



HM Prison & Probation Service

PS Job Description (JD)

PS Band 5

Directorate: Probation Service Business Strategy & Change Division

Job Description: Business Strategy & Change Manager

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PS Job Description

Job Title	Business Strategy & Change Manager
Directorate	Probation Service Business Strategy & Change Division
Band	5

Overview of the job	<p>To provide management support to the Heads of Business Strategy & Change within the Regional and Functional Operating Units.</p> <p>Manage and coordinate the Regional/Functional BSC Teams in line with PS policies and procedures, the job holder must at all times demonstrate a commitment to equality and inclusion and an understanding of their relevance to the work they do.</p> <p>The post holder must adhere to all policies in respect of the sensitive/confidential nature of the information handled whilst working in this position.</p> <p>Post holders will report to the Head of Business Strategy & Change and will manage Business Change Officers and Project Officers within the regional/functional teams which may be dispersed across the regional/functions.</p> <p>To represent the Head of BSC at regional/functional Senior PS and HMPPS meetings</p> <p>The posts will be based within their regions and HQ based.</p>
Summary	<p>The role sits within the Business Strategy & Change Division with responsibility for managing regional/functional BSC teams.</p> <p>The job holder will manage and coordinate the Regional/Functional BSC Teams to support the delivery of a high-quality service covering diverse functional areas of activity such as Estates, Facilities Management, ICT, continuous improvement, local and national change projects.</p> <p>At the direction of the Head of BSC the post holder will deliver on annual objectives from within the BSC and regional/functional Delivery Plans.</p>
Responsibilities, Activities & Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Support the delivery of change across the Probation System, working with the Head of BSC and regional/functional teams to implement change initiatives. • Deliver on Divisional change plans and communicate them effectively within the region/function including delivering staff engagement activities. • Mobilise BSC teams –including virtual project teams, and ensure that they are effectively managed. • Deliver advice and guidance to regional/ functional Senior Leadership Teams across the diverse range of BSC responsibilities. • Involved in initial consultations and negotiations with CRS/Probation Delivery Partners concerning Colocation Agreements, Contract Novation, etc. • Manage competing demands within regional/functional area of responsibility. • Manage resources effectively. • Collate, analyse and interpret data, using insights gained to write regional/ functional/national reports for senior audiences. • Deliver regional/functional/national presentations as directed by the Head of BSC. • Managing change projects, some previous examples of projects are: <ul style="list-style-type: none"> ○ Providing PS business expertise to Digital and Technology Programmes (and other national programmes) who are implementing change across the MoJ.

	<ul style="list-style-type: none"> ○ Delivery of an information management programme which is designed to increase the maturity of information management practices within the PS. ○ Supporting the delivery of the Standard Operating Platform into the PS. ○ Delivering the digital and estates elements of national change programmes. <ul style="list-style-type: none"> • Undertake all Human Resources (HR) related policies and practices including overseeing local recruitment, Attendance Management, Disciplinary Investigations, Performance Management and Staff Appraisals, chair grievance and other hearings. • Demonstrate pro-social modelling skills by consistently reinforcing pro-social behaviour and attitudes and challenging anti-social behaviour and attitudes. • Work within the aims and values of PS and HMPPS. <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"> • Making Effective Decisions • Changing and Improving • Developing Self and Others • Delivering at Pace • Managing a Quality Service
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Ability	<ul style="list-style-type: none"> • Ability to react to new and changing priorities and demands through taking an analytical, reflective and creative approach to problem solving.
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Must have experience of working within complex organisations. • Experience of implementing quality assurance frameworks and continuous improvement strategies. • The post holder will need to have been involved in large scale complex change initiatives within large unionised organisations. • Must have highly developed ICT skills across the full range of Microsoft Office applications. <p>Desirable</p> <ul style="list-style-type: none"> • Experience of working within a probation environment. • Supervisory/managerial experience within a relevant functional discipline e.g. HR, Finance, Programme & Project Management, Estates & FM, ICT, Change Management, Contract Management, Trade Union Relations, Process Management, etc.
Technical	<p>Desirable</p> <ul style="list-style-type: none"> • Level 5 Degree/Diploma in a relevant professional area of study. • Project Management Qualification.
Minimum Eligibility	<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
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Making Effective Decisions		Ability to react to new and changing priorities and demands through taking an analytical, reflective and creative approach to problem solving.	Essential <ul style="list-style-type: none"> • Must have experience of working within complex organisations. • Experience of implementing quality assurance frameworks and continuous improvement strategies. • The post holder will need to have been involved in large scale complex change initiatives within large unionised organisations. • Must have highly developed ICT skills across the full range of Microsoft Office applications. 	Desirable <ul style="list-style-type: none"> • Level 5 Degree/Diploma in a relevant professional area of study. • Project Management Qualification.
Changing and Improving			Desirable <ul style="list-style-type: none"> • Experience of working within a probation environment. • Supervisory/managerial experience within a relevant functional discipline e.g. HR, Finance, Programme & Project Management, Estates & FM, ICT, Change Management, Contract Management, Trade Union Relations, Process Management, etc. 	
Developing Self and Others				

Delivering at Pace				
Managing a Quality Service				