



Driver & Vehicle
Standards
Agency

Prosecution and Legal Services Team Leader

Reference: 351785

Closing Date: 06 May 2024

Location: Bristol

Salary: £28,119

External recruits will almost always be brought in on the minimum salary scale. Cross civil service transfers and promotions are subject to separate provisions.



Helping you **stay safe** on **Britain's roads**

DVSA - who we are

Great Britain's roads are among the safest in the world.

At the Driver and Vehicle Standards Agency (DVSA), we play a vital role helping millions of people stay safe on our roads – our vision is safer drivers, safer vehicles and safer journeys for all.

What we do

We help millions of people every year. We make sure learners are safe to drive, by approving driving instructors and conducting driving and theory tests. We help people keep their vehicle safe to drive by approving MOT testers and inspecting vehicles. And our teams help protect the public from unsafe vehicles and drivers through roadside enforcement activities.



1.9 million

driving tests each year



38.5 million

MOT certificates issued each year



2 million

theory tests each year



31,958

defective vehicles discovered each year

Why join DVSA?

“To make our vision a reality, we need you to join us. Our ambitious plans rely on skilled people like you.”

This is an exciting opportunity to join the Driver and Vehicle Standards Agency (DVSA), and help us to help everyone stay safe on Britain’s roads for a life time of driving.

With the recent launch of the Enforcement strategy, this is an exciting time for you to join one of DVSA’s Enforcement teams.

There are several varied functions that make up Enforcement which range from front line activities, to office-based function support. Our approach is being clear about road safety standards. We use intelligence and data to target non-compliance across all the schemes we enforce so that our enforcement activity helps everyone stays safe on Britain’s roads. We value our staff and we know the importance of the work we do and we are proud of our contribution to road safety.

At the heart of our strategy is our ambition is that all enforcement activity is delivered by our well-trained, highly-skilled people who are trusted and respected throughout the industry. We are focusing on our current training and development programme to ensure that everyone has the skills and capability to undertake their roles.

We have several options available including an extensive apprenticeship programme and access to learning and development opportunities to progress your career. We offer attractive pension options, a work and life balance and a number of wellbeing initiatives.

If you feel you can make a difference in Enforcement please apply, we look forward to you joining us in ‘making every journey safer’.



Marian Kitson

Director of Enforcement

Working at DVSA

We offer a wide range of employee benefits, such as:

Personal development	Rewards	Great work/life balance
Access to in-role apprenticeships up to level 7	Employer pension contribution rate of up to 30.3%	Fast, modern IT kit and phones enabling seamless working from home and collaboration across the agency
Study leave	Tax free childcare scheme	Generous parental and carer schemes
3 paid volunteer days per year	25 days annual leave, increasing on a sliding scale up to 30 days. Plus 8 public holidays and one further day of paid privilege entitlement to mark the King's Birthday.	Flexible working, including part-time working and job share options
Individual Personal Development Plans	Special recognition awards	Free health checks including workplace adjustments
Minimum of 5 funded training days per year, plus 6-month development opportunities	Cycle to work scheme	Help and support with your home and work life, and wellbeing

You can find out more about working with us on the Department for Transport careers website: <https://careers.dft.gov.uk/our-dft-family/driver-vehicle-standards-agency/>

Diversity and equality

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

At DVSA, you'll be part of an innovative organisation that invests in all our people, ensuring we have the diverse skills to deliver transport that moves Britain ahead now and into the future.

We welcome applications from every part of the community. We're particularly interested to hear from Black, Asian, and Minority Ethnic people, women, disabled people and those who identify as LGBT+. We believe everyone is involved in making DVSA an inclusive and great place to work.

The Civil Service strives to have diversity and promotes equal opportunities for all. There is a Disability Confident Scheme (DCS) for candidates with disabilities who meet the essential criteria.

For more information on Civil Service Recruitment Principles, see the [Civil Service Commission](#) website.

Why DVSA?

Our vision is to support and develop everyone who works for us. Our passion for diversity and equality helps us create a positive working culture for all employees, and we're friendly, welcoming, respectful and full of opportunities for professional and personal development.

As well as being a DCS employer, we are proud to be members of the Business Disability Forum, The Prince's Responsible Business Network, ENEI and Employers for Carers.



The Prince's
Responsible
Business Network



About the job

This role will work within the Prosecution and Legal Services (PLS) team within the Enforcement Directorate, at the Driver and Vehicle Standards Agency (DVSA).

