for employment to this role you must be a national from the following countries:

- The United Kingdom
- The Republic of Ireland
- The Commonwealth\*
- A European Economic Area (EEA) Member State
- Switzerland
- Turkey

Certain family members of EEA, Switzerland and Turkish nationals are also eligible to apply regardless of their nationality.

(\*Commonwealth citizens not yet in the UK, who have no right of abode in the UK and who do not have leave to enter the UK are ineligible to apply.)

For further information on whether you are eligible to apply, please visit [Gov.UK](https://www.gov.uk).

**The role of the Chief People Officer is a non-reserved post.**

## FAQs

### **6. Is security clearance required?**

Yes. If successful you must hold, or be willing to obtain, security clearance to **SC** level before taking up post.

More information about the vetting process can be found at the following link:

[United Kingdom Security Vetting: Applicant - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/united-kingdom-security-vetting-applicant)

### **7. What reasonable adjustments can be made if I have a disability?**

We are committed to making reasonable adjustments in order to support disabled job applicants and ensure that you are not disadvantaged in the recruitment and assessment process. Reasonable adjustments could include; allowing extra time during selection tests; ensuring that information is provided in an accessible format or; by providing training.

### **8. What is the role of the Civil Service Commission in relation to recruitment into the Civil Service?**

The Civil Service Commission has two primary functions:

To provide assurance that selection for appointment to the Civil Service is on merit on the basis of fair and open competition as outlined in the

[Civil Service Commission's Recruitment Principles.](#)

For the most senior posts in the Civil Service, the Commission discharges its responsibilities directly by overseeing the recruitment process and by a Commissioner chairing the selection panel to hear and determine appeals made by civil servants under the Civil Service Code which sets out the Civil Service values – Honesty, Integrity Impartiality and Objectivity – and forms part of the relationship between civil servants and their employer.

## FAQs

### **9. Will this role be overseen by the Civil Service Commission?**

Yes, this competition will be chaired by **Paul Gray**, Civil Service Commissioner.

### **10. What do I do if I want to make a complaint?**

The law requires that selection for appointment to the Civil Service is on merit, on the basis of fair and open competition as outlined in the Civil Service Commission's Recruitment Principles.

If you feel your application has not been treated in accordance with the Recruitment Principles, and you wish to make a complaint, then please email [SCSRelationshipsTeam@cps.gov.uk](mailto:SCSRelationshipsTeam@cps.gov.uk) in the first instance.

If you are not satisfied with the response received from the Department, you can contact the Civil Service Commission.

### **11. What should I do if I think that I have a conflict of interest?**

Candidates must note the requirement to declare any interests that might cause questions to be raised about their approach to the business of the Department.

If you believe that you may have a conflict of interest, please contact the [james.griffin2@veredus.co.uk](mailto:james.griffin2@veredus.co.uk) or [laura.spurgin@veredus.co.uk](mailto:laura.spurgin@veredus.co.uk) before submitting your application.

## Other Matters

### Disability Confident Scheme for Disabled Persons

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria. You should indicate this on your application form if you would like to be considered under this scheme.

### Equal Opportunities

The CPS values equality and diversity in employment. We are committed to being an organisation in which fairness and equality of opportunity is central to the approach in business and working relationships and where the organisational culture reflects and supports these values. In the CPS you have the right to a working environment free from discrimination, harassment, bullying and victimisation regardless of race, ethnic or national origin, age, religion, sex, gender identity, marital status, disability, sexual orientation, working hours, trade union membership or trade union activity.

### Civil Service Commission's Recruitment Principles

Selection for appointment to the Civil Service is on merit, on the basis of fair and open competition, as outlined in the Civil Service Commission's Recruitment Principles. The Civil Service Commission has two primary functions:

Providing assurance that selection for appointment to the Civil Service is on merit on the basis of fair and open competition.

Hearing and determining appeals made by Civil Servants under the Civil Service Code which sets out the Civil Service values – Honesty, Integrity, Impartiality and Objectivity.

More detailed information can be found at the Civil Service Commission website.

<http://civilservicecommission.independent.gov.uk/>.



## Other Matters

### Civil Service Inclusion

The Civil Service is committed to attract, retain and invest in talent wherever it is found. To learn more please see the [Civil Service People Plan 2024-2027 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/100000/civil-service-people-plan-2024-2027-gov.uk) and the [Civil Service Diversity and Inclusion Strategy: 2022 to 2025 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/100000/civil-service-diversity-and-inclusion-strategy-2022-to-2025-gov.uk)

### Reserve Lists

A reserve list may be held for up to 12 months, which the Civil Service may use to fill future suitably similar vacancies across government for candidate who are considered appointable following interview.





## Contact us

If you have any general queries or technical problems, please email :

[James.griffin2@veredus.co.uk](mailto:James.griffin2@veredus.co.uk) or [laura.Spurgin@veredus.co.uk](mailto:laura.Spurgin@veredus.co.uk)