



Driver & Vehicle  
Standards  
Agency

# Senior Prosecution and Legal Services Manager

**Reference: 306531**

**Closing Date: 06 September 2023**

**Location: Bristol, Newcastle-upon-Tyne, Nottingham, Swansea**

**Salary: £39,428**

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
<b>Access to in-role apprenticeships up to level 7</b>	Employer pension contribution rate of up to 30.3%	<b>Fast, modern IT kit and phones enabling seamless working from home and collaboration across the agency</b>
Study leave	Tax free childcare scheme	Generous parental and carer schemes
3 paid volunteer days per year	<b>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.</b>	Flexible working, including part-time working and job share options
Individual Personal Development Plans	Special recognition awards	Free health checks including workplace adjustments
<b>Minimum of 5 funded training days per year, plus 6-month development opportunities</b>	Cycle to work scheme	<b>Help and support with your home and work life, and wellbeing</b>

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

The job holder provides leadership and management of Prosecution and Legal Services (PLS) across DVSA ensuring adherence to all applicable Codes of Practice. The post holder is also responsible for ensuring that all applicable controls on prosecution decision making and case management are in place so that statutory requirements are met and DVSA retains its prosecuting authority status.

They will manage a specialist prosecution team, including a team of Managers, Team Leaders and Case Officers, ensuring objective, independent tasking and compliant management of prosecution workflow, including charging decisions.

The job holder will develop DVSA and its prosecution capability. This will include overseeing solicitor contracts ensuring value for money and that a quality service is maintained, providing independent advice and guidance in prosecution cases, protecting DVSA's reputation as a prosecuting authority and improving the quality of prosecution work.

**Activities may include:**

## **Management of the PLS Team**

- Lead the PLS team to maintain the high rate of prosecutions conducted on behalf of DVSA.
- Ensure that DVSA comply with legislation, case law and published policies, deciding which cases should be prosecuted – keeping them all under continuous review, providing a quality feedback review process for all cases.
- Liaise with solicitors to prepare cases for presentation at court - using a range of contracted solicitors in court, in line with the contracts.
- Manage the solicitor contracts to ensure all contractual conditions are adhered to. Provide technical input into the contract procurement to ensure DVSA have fit for purpose representation.
- Manage the solicitor budgets and wider PLS budget (c. £1m per year) in line with DVSA accounting procedures.



- Provide information, assistance, and support to those involved in prosecution cases, utilising technology, and innovation to share best practices.
- Work with managers across Enforcement to determine the appropriate charges in the most serious high risk and complex cases, providing advice and guidance and a liaison point with solicitors during the investigation, actively monitoring solicitor costs against projected costs and working with the managers to identify alternative actions where appropriate.
- Support the development of target led enforcement in line with wider prosecutions, operational policies and practices.
- Ensure high levels of standards and quality are maintained across prosecution cases
- Foster good working relationships with stakeholders.
- Maintain a network of relationships with enforcement managers to ensure effective two-way dialogue and understanding to prosecution cases are managed effectively.

### **People Management & Leadership of the PLS Team**

- Provide clear leadership through guidance and advice to PLS managers to oversee all aspects of the team's performance in line with expectations.
- Execute management responsibilities effectively and in line with DVSA policies and processes, working with, leading and acting as a role model for team members and colleagues in line with Civil Service values.
- Demonstrate leadership by providing guidance to staff to support the delivery of objectives. Manage and engage with honesty and integrity, and upholding the reputation of the Agency, Department and Civil Service.
- Embrace continuous professional development for the team and create an engaged and empowering culture.
- Work in collaboration with other managers across all functions for the good of DVSA and to create a high performing and well-respected Agency.
- Manage of a specialist prosecution team, ensuring efficient use of resources and developments of staff to meet future needs.
- Ensure staff performance reports are completed in line with DVSA policies and procedures.

- Ensure continuous professional development of staff.
- Act as an ambassador for DVSA's prosecution function, working closely with key external stakeholders in the sector.

### **Internal and External Relationships**

- Actively participating in the wider management team meetings and events
- Providing operational support and advice to senior managers, other Departments, and external customers
- Act as PLS representative for DVSA and provide support to seminars and meetings.
- Providing information and briefings regarding prosecutor action to internal and external stakeholders as requested.
- Work with contracted solicitors, HMCTS, MoJ and DfT to ensure policies are in line with Government judicial transformation policies.
- Provide input into procurement for solicitor and court related contracts e.g. interpretation and translation services.

**Interested?** Complete your application now at: [www.civilservicejobs.service.gov.uk](http://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

- Experience of working in a prosecution or litigation environment
- Experience of working with solicitors, barristers, and Courts, with an ability to provide and receive legal guidance to inform decision making.
- Experience of thinking strategically and creatively, seeing legal issues in their wider context, appreciating legal risk, and advising accordingly
- The ability to build and lead hardworking teams, whilst supporting them to meet targets.
- Sound analytical skills, with the ability to conduct legal research to produce timely and fit for purpose advice.

