



Criminal Justice Inspection  
Northern Ireland (CJI)

# INSPECTOR

Candidate  
Information  
Pack

March 2020

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# Foreword by the Chief Inspector

Dear Applicant

Thank you for showing an interest in joining our team as a CJJ Inspector.

CJJ is focussed on making the criminal justice system in Northern Ireland better by providing high quality independent and evidence based reports that inform our community and make recommendations for improvements and achieving better outcomes.

As an Inspector you will have the opportunity to use your skills and experience to work across a range of organisations and review how they deliver services and outcomes that affect people every day.

Our diverse and challenging inspection programme often includes working with a number of organisations across broad thematic issues and on the challenges facing the criminal justice system.

We are a highly motivated, professional and successful multi-disciplinary team. Our Inspectors often work off site in the organisations they are inspecting, sometimes alone, as a team lead or team member maintaining our reputation for integrity, independence and quality. We produce reports that are in the public domain and of wide interest to a range of stakeholders within and beyond the criminal justice system.

We want to add a talented individual to our team who is equally effective working alone or as a good team player,



committed to quality and continuous improvement for yourself and others, is flexible and a great communicator.

We can provide you with excellent personal and professional development opportunities to progress your career and play an important part in delivering a better justice system for all.

If you are interested in justice and influencing better strategy, better governance, better delivery and better outcomes for our community, I look forward to hearing from you.

**Jacqui Durkin**

Chief Inspector of Criminal Justice  
in Northern Ireland  
March 2020

# About Criminal Justice Inspection Northern Ireland (CJI)

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CJI is Northern Ireland's independent statutory inspectorate with responsibility for inspecting a range of criminal justice organisations including the police, prison, probation and prosecution services as well as youth justice services and court administration.

We are a unique organisation because of our ability, as a unified inspectorate, to look across all of the bodies that make up the justice system, rather than just focusing on one part of it as happens in other jurisdictions in the United Kingdom (UK) and Republic of Ireland.

This approach allows our Inspection Team to identify issues that are common to some or all organisations, and puts us in a strong position to promote inter-organisational learning and best practice across and between the various bodies.

CJI is a small organisation but that is one of our greatest strengths. It allows us to be innovative and creative in the approach that we take and agile in our response to the challenges we encounter in our day to day inspection work. It also provides staff with a variety of experiences, being involved in inspecting a range of issues or organisations across the criminal justice system.

We have a strong reputation for delivering independent reports that add value and influence how criminal justice is delivered for everyone in Northern Ireland.

We look for opportunities to support organisations to make improvements that will benefit our community, assist those working in the justice system to make the best use of public money and provide reassurance to senior leaders – and the public – that justice is being delivered in a fair, impartial and respectful way.

Our aim is to secure a better justice system for all.

CJI is also one of the four designated UK independent National Preventive Mechanism (NPM) bodies within Northern Ireland involved in visiting or inspecting places of detention such as prisons, police custody, immigration detention centres, children's secure accommodation and mental health institutions.

The Chief Inspector of Criminal Justice in Northern Ireland is publicly appointed and all CJI staff are appointed by the Chief Inspector. Reports produced by CJI are laid before the Northern Ireland Assembly and published on our website.

CJI reports are used by the Minister of Justice, Northern Ireland Assembly and its Committees, criminal justice system leaders, stakeholders, other interest groups and the public to inform them about the performance of the justice system.

Further information on the organisation, its objectives and remit can be found in the 'About Us' area of the CJI website – [www.cjini.org](http://www.cjini.org).

## Our values

CJI's organisational values are:

- ▶ independence;
- ▶ impartiality;
- ▶ honesty;
- ▶ integrity;
- ▶ respect;
- ▶ openness; and
- ▶ robustness.

## The people

Our current Inspection Team, led by Chief Inspector Jacqui Durkin, draws on the skills and professional experience of a range of individuals from different backgrounds including policing, probation, legal, human resources and management consultancy.

Inspectors are based at our offices located on the Stormont Estate, Belfast, but their work means they can be involved in inspection projects throughout Northern Ireland as part of their role in delivering a comprehensive inspection programme.

The role also means that sometimes Inspectors are required to travel outside Northern Ireland to carry out their work and fulfil the requirements of their position.

