



HM Prison & Probation Service

HQ Job Description (JD)

Band 9

Directorate: Security, Order and Counter-Terrorism

Job Description – Intelligence Unit Manager

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Job Description

Job Title	Intelligence Unit Manager
Directorate	Security, Order and Counter-Terrorism
Band	9

Overview of the job	<p>This role sits within the National Intelligence Unit (NIU) within the Security, Order and Counter-Terrorism Directorate of Her Majesty's Prison and Probation Service (HMPPS).</p> <p>The NIU is a growing function of 150 staff comprising 5 Regional Units and 6 National Units. This role will be a senior leader across one of these Regional or National units and will be responsible for all activity in their respective unit, as well as line managing a number of Band 7s and Band 8s dependant on the role.</p> <p>The post holder will either report into the Head of National Services and Assessments or the Head of Intelligence Operations, and may be required to deputise for either of these positions as is required.</p> <p>The Unit provides an intelligence service to HMPPS and partners to inform decisions on managing and mitigating risks and threats posed by offenders under our statutory supervision. Our ambition is to reach all parts of HMPPS and to change the culture of our organisation so that asking for the intelligence picture is second nature.</p> <p>Our purpose is to help prisons, probation offices and Approved Premises stay safe and secure. We want to give offenders under our supervision in custody and in the community the best possible chance of turning their lives around. To do this we need to use intelligence so we can take action to make it harder for offenders to commit crime whilst under our supervision and reduce the likelihood that they will commit further crimes when they complete their sentence.</p> <p>The post may be based at Headquarters (London) or in any of the Regional Intelligence Unit offices in England and Wales.</p> <p>The post has no operational requirement. However knowledge of prisons and probation operations and/or law enforcement operations is required.</p> <p>The post holder should also have experience of managing an intelligence service or acting as a senior customer for intelligence.</p>
Summary	<p>This post would suit a candidate with a strong track record in managing geographically dispersed teams to deliver a high quality and consistent level of service.</p> <p>The post holder will need to provide leadership and direction for their respective National or Regional Unit, including potentially Operational, Analytical and Policy staff. This leadership post will capture the best of our operating practice and mould it into our core service offer, from which we can test and then embed further services or new ways of working.</p> <p>The post holder will need to quickly get to grips with the varied and evolving intelligence capabilities and functions within HMPPS and in law enforcement partners. An ability, therefore, to hold a significant degree of complexity and ambiguity will be required as the National Intelligence Unit and wider HMPPS Intelligence operating model is developed.</p>

	<p>The post holder will need to work in partnership with a wide range of internal and external partners to overcome both practical and cultural barriers to joint working. The post holder will therefore require excellent communication skills to engage with a wide range of partners at senior levels within HMPPS, with law enforcement partners, and the wider intelligence community.</p> <p>37 hour working week and some of these positions will attract the RHA payment of 17% in addition to the basic salary due to the nature of the work which will include working hours outside of core to deal with urgent Threats to Life, provide tactical advice on National Security Matters and be part of an on-call rota meaning work will often have to be completed in evenings and on weekends.</p>
<p>Responsibilities, Activities and Duties</p>	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Taking lead responsibility for developing one or more elements of the Intelligence Unit operating model, as well as contributing to the design overall. The operating model will include intelligence management systems, procedures, standardised products, standard ‘tasking and coordination’ mechanisms, a quality assurance programme (for analytical work and information handling), and a system to monitor the impact of intelligence analytical work. • The smooth running of intelligence management and development processes, including strategic and tactical ‘tasking and coordination’ meetings within your area. • The delivery of quality assured intelligence analytical products for your area, in relation to ‘high priority’ offenders, offending groups or security vulnerabilities. • Providing advice and professional guidance to intelligence managers and analysts in your area (including those outside your line management), as well as to law enforcement partners, possibly including sensitive intelligence feeds. • Contributing to the development of intelligence policies, and providing guidance to support the effective implementation of policy. • Deliver a new capability to assist the National Probation Service with intelligence development and the appropriate use of intelligence as part of the risk assessment process to support risk management decisions. • Building and maintaining productive working relationships with senior internal and external stakeholders, facilitating effective flows of information between national and local intelligence mechanisms, and with intelligence partners. <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The role is new and developing. The job holder is therefore 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> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.</p>

<p>Behaviours</p>	<ul style="list-style-type: none"> • Changing and Improving • Managing a Quality Service • Delivering at Pace • Working Together • Leadership • Communicating and Influencing
<p>Strengths</p>	<p>It is advised strengths are chosen locally, recommended 4-8.</p>

Ability	<ul style="list-style-type: none"> The post holder must act with the highest levels of personal and professional integrity and champion these qualities in others. They must be vetted to Developed Vetting (DV) standards and the post is reserved for UK nationals.
Experience	<ul style="list-style-type: none"> A proven track record of leading teams in a complex environment with multiple stakeholders leveraging competing priorities. Knowledge of intelligence structures, working practices and operating environment of HMPPS and law enforcement partners.
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.
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Hours of Work (Unsocial Hours) Allowances	<p>Required Hours Allowance</p> <p>This role requires regularly working unpredictable and unsocial hours and be on call to respond to incidents at any time. A 17% payment will be paid in addition to your basic pay to recognise this. Unsocial hours are those hours outside 0700 - 1900hrs Monday to Friday and include evenings, nights, weekends and Bank/Public holidays.</p>
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Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
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Changing and Improving		The post holder must act with the highest levels of personal and professional integrity and champion these qualities in others. They must be vetted to Developed Vetting (DV) standards and the post is reserved for UK nationals.	A proven track record of leading teams in a complex environment with multiple stakeholders leveraging competing priorities.	
Managing a Quality Service			Knowledge of intelligence structures, working practices and operating environment of HMPPS and law enforcement partners.	
Delivering at Pace				
Working Together				
Leadership				
Communicating and Influencing				