



We are looking for an outstanding individual for the post of

**Online Procedure Rule Committee member**

**One member with experience in and knowledge of the lay advice sector**

**Reference number: PAT160071**

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

**Location:** The Committee are likely to meet in London, but some remote attendance will be possible.

**Term of appointment:** Three years

**Time commitment:** Likely to be a fixed commitment of approximately 1 day a month, with some further time in preparation.

**Remuneration:** The role is unremunerated, but reasonable out-of-pocket expenses (including travel and overnight accommodation) will be payable.

**Expected start date of role:** March 2023

**Closing date for applications is 9am on 24<sup>th</sup> October 2022**

Applications should be submitted to the Ministry of Justice Public Appointments Team via [PublicAppointmentsTeam@justice.gov.uk](mailto:PublicAppointmentsTeam@justice.gov.uk).

*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](#) 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).



## Introduction

Dear Candidate,

Thank you for your interest in becoming a founding member of the Online Procedure Rule Committee (OPRC). This is an opportunity to help shape the future of our justice system.

The OPRC is a new rule making committee which will play a critical role in further developing a digital justice system. It will be a key enabler for the shift towards a more integrated, efficient digital approach to justice.

The OPRC will need to develop and shape a new and innovative approach to rule making appropriate for delivering digital justice. Its work will support the use of innovative methods of resolving disputes and help define the operation of pre-action dispute resolution portals. It will consider procedure applicable across the Civil, Family and Tribunal jurisdictions.

The six members of the OPRC will consist of three members of the judiciary plus a legal practitioner, a member from the lay advice sector and a member with IT expertise. The OPRC has strong judicial support from the Lord Chief Justice, Master of the Rolls, President of the Family Division and the Senior President of Tribunals, with the 3 judicial posts on the OPRC likely to be initially filled by the senior judiciary from each jurisdiction.

This is a rare opportunity to join a new rule committee and influence its direction as it is established. You will be helping to drive the transition to increased digital integration in the justice system and will play a key role in ensuring the OPRC can help govern and manage that change.

We are seeking an individual who is an authority in their field and can work collaboratively with the judicial and non-judicial members of the OPRC and other stakeholders. You should also have excellent analytical skills and an enthusiasm for court and digital reform. If you believe you have the experience and qualities we are seeking, I hope you will consider applying for this position.

If you have further questions about this post, please contact [Helen.Timpson1@justice.gov.uk](mailto:Helen.Timpson1@justice.gov.uk).

If you have questions about the appointment process, you can contact the Public Appointments Team at: [PublicAppointmentsTeam@Justice.gsi.gov.uk](mailto:PublicAppointmentsTeam@Justice.gsi.gov.uk), or call Kasim Raja on 07922816594.

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## 2. About the Online Procedure Rule Committee (OPRC)

The OPRC is constituted by the Judicial Review and Courts Act 2022 to govern the practice and procedure for specified kinds of proceedings. For specified proceedings the OPRC has the same general powers as any of the existing civil, family or tribunal rule committees, though it may apply its rules across Civil, Family and Tribunal jurisdictions.

In addition to these more conventional powers, the Act provides the OPRC with further powers in three respects: to require the proceedings to be online in appropriate cases, support the use of innovative methods of resolving disputes, and regulate the use of pre-action dispute resolution portals.

The new Online Procedure Rules created by the OPRC may require that aspects of specified types of proceedings should be initiated, progressed or disposed of by electronic means and can also require parties to participate in hearings by electronic means.

The OPRC will also set standards for dispute resolution undertaken before any court claim is issued. The OPRC will establish data and process standards whereby cases from portals which meet these standards can transfer seamlessly into the court system if they are not resolved. This will support the integration of the justice system and is a key part of the move towards a more joined up approach to justice.

The OPRC will create the Online Procedure Rules which will be made via a Statutory Instrument laid before Parliament. The OPRC's work will include ensuring that these rules are easily navigable by the user, accessible and fair. It will exercise its powers having regard to the needs of people who require assistance with online procedures.

The OPRC must consist of 6 members: 3 judges, at least one of whom is a judge of the Senior Courts of England and Wales; one person who is a barrister, solicitor or legal executive; one person who has experience in, and knowledge of, the lay advice sector; and one person who has experience in, and knowledge of, information technology relating to end-users' experience of internet portals.

