



HM Prison &  
Probation Service

## HQ Job Description (JD)

### Band 4

### Directorate: Prisons

## Job Description: Category A Review Officer

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# HQ Job Description

<b>Job Title</b>	Category A Review Officer
<b>Directorate</b>	Prisons
<b>Band</b>	4

<b>Overview of the job</b>	<p>The job holder will be a member of a small team responsible for security category casework for category A and Restricted Status prisoners.</p> <p>The caseworker manages their own caseload and reports directly to the Head of the Review Team, who in turn reports to the Head of the Category A Team.</p> <p>The caseworker post is Headquarters based and is part of the Category A Team, Long Term and High Security Prisons Group.</p> <p>Travel to establishments, Government legal Services Departments, Counsel Chambers and Courts may be required.</p> <p><b>No line management responsibility</b></p> <p>This is a non – operational post but needs a good understanding of operational matters.</p>
<b>Summary</b>	<p>The primary function of the Category A Team is the categorisation, allocation and movement of all Category A and Restricted Status prisoners.</p> <p>The post holder will be required to liaise with prisons in the Long Term and High Security Estate, and stakeholders in the MOJ, Police advisors, external partnerships, Prison Service Ombudsman and Government legal Service Departments.</p> <p>The post holder is responsible for providing support and guidance on policy to Long Term and High Security prisons and other stakeholders in the MOJ in relation to category A and Restricted Status prisoner’s security category reviews.</p> <p>The post holder will be responsible for managing a caseload of newly convicted and sentenced category A Prisoners and Restricted status prisoners including prisoner correspondence, legal correspondence and judicial reviews. Most cases will be high profile and present significant financial and ongoing operational and reputational risk for the Service.</p> <p>The post holder is responsible for ensuring security category reports received are completed to high standard and quality assured to ensure the prisoner has the opportunity for fair representation and evaluation of their case. The job will involve reviewing and assessing, police case summaries, court documents, probation reports and information in relation the prisoner’s conduct and behaviour previous to and in custody.</p> <p>The post holder has delegated authority to make decisions in relation to security category reviews where no recommendation for downgrading has been made an establishment level and the case is not scheduled to be reviewed at a Category A Panel.</p> <p>The post holder will prepare submissions of cases to be reviewed and attend monthly Category A Panels to make recommendations the Executive Director of Long Term and High Security Prisons Estate as appropriate. Detailed outcomes of caseload</p>

	<p>decisions made at the panel will be drafted and sent out by the job holder to the prisoner.</p> <p>The post holder is expected to gain and maintain a good working knowledge of psychological terms, processes, assessment and courses in order to inform decisions and recommendations on risk reduction and security category.</p> <p>The post holder is expected to ensure that a consistent and coherent approach is adopted in the reviews of category A, restricted status cases to protect the interest of the Service and the wider public.</p>
<p><b>Responsibilities, Activities &amp; Duties</b></p>	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>• To personally lead on and manage a designated caseload of Security Category reviews for convicted Category A and Restricted Status prisoners, that includes some high risk and occasionally high profile cases. Ensuring that reports and relevant information is available and timescales are met in line with current PSI.</li> <li>• Lead on all correspondence for designated caseload of convicted category A and Restricted Status prisoners, which will include prisoners, complaints, prisoners relatives, prison establishments, legal representatives, private psychological reports, Government Legal Dept, Counsel in relation to possible/ongoing litigation, ombudsman, NOMS and other MOJ stakeholders and external organisations.</li> <li>• To liaise with relevant stakeholders to ensure the necessary information is available to assist in the Director, Head of Category A, Head of Casework and Category A Team caseworkers to inform the decision making process.</li> <li>• To act as first point of contact for designated caseload.</li> <li>• To liaise with prison establishments in providing advice and guidance in relation to Category A reviews. To support Category A Clerks in prison establishments.</li> <li>• Assess and prepare case summaries of designated caseload of (provisional) convicted Category A and Restricted Status prisoners for First formal Reviews, ensuring the correct information is recorded and available. This will include case summaries and related chronologies. Ensuring the correct information is sent and disclosed to the prisoner within timescale set.</li> <li>• Prepare case summaries in the form of submissions for First Formal and Annual Reviews for the monthly Pre - Panel meeting with Police Advisers and National Crime Agency (NCA). This will involve summarising key aspects of relevant information i.e. police information, judges sentencing remarks, offending history and any other reports to allow for an informed decision to be made. Attend and assist in making recommendations to the Director of all submitted panel cases.</li> <li>• Prepare submissions with recommendation for Directors' monthly panel. Attend Panel Meeting and advise the Director when required on First Formals and Annual review cases.</li> <li>• Liaise with the Head of Casework when considering a case to be referred to the Director's monthly panel.</li> <li>• To draft and send out decisions to the prisoner of cases considered by Directors' monthly panel in timescale set. Manage any subsequent correspondence relating to a completed review, including legal, prisoners, and Ombudsman.</li> </ul>

