



# HM Prison & Probation Service

## HQ Job Description (JD)

### Band 6

### Group Family: Generic - Policy

### Job Description: Policy Advisor

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<b>JD Evidence</b>	

## HQ Job Description

<b>Job Title</b>	Policy Advisor
<b>Directorate</b>	Generic - Policy
<b>Band</b>	6

<b>Overview of the job</b>	Job Holder will support the development and implementation of specific policy. Acts as policy lead on certain aspects of the policy providing advice on complex or high profile issues.
<b>Summary</b>	<p>The job holder will require a strong knowledge and awareness of current policies and practices and will be expected to write at a level that is suitable for legal correspondence and maintain this in dialogue with solicitors and legal representatives.</p> <p>Job Holder will on occasions be required to represent NOMS in meetings with outside organisations and stakeholders and Other Government Departments.</p>
<b>Responsibilities, Activities &amp; Duties</b>	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>• Provides support and assistance to the Head of Policy</li> <li>• Provides expert policy advice and guidance to staff and managers</li> <li>• Act as point of contact for day-to-day written or verbal advice and consultation to key stakeholders and senior officials</li> <li>• Responsible for contributing relevant information to draft Ministerial submissions and briefing for senior officials</li> <li>• Where necessary commission and analyse reports from internal or external colleagues, including contractors, and criminal justice stakeholders for information related to the subject matter</li> <li>• Consolidate and analyse complex policy information and data evidence provided by policy leads and contractors to draft new protocols, sometimes in the face of conflicting stakeholder viewpoints. Develops operational and non operational policy</li> <li>• Attend ad-hoc meetings on behalf of the team as required</li> <li>• Provide secretariat support as and when required. Act as the Key Information Liaison Officer (KILO)</li> <li>• Ensure draft responses to reports and correspondence submitted to Team Leaders, are compliant and in line with current NOMS and Ministry of Justice (MoJ) policy,</li> <li>• Provide senior managers with draft responses or contributions to Parliamentary Questions, Treat Official letters, Freedom of Information enquiries as well as contributing to briefing for minister and senior managers ensuring responses are prepared in accordance with the requirements of statutory legislation.</li> </ul> <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>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Seeing the Big Picture</li> <li>• Changing and Improving</li> <li>• Managing a Quality Service</li> <li>• Delivering at Pace</li> <li>• Communicating and Influencing</li> <li>• Leadership</li> </ul>

	<ul style="list-style-type: none"> <li>• Working Together</li> </ul>
<b>Strengths</b>	It is advised strengths are chosen locally, recommended 4-8.
<b>Essential Experience</b>	<p>N.B. Converting job descriptions to the new Success Profile format means areas captured in experience could also be assessed as a strength. Vacancy managers should use their own judgement to decide where best to assess these.</p> <ul style="list-style-type: none"> <li>• Needs excellent written and oral communication skills to present a clear and accurate understanding of these issues to Ministers, the MOJ, other Government departments and the wider public</li> </ul>
<b>Technical requirements</b>	<ul style="list-style-type: none"> <li>• A high level of organisational knowledge and operational understanding of NOMS and the prison estate is required.</li> </ul>
<b>Ability</b>	<ul style="list-style-type: none"> <li>• The ability to understand, interpret and summarise complex information is required.</li> <li>• The ability to interact with and influence senior staff and stakeholders is required</li> </ul>

<b>Minimum Eligibility</b>	<p><i>Please do not alter this box</i></p> <ul style="list-style-type: none"> <li>• All candidates are subject to security and identity checks prior to taking up post.</li> <li>• 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.</li> <li>• All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.</li> </ul>
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<b>Hours of Work (Unsocial Hours) Allowances</b>	
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**Success Profile**

Behaviours	Strengths	Ability	Experience N.B. Converting job descriptions to the new Success Profile format means areas captured in experience could also be assessed as a strength. Vacancy managers should use their own judgement to decide where best to assess these	Technical
Seeing the Big Picture	It is advised strengths are chosen locally, recommended 4-8.	The ability to understand, interpret and summarise complex information	Excellent written and oral communication skills	A high level of organisational knowledge and operational understanding of HMPPS and the prison estate is required
Changing and Improving		The ability to interact with and influence senior staff and stakeholders		
Managing a Quality Service				
Delivering at Pace				
Communicating and Influencing				
Leadership				
Working Together				