The OPRC will be a statutory non-departmental public body, sponsored by the Ministry of Justice.

Day-to-day operation of the OPRC will be undertaken by the Committee secretariat, which is part of a team of policy officials at the Ministry of Justice.

## 3. The role of the Online Procedure Rule Committee Member

### Job Description:

Members will be expected to play an active role in the OPRC and have collective responsibility for the creation and operation of the Online Procedure Rules. In particular, members will be expected to:

- Engage fully in Committee meetings, giving full consideration to the issues and taking account of all relevant factors, including any guidance issued by the Ministry of Justice or by the Lord Chancellor.
- Attend approximately 10 Committee meetings a year and participate in at least 1 working group. Frequency of working group meetings and associated work will depend on the priorities and work programme the Committee sets, working closely with the Lord Chancellor and Senior Judiciary.
- Read and consider papers outside of meetings. Keep abreast of paperwork and issues relating to the work of the OPRC. Candidates will be expected to put time aside ahead of meetings to review paperwork.
- Be prepared to represent the Committee publicly.

- Ensure that the OPRC's responsibilities under the Freedom of Information Act (including prompt responses to public requests for information) are discharged, agree contributions to publications as required.
- Respond appropriately to complaints, if necessary, with reference to the Ministry of Justice.
- Ensure that the Committee does not exceed its powers or functions.

From time-to-time issues of a confidential nature may arise during Committee work. The duty of confidentiality obliges members to respect the confidentiality of such work. Confidential information that members obtain during the course of membership of the Committee must not be shared by committee members except to the extent permitted by the Chair.

### **Essential criteria**

Candidates will be able to demonstrate the following:

- Experience in and knowledge of the lay advice sector.
- An interest in justice, law, court procedure, and digital services
- Commitment to putting the needs of users at the centre of the rule making process
- The ability to analyse and debate complex issues
- Effective interpersonal and communication skills including demonstrable ability to engage with stakeholders
- An understanding of diversity issues
- Demonstrable ability to express complicated matters in plain English

### **Desirable criteria**

Candidates should ideally have experience in one or more of the following areas:

- The ability to contribute to, and influence, Committee meetings
- Excellent time management skills
- Experience of helping users navigate court processes
- A knowledge of the existing work developing the digital justice system, including the HMCTS reform programme and current online dispute resolution.

### **Eligibility**

- There must be no employment restrictions, or limit on your permitted stay in the UK.
- You should not be employed in the UK Civil Service.

We welcome applications from all those who are eligible.

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

**Tenure:** Public appointments are offered on a fixed term basis. The appointment will run for three years with the possibility of reappointment for a further term subject to satisfactory appraisal and Ministerial discretion.

In line with the Governance Code for Public Appointments, there is a strong presumption that no individual should serve more than two terms of three years or serve in any one post for more than ten years.

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accords with the Principles of Public Appointments, that of Diversity: *“Public appointments should reflect the diversity of the society in which we live and appointments should be made taking account of the need to appoint boards which include a balance of skills and backgrounds”*.

#### **Remuneration, Allowances and Abatement:**

The role is unremunerated but reasonable out-of-pocket expenses (including travel and overnight accommodation) will be payable.

Travel and subsistence allowances may be payable on the same basis as that applicable to civil servants where the post holder is required to travel to other locations or stay overnight in the course of their duties.

**Performance Appraisal:** Members of the committee will be annually appraised by the Chair of the Committee.

**Standards in Public Life:** Public appointees are required to uphold the Committee on Standards. [Seven Principles of Public Life](#) You are also expected to adhere to the [Code of Conduct for Board Members of Public Bodies](#)

## **5. Advisory Assessment Panel (AAP) membership**

**The Panel will be:**

- Isobel Clarke or Sarah Rose – Deputy Directors, MOJ Dispute Resolution
- Lord Justice Colin Birss - Judicial member
- Fiona Rutherford, CEO Justice
- Nicolina Andall - Independent Panel Member Practising Commercial Lawyer

The Advisory Assessment Panel Chair will report to Ministers on the outcome of the interviews. Ministers are responsible for making the appointment.

