



Civil Service



Ministry  
of Defence

# Director of Service Prosecutions

## Ministry of Defence

### SCS Pay Band 2

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Stonewall

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# Why join Ministry of Defence

## Director of Service Prosecutions (DSP)

“ Thank you for your interest in this crucial role ”



The Service Prosecuting Authority was formed through the merger of the Naval Prosecuting Authority, Army Prosecuting Authority and Royal Air Force Prosecuting Authority, enabling operational effectiveness and fairness by a single system of Service prosecution.

In broad terms, the DSP's functions are very similar to the Director of Public Prosecutions or any other civilian prosecuting authority.

The role of the DSP is to act with prosecutorial independence to decide whether to prosecute a suspect under Service law, to determine the appropriate charges and prosecute the case before the Court Martial or Service Civilian Court.

We are therefore looking for an exceptional, highly motivated and impactful individual to deliver a fair, efficient and high-quality prosecution service. This is a highly prestigious post, appointed by HM The Queen. As such, to be successful you will have well developed legal instincts, you will have experience of heavyweight court work, and diplomacy, tact and firmness in dealing with the issues the SPA faces. Imperative for the success of this role is

fostering excellent working relationships with all stakeholders in the Service Justice System; all constituent parts rely heavily on each other for the effective functioning of the SPA.

The SPA will benefit from your well-honed legal advice, your legal judgment and prosecutorial skills - and your outstanding personal leadership to the people under your direction, delivering consistently excellent service and insights. This is a unique opportunity to work with and for members of the Armed Forces, to maintain appropriate discipline within the ranks, while at the same time contributing materially to the Defence of this nation. You will be adding to the essential operational effectiveness of UK Defence, through applying the proper rule of law for our people, in sometimes very difficult circumstances.

As Chief of Defence People I am delighted that you are considering this position and can guarantee you a highly challenging, influential and fulfilling role should you be successful.

**Lieutenant General James Swift OBE**

**Chief of Defence People  
Ministry of Defence**

# Diversity & Inclusion

The Civil Service is committed to becoming the most inclusive employer in the UK.



We are committed to understanding, respecting and representing as broad a range of views and backgrounds as we have in UK society. We know that diverse perspectives and experiences are critical to an effective, modern Civil Service.

Our vision is to ensure the Civil Service represents modern Britain and is a truly inclusive employer – an example to other employers. We will create an organisation where diversity is not only respected and valued – but celebrated.

## What's in it for me?

We want to maximise the potential of everyone who chooses to work for us – regardless of background.

If you're interested in becoming a world class leader, developing your career with us – starting with this interesting and challenging role – or doing things

differently and inspiring colleagues, then the Civil Service is the place for **you**.

Our passion for diversity and equality means creating a work environment for all employees that is welcoming, respectful, engaging, and enriched with opportunities for personal and professional development.

## What's next?

You've taken the first step and looked through this job pack to understand the skills and experience needed to perform this role. Now join us in achieving our ambitions and let us help you achieve yours. [Read more](#).

# About the Ministry of Defence

## Our vision

The first duty of Government is to defend our country and to keep our people safe. Our national security and our economic security go hand-in-hand. Our strong economy provides the foundation to invest in our security and global influence, which provides more opportunities at home and overseas to increase our prosperity.

In a more dangerous world, we have chosen to use our hard-earned economic strength to support our Armed Forces and give them what they need to help keep Britain safe. We will increase defence spending every year and continue to meet NATO's target to spend 2% of GDP on defence for the rest of the decade.

In the 2015 Strategic Defence and Security Review (SDSR) we set out plans for stronger defence with more ships, more planes, more troops at readiness, better equipment for special forces, and more for cyber. We will protect our people, territories, value and interests, at home and overseas, through strong armed forces and in partnership with

allies, to ensure our security and safeguard our prosperity.

We have four strategic objectives:

1. **Protect our People:** We will defend and contribute to the security and resilience of the UK and Overseas Territories, protect our people abroad, maintain the Continuous At Sea Deterrent and conduct operations as required.
2. **Project our Global Influence:** We will contribute to improved understanding of the world and increase our influence in the regions that matter to us, through strategic intelligence and the global defense network. We will reinforce international security and the capability of our allies, partners and multilateral institutions.
3. **Promote our Prosperity:** We will contribute to the UK's economic security, support our industry including through innovation and exports, continue to invest in science and technology and contribute to the wider skills and citizenship development that support British society.
4. **Maintain a strategic base and integrated global support network, and manage the Department of State:** We will maintain an agile strategic base and global support network that enable the command, generation, preparation, projection, sustainment, maintenance, operation and redeployment of military capability in support of the Defence objectives. This reflects the nature of the Department as a Strategic Military Headquarters as well as being a Department of State. We will command UK military operations worldwide, while providing the necessary enablers such as infrastructure, equipment, logistics and medical.