The Inspection Team are supported by a small business support team who provide assistance in delivering against our business and communication objectives. They provide human resources, finance, communication and administration support.

Further details about the terms and conditions of the CJI Inspector role can be found on page 9.

## What's it like to work as a CJI Inspector?

As a CJI Inspector you have the opportunity to contribute directly to shaping our wide ranging inspection programme on an annual basis.

Managed by the Deputy Chief Inspector and as a key part of the Inspection Team, you are directly involved in working within an accredited inspection process, planning inspections, carrying out research and conducting fieldwork and then analysing the evidence to develop judgments and conclusions. You will be involved in presenting the findings of draft inspection reports internally to the Chief and Deputy Chief Inspector and to the organisations involved in the inspection.

The work is varied, interesting and fulfilling. Your role as an Inspector means you engage with a wide variety of people working within Northern Ireland's criminal justice organisations at an operational and senior leadership level. You also engage directly with those in the voluntary and community sector that contribute to the criminal justice system in Northern Ireland and beyond along with those who receive service from them.

In addition Inspectors have the ability to make recommendations that can support change and contribute to the future development of the justice system.

Our Inspectors work alongside the Chief and Deputy Chief Inspector to secure meaningful support for inspection recommendations. They support the Chief and Deputy Chief Inspector in providing independent, impartial expert opinion on the work and performance of the criminal justice system to the Minister of Justice, the Committee for Justice, All-Party Groups elected representatives in the Northern Ireland Assembly, the Department of Justice and the public.

CJI Inspectors also present their work to a wide ranging audience.

## What can we offer you?

As an Inspector with CJI we can offer you a professional and challenging work environment where you will be a valued and intrinsic part of a skilled and influential multi-disciplinary team.

You will have the opportunity by joining CJI to become involved with and lead inspections that cut across the justice system offering variety and the opportunity to develop a wide range of skills.

You will also have the opportunity to undertake focused pieces of work relating to individual justice bodies.

As a CJI Inspector you will also be working within an organisation where its processes have been independently assessed and certified to be of a high standard.

CJI supports the professional and personal development of staff in undertaking their role. By joining the Inspectorate you will work alongside and learn from experienced colleagues in CJI, its partner organisations/ inspectorates and have access to peer to peer support and development.

In addition, employees of CJI benefit from an organisational culture based on that of a knowledge-based business where the health and well-being of staff is a priority.

We offer a competitive salary and beneficial terms and conditions of employment. You can find out more about this on page 9.

# Job description

**Job Title:** Inspector

**Grade:** Broadly analogous to Grade 7 in the Northern Ireland Civil Service (NICS).

**Job Summary:** The main purpose of the role is to assist the Chief Inspector and Deputy Chief Inspector in producing high quality inspection reports and working in partnership with key stakeholders to further progress CJI's reputation as an independent, influential and progressive body.

## Main duties and responsibilities:

- ▶ Assist the Chief Inspector and Deputy Chief Inspector in the preparation of a programme of inspection;
- ▶ Liaise with organisations and maintain relationships during and outside of the inspection process, including with partner inspectorate bodies across the UK;
- ▶ Lead in the pre-inspection of organisations and participate in formal inspections in accordance with relevant legislation;
- ▶ Lead in the production of quality, evidence based draft inspection reports, making recommendations for performance improvement;
- ▶ Undertake thematic and joint inspections (including Ministerial requests) with other agencies as required, identifying good practice, areas for improvement and achieving best value;
- ▶ Provide advice and presentations to the Chief Inspector, Ministers and Northern Ireland Assembly Committees, All-Party Groups and organisational boards/senior leaders on issues relating to the inspected organisations;
- ▶ Maintain standards of professional practice, complying with CJI's values and inspection protocols;
- ▶ Support and operate within Quality Management System ISO 9001:2015 standards;
- ▶ Work in a team environment ensuring that strategic aims and targets are achieved without unnecessary duplication or waste of resources;
- ▶ Represent the Chief Inspector at meetings and conferences as required, including to organisations, stakeholders / Non Government Organisations and academic establishments;
- ▶ Support the business activity of CJI through involvement in internal team meetings, Senior Management Team meetings, training and development, ad hoc business improvement activities; and
- ▶ Any other duties commensurate with the role.