## Qualifications:

If not already held, there is an expectation for the candidate to work towards one the following academic qualifications when in post:

- Law degree
- Graduate Diploma in Law or Common Professional Examination

There will also be development opportunities to complete legal and professional qualifications including Legal Apprenticeships, Graduate Diploma in Legal Practice, Solicitors Qualifying Exams (SQE), and Chartered Legal Executive (CILEx) qualifications.

## Further Information:

For this role you will be attached to one of our core locations in [Swansea](#), [Nottingham](#), [Bristol](#), or [Newcastle](#), where presence at one of these sites will form part of the working arrangements agreed with you. We operate a hybrid working model that allows you to work between home and office locations, giving you greater flexibility about where and when you work.

There will be an opportunity to travel, as part of this role, including overnight stays on occasions. Travel to offices apart from your contracted office location will be covered by expenses.

# Success profiles

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

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

- **Seeing the Big Picture**
- **Making Effective Decisions**
- **Leadership**
- **Working Together**

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

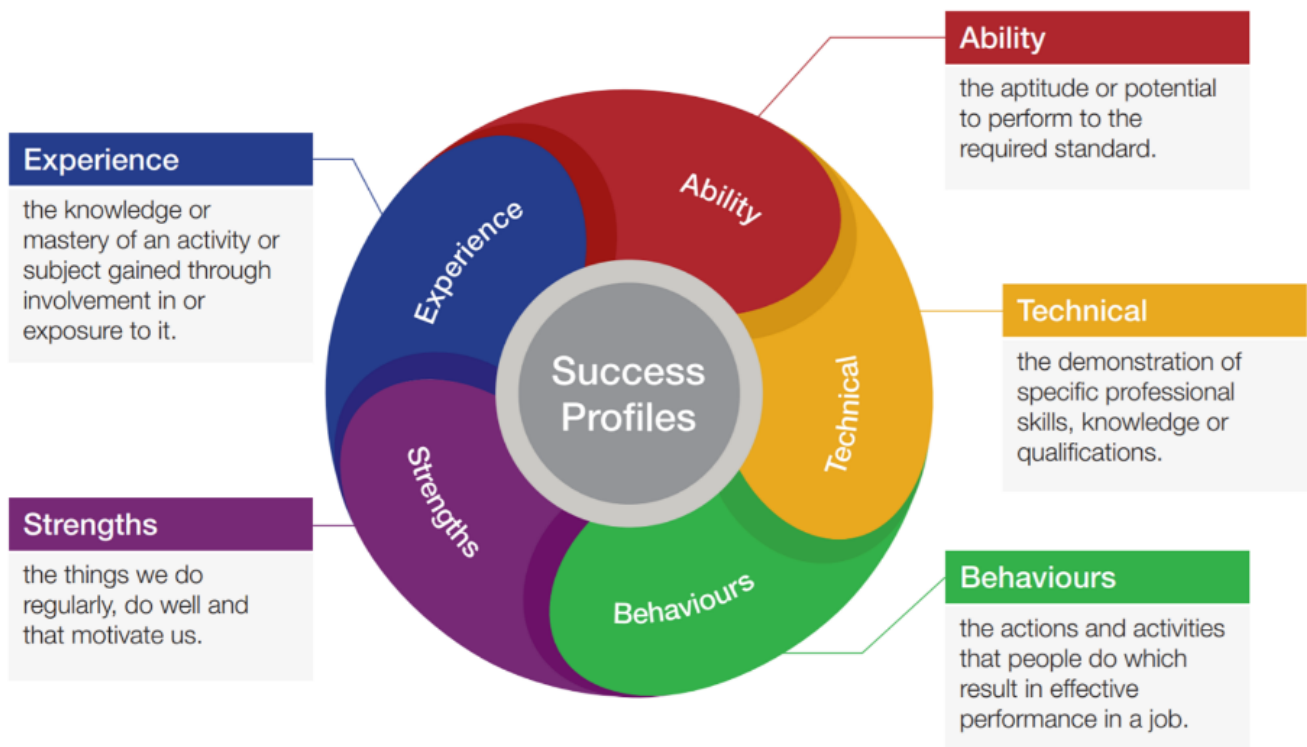
## Success Profile Level 3

# 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 3 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](http://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 (750 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 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](#), [Strength](#) and [Experience](#) 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:** 06 September 2023

Shortlisting: 08 – 11 September 2023

**Interviews:** 25 - 27 September 2023

**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](http://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](http://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)



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Agency

DVSA  
1 Unity Square  
Queensbridge Road  
Nottingham  
NG2 1AY

[www.gov.uk/dvsa](http://www.gov.uk/dvsa)

If you have questions about the role please contact: [stephanie.ezechukwu@dvsa.gov.uk](mailto:stephanie.ezechukwu@dvsa.gov.uk)

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

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