Here you will be responsible for the line management of a team of Case Officers. You will also be responsible for managing performance, quality assurance and for the distribution of caseloads.

Data analysis will form a significant part of your role and you will be required to assist line managers in the production of statistical analysis to monitor the performance of the team, to QA failures that the team have had to issue and to effectively support business cases as required.

The role holder will provide support, advice and guidance with regard to new or an existing law if a question arises and for conducting research that is both legal and factual to affect decisions made by the management team. The role holder will be the contact with Training and Development and will provide support to new entrant Vehicle and Traffic Examiner courses.

The role will include managing the provision of prosecution cases with regard to Scottish law and the Scottish legal system. The role holder will manage the graduated fixed penalty deposit reports, distribution and completion of cases from these reports.

You will also be required to work closely with the Training and Development team to ensure new entrant Vehicle and Traffic Examiner courses run smoothly.

Activities may include:

- Executing management responsibilities effectively and in line with DVSA policies and processes, planning and coordinating tasks and activities and taking responsibility for ensuring objectives are delivered.
- Managing data and records to assess and quantify team targets/ SLAs and work levels, together with numbers of failure at check ie; such as fixed penalty payments, numbers of prosecutions not found in DVSA's favour.
- Improving Quality within the team providing education, support and guidance where required.

- Drafting and producing legal documents and standard forms for the team to use Produce materials to assist the team with coaching and training.
- Carrying out legal and factual research/project pieces into all necessary areas of the team's work presenting the findings accurately and clearly. ie; new legislation, guidance of legislation and to fully understand implication of new work.
- Assisting in the provision of coaching/ training to Enforcement staff to avoid unnecessary levels of QA failures. This will be local training to ensure that frontline staff have the knowledge and skills to complete prosecution paperwork.
- Assisting management team with legal matters and transactions.
- Reviewing documents received by the team and provide advice and guidance to management team.
- Having an overview of current cases particularly high risk, high profile cases the team is managing including monitoring of all records. Acting as the conduit between AO's and management team.
- Acting as a point of contact for queries from the team and our own staff for queries related to Scottish legal system and the different approaches required when dealing with Scottish law.
- Managing staff – Line management of case officers including apprentices to: Identify training needs of the staff in the Bristol PLS office. Commit to and promote continuous improvement principles. Encourage and promote personal development to ensure the successful operation of the office and individual opportunity to succeed. Act as a mentor for both new and established team members. Deliver on all aspects of staff management including reviews of personal development plans, disciplinary matters, sickness absence, performance monitoring and annual staff reports. Work with apprenticeship providers & manage the apprenticeship scheme relating to apprentices needs within the team.
- Evidence checking (legal suitability)
- Contributing to audit checks of court costs working closely with line manager
- Presenting on PLS, prosecution issues and fixed penalty issues as part of formal training structure for new and experienced staff in PLS, traffic and vehicle examiners as well as other interested and relevant customers. Attendance at meetings representing PLS.

Leadership

- Providing guidance to staff to support the delivery of objectives. Manage and engage with honesty and integrity, upholding the reputation of the Agency, Department and Civil Service.
- Working in collaboration with colleagues across all functions for the good of DVSA and to create a high performing and well-respected Agency.

Internal and External Relationships

- Policy, enforcement delivery management, HMCTS, Solicitors, legal representatives, DfT, other relevant stakeholders.

Interested? Complete your application now at: www.civilservicejobs.service.gov.uk

Person specification

Please read this section carefully before applying. We will assess your application against the evidence you have provided within your CV and personal statement against the Job Description and Person Specification.

Essential skills and Essential experience

- Leadership skills
- Awareness of the legal system
- High Standard of oral and written skills i.e. drafting reports and legal documentation
- Excellent organisational ability
- High accuracy levels and attention to detail
- Excellent customer service skills and ability to work effectively with a wide range of stakeholders.
- Good analytical skills – able to spot trends and inconsistencies in data.
- Diplomatic and tactful approach.
- Ability to work under pressure and tight deadlines.
- Able to be flexible and travel and have occasional nights away.
- Excellent Presentation Skills.
- Must be willing to undertake training and development as appropriate.
- Must be self-motivated.
- Must be IT literate (Microsoft Office – Excel, Word and PowerPoint in particular)
- A desire to self-develop and undertake training.