## Defence in a Changing World

The National Security Strategy and SDSR15 highlighted the changing and increasingly uncertain international security context in which Defence must operate. The associated National Security Risk Assessment concluded that the risks and threats faced by the UK have increased in scale, diversity and complexity; the increasing threat posed by terrorism, the resurgence of state-based threats, the impact of technology, and the erosion of the rules-based international order are now particular challenges for the UK. We have made major reforms to how the Ministry of Defence (MOD) and Armed Forces are organised and operate to ensure that we can maximise our investment in Defence capabilities.

We must adapt to stay ahead, configure our capability to address tomorrow's threats, not yesterday's, build more versatile and agile forces for the future, and ensure our people have what they need to do what we ask of them. We cannot do everything on our own, so we must work effectively with our Allies and partners. And we must spend our budget wisely.

Therefore, the National Security Adviser is leading a national security capability review that will include examination of the policy and plans, which support implementation of the national security strategy, and help to ensure that the UK's investment in national security capabilities is as joined-up, effective and efficient as possible, to address current national security challenges. The review will also be informed by work which has already been commissioned in response to recent national security-related incidents. The outcome of this work, due later this year, will need to be implemented.

## Our People

Every hour of every day, our people are supporting operations around the globe, protecting Britain's shores, developing world-class weaponry, and partnering with our international allies.

However, our success depends on our people – our Whole Force – Regulars and Reservists, civil servants and contractors, all working as one.

## We require

- Leadership at every level of Defence that is **Inspiring, Confident and Empowering**: making the right decisions at the right time for the right reasons – and learning from the things that go wrong;
- Strong Armed Services with a war-fighting ethos and a willingness to adapt, and an effective Ministry of Defence, working together to make Defence as a whole stronger;
- Modern, innovative ways of doing business, where individuals accept responsibility for decisions and we weed out duplication, red-tape, waste and delay.

We employ all kinds of people across a wide range of interesting and rewarding jobs and if you join us you will be doing work that makes a difference and really matter. Click [here](#) to hear more from our staff on their experiences of the Ministry of Defence.

## Employer of Choice

The vision for Defence People is that our outputs are delivered by the right mix of capable and motivated people that appropriately represent the breadth of the society we exist to defend, now and in the future.

People in Defence must bring diversity of talent, experience, personal characteristics, perspective and background; this is not only morally right, but is fundamental to the operational effectiveness of Defence.

We strive to be an employer of choice, through recognising, encouraging and celebrating diversity. We aim to be an organisation that not only encourages everyone to be themselves in the workplace but makes a clear link between embracing individual diversity and the successful delivery of Defence outputs.

## What we aim to achieve

- Ensuring MOD has a good quality evidence base to make decisions and direct resources.
- Each person who works in defence feels and believes they are treated fairly and that the work practices

and environments correctly support their individual needs to enable them to do their job effectively.

- Business leaders and managers, both individually and collectively in Top Level Budgets (TLBs), intuitively factor diversity and equality into their decision making.
- Individual members of staff understand their role and take responsibility for making the MOD diversity and inclusion philosophy a reality, such that policies are implemented and the gap between the rhetoric and experience is closed.
- Assuring that MOD is legally compliant across the equality spectrum.

## Force for Inclusion

A copy of the MOD's **Diversity and Inclusion Strategy 2018** is also available to download from the Civil Service Jobs website. In it, the Department details its commitment to Defence harnessing the power of difference to deliver capability that safeguards our nation's security and stability.