# Personnel specification

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## Essential requirements

- ▶ A degree or equivalent level qualification or experience of working in a justice related organisation in a role reporting to the Board.
- ▶ Demonstrable experience of leading service improvement and reform projects in a public services environment for example, inspection, audit or consultancy.
- ▶ Demonstrable experience of research and analytical skills leading to producing quality written reports with recommendations to Board/senior management for improvement.
- ▶ Experience of building and maintaining effective working relationships across a range of organisations at a senior level.
- ▶ Full current driving licence that enables you to drive in Northern Ireland and a car available for official business use or access to a form of transport which will enable you to meet the full requirements of the post.

## Desirable requirements

- ▶ Knowledge of the criminal justice system.
- ▶ Experience of leading significant inspection, audit or consultancy projects within the criminal justice sector.

## Competencies

- ▶ Strategic thinking and making effective decisions;
- ▶ Analytical skills;
- ▶ Delivering quality services at pace;
- ▶ Effective leadership and collaboration skills;
- ▶ Communication and influencing skills; and the
- ▶ Ability to work as part of a team.



# Terms and conditions

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## Salary

The current salary banding for the post of Inspector is £45,354 - £57,062 per annum (under review). The salary broadly reflects the NICS Grade 7 salary band and is normally reviewed in line with NICS pay revisions.

## Pension

The successful candidate will also be eligible for membership of the Civil Service Pension arrangements in operation within the NICS or a partnership pension account.

## Annual leave

Annual leave entitlement will be 30 days per annum plus statutory public holidays.

## Hours of work

Full time standard 37 hours per week.

Staff will, on occasion, be expected to work outside of normal working hours when the need arises but this will be matched with time off in lieu.

## Official Travel

There will be a requirement to frequently travel to various locations within Northern Ireland including police, prison and court premises and occasionally outside of Northern Ireland to carry out the specified duties of the Inspector role or represent CJJ.

## Future employment opportunities

It is CJJ's intention to retain a reserve list of candidates who are deemed suitable for appointment from this competition for 12 months. CJJ will seek to make additional Full or Part Time appointments from this list on the basis of merit, should further Inspector vacancies arise within this timeframe.

***Criminal Justice Inspection Northern Ireland is an equal opportunities employer which seeks to encourage applications from all sections of the community. We seek to ensure equality of opportunity for all regardless of age, gender, sexual orientation, community background, political opinion, marital status or disability in our recruitment and employment practices.***

# Recruitment process and response instructions

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## Key dates

**Closing date:**

**5.00pm** 17, April 2020

**Shortlisting:**

Week commencing 20 April 2020

**Interview:**

Week commencing 18 May 2020

## How to apply

If you wish to apply for the available Inspector post, please respond by submitting a completed application form by the closing date listed above.

It is important that in your application form, you provide evidence of your proven experience that relates to the person specification within this pack.

Please note that CJI have engaged with an external recruitment company (Grafton Recruitment) to manage the administration of the recruitment competition.

You can only apply for the Inspector role by completing the online application form at <https://graftonrecruitment.getgotjobs.co.uk/home>

## Shortlisting

CJI will invite prospective candidates for interview on the basis of the evidence provided in their application form against the essential requirements for the post outlined in this candidate pack.

In the event of a high volume of candidates applying, CJI will also use candidates' responses to the first and if required, the second desirable requirement(s) for the post as specified in the candidate pack to select candidates for interview.

## Pre-employment checks

The successful candidate and any candidate(s) placed on the reserve list subsequently offered employment with CJI will be required to undertake a pre-employment security check in line with the requirements of the Inspector role.

## Information or queries

If you have any queries or require further information relating to the role or the recruitment and selection process, please contact Grafton Recruitment on **028 9032 2022**.

Should you have any queries about CJI or the role of an Inspector, please contact Dr. Roisin Devlin at Criminal Justice Inspection Northern Ireland on **028 9076 5764** or email [linda.boal@cjini.org](mailto:linda.boal@cjini.org).

**Criminal Justice Inspection  
Northern Ireland**  
*a better justice system for all*



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