Further Information:

This role is based in [Bristol](#), your presence at this location will form part of the working arrangements agreed with you. We operate a hybrid working model giving you greater flexibility about where and when you work. Our **expectation** is that you will spend a minimum **60% of your time at your base location**. Visits to other DVSA sites or work locations count towards this.

Whilst we welcome applications from part time applicants, please note, that there is a business requirement for the successful candidate to be able to work a minimum of three days per week.

There will also be a requirement (as per business requirements) for you to travel to other DVSA sites within the UK, including overnights stays on occasions.

Please take note that DVSA does not hold a UK Visa & Immigration (UKVI) Skilled Worker License sponsor and are unable to sponsor any individuals for Skilled Worker Sponsorship. If not already held the post holder will be required to undertake and obtain **Non-Police Personnel Vetting (NPPV)** security checks to Level 2 in order to pass probation.

The post holder may also be required to undertake and obtain National Security Vetting (NSV) to Security Check (SC) level whilst in post.

To meet the Non-Police Personnel Vetting requirements, you will need to have continuously resided in the UK for a minimum of 3 years. There are occasions when this can be waived e.g. applicants who have taken a gap year and spent the time travelling, served with HM Forces/Government overseas.

Success profiles

We assess candidates using specified [Success Profiles](#).

You will be expected to demonstrate the following [Civil Service Behaviours](#) the selection process.

- **Leadership**
- **Delivering at Pace**
- **Developing Self and Others**
- **Communicating and Influencing**
- **Making Effective Decisions**

Interviews will include a blend of [Behaviour](#) and [Strength](#) questions and a presentation.

Success Profile Level 2

Success profiles

Here at The DVSA we use Success Profiles to assess applications and throughout our entire interview selection process.

Success Profiles were introduced to help attract and retain individuals from a wide range of professions to ensure a diverse and skilled workforce, in line with The Civil Service mission in becoming the most inclusive employer in the UK.

What are the elements of the Success Profile?



For further details please see [Level 2 of Success Profile Civil Service Behaviours](#)

The application process: what to expect

Application

You need to submit your application via the Civil Service Jobs website - www.civilservicejobs.service.gov.uk, you'll need to complete:

- A CV setting out your career history, with key responsibilities and achievements
- A personal statement (1000 words) utilising the word count given, demonstrating your experience and suitability for the role.

Should you encounter any issues with your online application or if you have issues with the online jobs portal, please contact us (details on final page) within 48 hours.

Shortlisting

We will assess your application against the evidence you have provided within your CV and Personal statement against the Job Description and Person Specification.

All applicants will be notified of the outcome.

Interview and assessment

Interview

You will be invited to attend a panel interview to discuss of your previous experience and professional competence.

Interviews will include a blend of [Behaviour](#) and [Strength](#) questions and a presentation.

We've designed the selection process specifically for this role.

You're encouraged to become familiar with the role, as you may be assessed against any of the criteria recorded within.

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

Timeline: Key dates and indicative timeline

Please note that these dates could be subject to change. The anticipated timetable is as follows:

Closing date: 19 May 2024

Shortlisting: 20 May 2024

Interviews: 06 to 07 June 2024

Offer: These are made in strict merit order. Regardless of the outcome, we will notify all candidates as soon as possible.

Reserve List: A merit list may be created after interviews. If you are successful at interview, you will be placed on the merit list for up to 12 months.



Find out more about working with us

If you want to learn more about what we do, our culture, and what it's like working with us, please see below.

To apply for this role, and to see other vacancies at DVSA, visit Civil Service Jobs:
www.civilservicejobs.service.gov.uk

Find out more about working with us on the Department for Transport careers website:
<https://careers.dft.gov.uk/our-dft-family/driver-vehicle-standards-agency/>

Get more information about DVSA, our work and services, at GOV.UK:
www.gov.uk/dvsa



You can also follow us on social media:



Twitter – [@dvsagovuk](https://twitter.com/dvsagovuk)



Facebook – [DVSAgovuk](https://www.facebook.com/DVSAgovuk)



LinkedIn – [Driver and Vehicle Standards Agency](https://www.linkedin.com/company/dvsa)



Driver & Vehicle
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DVSA
1 Unity Square
Queensbridge Road
Nottingham
NG2 1AY

www.gov.uk/dvsa

If you have questions about the role please contact: sophie.baron@dvsa.gov.uk

If you have problems with the online portal or application process please contact:
dftrecruitment.grs@cabinetoffice.gov.uk

Helping you **stay safe** on **Britain's roads**