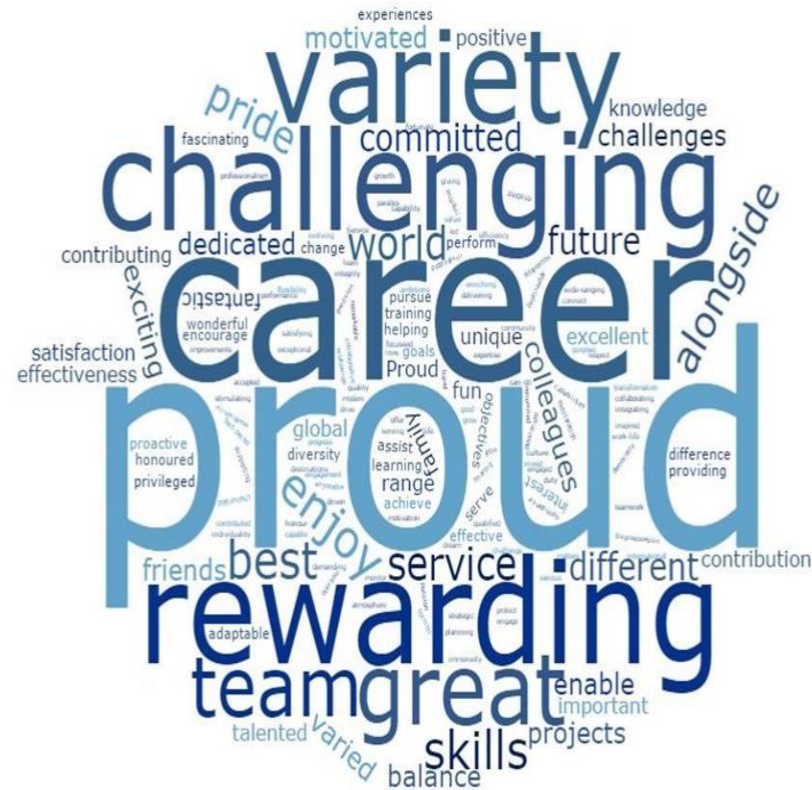
Do you want to be part  
of...

The 5<sup>th</sup> largest defence budget in  
the world

With over 20 Operations in over 25  
countries

And £178bn Planned Expenditure on  
Equipment and Support over the  
next 10 years

Source Defence in Numbers 2016





# About the role

## Job Title

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Director of Service Prosecutions (DSP).

## Location

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RAF Northolt, Ruislip, Middlesex.

Please note the requirements for travel and level of flexibility available as set out in the FAQs section.

## Salary

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£130,000 p.a.

The salary for this post is set within the Senior Civil Service Payband 2 range.

Existing Civil Servants will be appointed in line with the Civil Service pay rules in place on the date of their appointment.

## Contract Type

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The post is offered on a fixed-term basis for a period of five years with no possibility of extension or permanency. This is to maintain the independence of the office.

## Security Clearance

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Please note that the successful applicant will need to hold, or be prepared to apply for, **Developed Vetting** level security clearance. The position is reserved for **UK nationals only**.

## Overall Job Purpose

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The key powers of the Director of Service Prosecutions (DSP) are set out in the Armed Forces Act (2006). The principal functions of the DSP are to decide, in cases referred to her/him, whether to prosecute a suspect under service law and for directing that a trial at court martial should take place, and the charges to be brought. The DSP is also responsible for the conduct of prosecutions brought before service courts. These functions may be delegated to prosecuting officers and the DSP can be represented by Counsel. The post also has delegated financial responsibility for the Service Prosecuting Authority operating budget, for which they will be accountable to Chief Defence People. The DSP is appointed for a period of five years and is responsible for a team of over 50 personnel including service and civilian prosecutors and support staff.

The DSP is head of the Service Prosecuting Authority (SPA). The role of the SPA is to review cases referred to it by the Service Police or Chain of Command and to prosecute appropriate cases at Court Martial or Service Civilian Court. The SPA will also act as respondent in the Summary Appeal Court and represent the Crown at the Court Martial Appeal Court.

The conduct of prosecutions before the service courts is entirely a matter for the DSP with oversight from the Attorney General as appropriate. The DSP is independent from the chain of command.

### **Main Activities**

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The Director of Service Prosecutions is a key leadership role and will be responsible for:

- Delivering a high-quality prosecution service that brings offenders under service law to justice, thereby promoting discipline in the Armed Forces, which is vital to operational effectiveness.
- Delivering a prosecution service which promotes confidence in the Service Justice System (SJS) and the rule of law, through the consistent, fair and independent review of cases and through their thorough and firm presentation.
- Maintaining a joint Service organisation which is flexible and deployable throughout any theatre of operations.

### **Key Objectives / Deliverables**

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- Effective allocation of casework on the basis of competence and experience.
- Maintain a complement of appropriately skilled prosecuting officers.

- Ensure that the system of decision taking within the SPA is independent, fair and efficient.
- Liaison with the Attorney General to allow the Attorney to exercise her role of oversight of the SPA.
- Establish and maintain effective relationships with the other constituent elements of the SJS to support the overall effectiveness of the system while maintaining prosecutorial independence.
- Advise Service Police on matters relating to investigation or prosecution under Service law.
- Contribute to the overall fairness and efficiency of the SJS and in consequence to the discipline and operational effectiveness of the Armed Forces.
- Develop and maintain close liaison through Prosecuting Officers and other staff with the Service Police forces and with the court administration officer under the Act.
- Engage with Her Majesty's Crown Prosecution Service Inspectorate ("the Inspectorate") with a view to establishing and maintaining an effective system for the assessment of aspects, agreed with the Inspectorate, of SPA's performance.
- Engage with counterparts in the civilian justice system as necessary about issues of common interest.