- Responsibility for assessing and making decisions on designated caseload of Category A Team Annual Reviews not considered at panel level. To draft and send out final Annual review decisions within timescales set. Work will involve making an assessment and analysis of all available information to make an informed decision. This may include reading sensitive and sometimes graphic information related to the prisoners offending behaviour, the prisoners' custodial behaviour, Prison Psychology Assessments and Reports, medical reports, offending behaviour programmes reports and post programme reports, prison security intelligence, solicitors and prisoner representations as well as privately commissioned psychological reports.
- Ensuring that all information for Category A and Restricted Status Annual Reviews are quality assured to ensure a fair consistent approach is adopted. This will involve setting out clear justifications for each decision ensuring all cases are assessed against the relevant criteria.
- To implement any relevant Judicial Review findings into caseload decisions.
- Maintain a log of cases received recorded and completed. To ensure case tracking is up to date so as to enable accurate timetable of reports to be generated.
- Ensure the correct file management of all category A and Restricted Status prisoners, including liaising with Branston Registry.
- Respond to all initial Judicial Review correspondence and advise Government Legal Department in preparation of cases and ongoing Litigation.
- Attend case conferences when required ensuring relevant paperwork is available.
- Prepare and provide witness statement in defence of litigation as required.
- Attend Court and meetings to represent the Director in Judicial review hearings as required.
- To present cases at the Pre - Panel and Monthly Director's panel meetings in the absence of the Head of Casework. To take minutes of the meeting to assist in drafting panel decisions.
- Provide briefs on Category A review issues for Category A Manager when required.
- Cover reporting in line during core office hours.

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.

<b>Competencies</b>	<p><i>When there is a need to recruit to this post, competencies will need to be defined by the Recruiting Manager.</i></p> <p><i>The 4 Competency Framework clusters and their respective 15 competency indicators are shown below:</i></p> <p><b>Setting Direction:</b></p> <p>Seeing the Big Picture; Changing &amp; Improving: Making Effective Decisions</p> <p><b>Delivering Results:</b></p> <p>Achieving Commercial Outcomes; Delivering Value for Money; Managing a Quality Service: Delivering at Pace</p> <p><b>Engaging People:</b></p> <p>Leading and Communicating; Collaborating and Partnering; Building Capability for All</p> <p><b>NOMS Specific Skills and Behaviours:</b></p> <p>Achieving a Safe, Decent and Secure Environment; Showing Drive and Resilience; Caring; Persuading and Influencing; Acts with Integrity</p> <p><i>In choosing competencies to recruit to, the recruiting manager should select around 4, but no more than 6 competency areas to include in the advert.</i></p> <p><i>There may be additional professional competencies a Recruiting Manager will also need to include if recruiting for one of the designated Civil Service Professions e.g. HR, Health &amp; Safety, Statistical Service, IT.</i></p> <p><i>Please refer to the Civil Service Learning Portal – Professions Page for further details.</i>  <a href="https://civilservicelearning.civilservice.gov.uk/learning/">https://civilservicelearning.civilservice.gov.uk/learning/</a></p> <p><i>NB: you need to be registered on Civil Service Learning to access the portal pages.</i></p>
<b>Minimum Eligibility</b>	<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 the Prison Service consider to be racist</li> </ul>
<b>Essential Qualifications, accreditation &amp; Registration</b>	N/a

<b>Hours of Work (Unsocial Allowances)</b>	37 hours
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