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

The [Commissioner for Public Appointments](#) ensures that appointments are made in accordance with the Governance Code and the principles of public appointments. All appointments follow a recruitment process set out in the [Governance Code for Public Appointments](#).

Key stages and timings in the campaign process, *candidates will be updated if any changes are made to this timetable:*

<b>APPLICATION</b> Personal Statement, CV and supporting documents must be sent by the closing date.	9am 17 <sup>th</sup> Oct 2022
<b>SIFT</b> 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.	Nov 2022 (TBC)

<b>INTERVIEWS</b> Shortlisted candidates will be interviewed by the Panel. References will be taken before interview.	Jan 2023 (TBC)
<b>INTERVIEW RESULTS</b> Candidates will be informed of the outcome by e-mail approximately 4wks after interviews. <b>Candidates will be updated if there are any changes to this timetable.</b>	Feb 2023 (TBC)
<b>ANNOUNCEMENT</b> Appointments are publicly announced and security checks started	March 2023 (TBC)

## 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 interviewed.

## Interviews

Interviews may take place via MS Teams, and will be confirmed on invitation to interview. 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 in this way.

If you cannot attend an interview on the date shown, please advise us as soon as you can. It may be possible to arrange an alternative date at the discretion of the Advisory Assessment Panel (AAP). **Please note, if face to face interviews are conducted, travel expenses will not be reimbursed.** The Secretary of State or another Minister may ask to meet each of the candidates before or after interview.

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 commencement of the interview. This will be confirmed in your invitation to interview letter.

## 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

To make an application, please send:

- **A 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 personal 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. Information from AAPs indicates that applications which offer specific and tailored

examples against the criteria, making clear the candidate's role in achieving an outcome, are often the strongest. 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.**

### **Supporting Documents form (attached separately on cabinet office website)**

Please also complete and return the Applicant Supporting Documents form which seeks the following information:

- **Conflicts of interest and Previous Conduct:** If you have any interests that might be relevant to the work of the OPRC, 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 Assessment Panel and 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 Advisory Assessment Panel 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. If you need further advice, please contact **Kasim Raja** at [PublicAppointmentsTeam@justice.gov.uk](mailto:PublicAppointmentsTeam@justice.gov.uk)

- **Significant Political Activity** - In line with the Governance Code for Public Appointments, details of any declared activity will be made public if you are appointed;
- **Number of other public appointments** - please list any appointments currently held;
- **Referee details** – please give names/contact details of two referees (who will be contacted if you are shortlisted for interview); and
- **Diversity monitoring** – Please complete this online Microsoft form. 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. Please go to the “how to apply” section of the job advertisement and complete the diversity monitoring.

**Please send your CV, personal statement and supporting documents to:**

**[PublicAppointmentsTeam@justice.gov.uk](mailto:PublicAppointmentsTeam@justice.gov.uk) quoting reference PAT 160071 in the subject line of your email. We will acknowledge receipt.**

## **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 (this is the essential criteria outlined in Section 3). (Please go to the “how to apply” section of the job advertisement and complete the diversity monitoring form).

**The MoJ is a disability confident employer; further information can found here**  
<https://www.gov.uk/government/collections/disability-confident-campaign>

### **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 form and contact Nalini Deen on (quote PAT160035 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, Ministry of Justice, Head of the Public Appointments Team, ALB 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 as quickly and clearly as possible; 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](#).

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 send us all the necessary information.

Documents to be completed and sent	Tick
Your CV ( <i>maximum two side of A4</i> )	
Supporting Statement ( <i>maximum two side of A4</i> )	
Supporting Documents form which includes: <ul style="list-style-type: none"><li>• Conflicts of interest and previous conduct;</li><li>• Significant political activity;</li><li>• Number of other public appointments held;</li><li>• Please also supply details of your referees; and please also complete</li><li>• Diversity online monitoring form</li></ul>	

## 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: **1. 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.

### 2. 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 Outcome? 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 its future with your skill-set.

### 3. Supporting Documents (attached separately on Cabinet Office website)

- Please fill in the conflict of interest declaration form honestly. If you are asked for an interview, due diligence checks will be performed 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.