- Compile and maintain data relevant to the assessment by the Inspectorate of such aspects of SPA's performance.
- Serve as a member of the Service Justice Board to consider broad issues related to the SJS.

# Person Specification

It is important that through your CV and supporting statement you provide detailed evidence and examples of proven experience.

## **Professional Knowledge / Qualifications:**

The pre-requisites for the DSP are laid down in the Armed Forces Act 2006. The DSP must have either a 10 year general qualification within the meaning of Section 71 of the Courts and Legal Services Act 1990, or the Scottish or Northern Ireland Equivalents; knowledge and experience of the criminal law of England and Wales and of criminal prosecutions; recent courtroom advocacy experience at the highest levels in very serious cases including in the Crown Court (or equivalent).; if serving, they will remain an officer on the Active List who is subject to service law but takes decisions on prosecutions independently from the chain of command.

The successful candidate will be able to demonstrate achievement against the following **essential criteria**:

- Expert experience of criminal law and serious criminal prosecutions in England and Wales, Scotland or Northern Ireland. With recent courtroom advocacy experience at the highest level.
- Influencing and networking skills which will help to drive a coherent approach to the Service Justice System while also maintaining prosecutorial independence.
- Gravitas and credibility in making difficult decisions in the more serious cases.
- A proven ability to lead, manage and give direction to a large team.
- Excellent media handling and presentational skills.

## **Desirable criteria:**

- The ability to quickly acquire an understanding of Service Law, in particular in relation to the Armed Forces Act (2006).
- An understanding of, or the ability to acquire an understanding of, Service life and the operations of the three Services, and of the needs and workings of a Service system of justice and discipline.

# Benefits of working for the Civil Service

Whatever your role, we take your career and development seriously, and want to enable you to build a really successful career with the Department 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 on-going. As a Civil Service employee, you'll be entitled to a large range of benefits.

## **Equality, Diversity and Inclusion**

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

We have strong and pro-active 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.

## **Pension**

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**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**

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25 days annual leave on entry, increasing on a sliding scale to 30 days after 5 years' service. This is in addition to 8 public holidays.

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

## **Staff Wellbeing**

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**Flexible working** including part-time or time-term working and access to Flexible Working Schemes allowing you to vary your working day as long as you work your total hours.

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

**Childcare benefits** (policy for new employees as of 5 April 2018): 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).

### **Season Ticket and Bicycle Loan**

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

### **Sick Pay**

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Occupational sick pay.

# The Recruitment Process

## Application

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To apply for this post, you will need to complete the online application process accessed via the advertisement listed for this role. This should be completed no later than **23:55 on Wednesday 27 May 2020** and will involve uploading the two documents outlined below:

1. A **CV** setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps within the last two years
2. A **Statement of Suitability** (no longer than two pages) explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role, with particular reference to the criteria in the person specification

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

Please ensure that both documents contain your full name.

As part of the online application process, you will be asked a number of diversity-related questions. If you do not wish to provide a declaration on any of the particular characteristics, you will have the option to select 'prefer not to say'. The information you provide when submitting your application will help us monitor our progress towards the Civil Service becoming the most inclusive employer by 2020. See the [Civil Service Diversity and Inclusion Strategy](#) for more information.

Should you encounter any issues with your online application please get in touch with us via:

[matthew.butterfield@cabinetoffice.gov.uk](mailto:matthew.butterfield@cabinetoffice.gov.uk)

## Shortlist

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You will receive an acknowledgment of your application through the online process.

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 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 longlisted and shortlisted candidates will be advised of the outcome as soon as possible thereafter.

## Assessment

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If you are shortlisted, you will be asked to take part in a series of assessments which could include psychometric tests. 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.



You will also have the opportunity to speak to **Lieutenant General Swift** prior to the final interview to learn more about the role and the organisation. Please note this is not part of the formal assessment process.

You will be asked to attend a panel interview in order to have a more in-depth discussion of your previous experience and professional competence in relation to the criteria set out in the Person Specification.

Full details of the assessment process will be made available to shortlisted candidates.

### **Selection process**

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The panel will be chaired by **Kevin Woods**, Civil Service, Commissioner.

