



HM Prison & Probation Service

HQ Job Description (JD)

Band 9

Directorate: Prison Supply Directorate

Job Description – Senior Strategic Policy Lead

Document Ref.	HQ-JES-2914 Senior Strategic Policy Lead v1.0
Document Type	Management
Version	1.0
Classification	Official
Date of Issue	21 September 2021
Status	Baselined
Produced by	Job Evaluation Assurance and Support Team
Authorised by	Reward Team
JD Evidence	

Job Description

Job Title	Senior Strategic Policy Lead
Directorate	Prison Supply Directorate
Band	9

Overview of the job	<p>As a lean commissioning body, the HMPPS Intelligent Client Function (ICF) will provide the strategic interface between HMPPS and Ministry of Justice (MoJ) Property Directorate.</p> <p>It will:</p> <ul style="list-style-type: none"> • Own the estates and asset strategy and priorities. • Oversee implementation of the strategy, commissioning MoJ Property Directorate for the works and services to deliver the strategy and keep prisons in good working order. • Hold MoJ Property Directorate to account for delivery against agreed outcome, providing assurance for HMPPS Leadership Team. <p>In delivering its remit, the ICF will foster a strong partnership with MoJ Property Directorate, maintaining and building on the close working relations with Prison Maintenance Group (PMG) colleagues.</p> <p>This is a senior management post within HMPPS, reporting to the Head of Estates Strategy and Strategic Risk within the Intelligent Client Function (ICF).</p> <p>The job holder provides leadership across HMPPS and MoJ on the key issues he/she is responsible for, and is responsible for planning and managing the relevant work of the ICF.</p>
Summary	<p>The post holder will lead on the development of a HMPPS estates strategy, providing strategic planning of maintenance and renewal activity on a site-by-site level. They will provide strategic leadership of risk and assurance management, to colleagues across HMPPS and MoJ on maintenance and renewal activity.</p> <p>Deliver briefings to senior leaders and ministers for the most part, as well as to support cross cutting work such as the spending review, as and when circumstances dictate.</p> <p>The job holder will be a subject matter expert on the prison estate, its maintenance and renewal requirements, and how these support effective prison operations. In turn they will need to understand the strategic priorities to ensure consistency across the piece and will be the source of expertise for the strategic position of the estate, in relation to maintenance, within HMPPS.</p> <p>They will be responsible for agreeing operational policy priorities with Ministers and senior HMPPS officials, ensuring delivery of agreed outputs and business plan targets and develop strategic relationships with internal and external partners and stakeholders at a CEO and Director level.</p>
Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Ensure that policies are legal, compliant with relevant legislation, provide value for money, and are sensitive to operational needs. • Responsible for replies to ministerial submissions, ministers' cases, PQs, IMB and HMIP recommendations.

	<ul style="list-style-type: none"> • Work closely with strategic policy holders within the MoJ and across government to deliver Ministerial ambition through operational policies. • Build strong working relationships with Ministers' Private Offices, senior officials, external non-departmental public body stakeholders and third sector partners. • Accountable for strategic policy that is appropriately tailored and conforms to the HMPPS business plan and wider organisational objectives. • Develop and implement a strategic business plan that addresses how HMPPS can deliver its responsibilities; including the staffing and budgetary resource required and delivery costs. • Provide appropriate governance for projects, identifying risks and mitigating actions and reporting on progress to senior managers and stakeholders. Quality assure and approve advice to Ministers and senior HMPPS officials related to policy area. • Oversee and approve draft business cases and impact assessments arising from policy development/modification. Ensure requirements for any central monitoring arrangements have been discussed with relevant stakeholders and have been set up and are fit for purpose. • Interpret relevant performance data and research evidence to develop explanations for disproportionality in outcomes - and other examples of unfairness - for offenders of different protected groups. • Accountable for the delivery of well researched, quality assured and timely responses. <p>Strategic Activities</p> <ul style="list-style-type: none"> • Lead the estates strategy and development of site by site analysis to develop a more granular understanding of the prison estate. • Oversee projects within team, ensuring appropriate governance arrangements to support the project, identifying risks and mitigating action and reporting on progress to senior managers and stakeholders. • Responsible for the delivery of well researched, quality assured and timely strategies that support identified business need. • Provide the strategic direction for the intelligence client function, as well as the broader Agency and Ministry on issues relating to the operation and management of the prison estate from a maintenance perspective. • Provide strategic and managerial direction for a specialist team of strategic advisors, ensuring the team provides clear and consistent messaging on the team's overall strategic priorities and strategic direction and input for MoJ policy, property and other colleagues <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The Job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.</p>
--	--

Behaviours	<ul style="list-style-type: none"> • Seeing the Big Picture • Leadership • Working Together • Communicating and Influencing • Delivering at Pace
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Ability	<ul style="list-style-type: none"> • Excellent briefing skills. • Excellent communication skills. • Excellent analytical skills. • Excellent inter-personal and presentational skills.

Experience	<ul style="list-style-type: none"> • The role requires relevant experience in the management, review and development of policy at a national level. • Has demonstrated competence of strategic understanding at a high level.
Technical	

Minimum Eligibility	<p><i>Please do not alter this box</i></p> <ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
----------------------------	---

Hours of Work (Unsocial Hours) Allowances	<p><i>Leave Blank</i></p> <p>To be used by the JES Team only</p>
--	---

Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
------------	--	---------	------------	-----------

Seeing the Big Picture		Excellent briefing skills.	The role requires relevant experience in the management, review and development of policy at a national level.	
Leadership		Excellent communication skills.	Has demonstrated competence of strategic understanding at a high level.	
Working Together		Excellent analytical skills.		
Communicating and Influencing		Excellent inter-personal and presentational skills.		
Delivering at Pace				