

# [News story: Job opportunities at HMCTS Business Centres](#)

We are responsible for the administration of criminal, civil and family courts in England and Wales and tribunals in England, Wales and Scotland. Our National Business Centres provide administrative and customer service support taking on key administrative tasks such as processing, listing of cases, and dealing with correspondence and enquiries.

## **Supporting court and tribunal users**

We work to deliver an effective and efficient service to our users, standardising and improving processes to provide a consistent level of service. Listening to customers helps us understand any issues and staff are expected to contribute to the continuous improvement of our services and processes.

## **Supporting our staff**

We value our staff and offer a range of development and training opportunities for new starters and provide continued management and coaching support to help our employees deliver to the best of their abilities.

There are opportunities and further development for high performers who want to progress.

We offer a competitive salary, leave allowance and pension. Staff are supported through family-friendly policies such as maternity, paternity and adoption leave and salary sacrifice arrangements for childcare vouchers.

Working for us offers benefits such as training and development and a competitive leave allowance and pension scheme.

We are currently recruiting at the Salford County Court Money Claims Centre:

[Administrative Officer \(Band E\)](#)

[Administrative Assistant \(Band F\)](#)