The competition will be subject to audit by the Civil Service Commission. 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. 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.
- Hearing and determining appeals made by civil servants under the Civil Service Code (Appendix Y) which sets out the Civil Service values – Impartiality, Objectivity, Integrity and Honesty - and forms part of the relationship between civil servants and their employer.

More detailed information can be found at on the Civil Service Commission website: [civilservicecommission.independent.gov.uk](https://civilservicecommission.independent.gov.uk)

In addition to Kevin Woods, the other panel members will be:

- Lieutenant General Swift, Chief of Defence People, MoD.
- Max Hill, Director of Public Prosecutions, Crown Prosecution Service.
- Isabel Letwin, Director Legal Advisers, MoD.
- Shehzad Charania, Director and Dep Head of the Attorney General's Office.
- Caron Tassel, Head of Discipline Conduct Legal, MoD.

### **Offer**

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Regardless of the outcome, we will notify all candidates as soon as possible after the final interview.

# Expected Timeline

We will try and offer as much flexibility as we can, but it may 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:

Advert Closing Date	23:55 on Wednesday 27 May 2020
Shortlist Meeting	Week commencing 8 June 2020
Assessments	Week Commencing 22 June 2020
Interviews	Week Commencing 29 June 2020

# FAQs

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

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Yes. The post is advertised to suitably qualified people in the external market, and to existing Civil Servants and those in accredited Non-Departmental Public Bodies.

## Is this role suitable for part-time working?

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No, this role is available for full-time or flexible working arrangements (including job share partnerships), subject to the need to meet agreed business objectives. If you wish to discuss your needs in more detail please get in touch with the named point of contact in this pack.

## Will the role involve travel?

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Regular travel, including internationally, will be required for this role.

## Where will the role be based?

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RAF Northolt, Ruislip, Middlesex  
Unfortunately, relocation costs will not be reimbursed.

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

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

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

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

- The United Kingdom

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

## Reserved for UK Nationals

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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.

**This is a reserved post.**

## Is security clearance required?

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Yes. If successful you must hold, or be willing to obtain, security clearance to **DV level (Developed Vetting)**. More information about the vetting process can be found [here](#)

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

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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.

If you feel that you may need a reasonable adjustment to be made, or you would like to discuss your requirements in more detail, please contact:

[matthew.butterfield@cabinetoffice.gov.uk](mailto:matthew.butterfield@cabinetoffice.gov.uk)  
in the first instance.

## Do you offer a Guaranteed Interview Scheme for Disabled Persons?

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Disabled applicants 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.

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

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Yes.

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

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If you feel your application has not been treated in accordance with the Recruitment Principles, and you wish to make a complaint, you should contact [http://execrecruitment@cabinetoffice.gov.uk](mailto:http://execrecruitment@cabinetoffice.gov.uk) in the first instance.

If you are not satisfied with the response you receive from the Department, you can contact the [Civil Service Commission](#).

To find out more about the Civil Service Commission please visit: <https://civilservicecommission.independent.gov.uk/>

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

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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 [matthew.butterfield@cabinetoffice.gov.uk](mailto:matthew.butterfield@cabinetoffice.gov.uk) before submitting your application.

### **Pre-Employment Screening**

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Prior to a formal offer of employment the successful candidate will be subject to pre-employment screening checks. These will include confirmation of your identity, employment history over the last three years (or course details if in full time education), nationality and immigrations status, and criminal record (unspent convictions only).

### **Cabinet Office Fraud Checks**

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Applicants who are successful at interview will be, as part of pre-employment screening, subject to a check on the Internal Fraud Database (IFD). This check will provide information about employees who have been dismissed for fraud or

dishonesty offences. This check also applies to employees who resign or otherwise leave before being dismissed for fraud and dishonesty had their employment continued. Any applicant whose details are found to be held on the IFD will be refused employment.



Civil Service

## Contact us

Should candidates like to discuss the role in more detail before submitting an application, please email: **[matthew.butterfield@cabinetoffice.gov.uk](mailto:matthew.butterfield@cabinetoffice.gov.uk)**

This campaign is being run on behalf of the department by Executive Recruitment. Executive Recruitment is part of Civil Service Talent, part of Civil Service HR, and is a central government expert service specialising in the attraction, search, selection and recruitment of senior civil servants.

The team is regularly commissioned by departments and other government organisations to deliver end-to-end recruitment for some of society's most important leadership and specialist positions.

Our work is regulated by the Civil Service Commission where necessary and supported by the equality campaign group Stonewall.

Cabinet Office is a Disability Confident employer.