



HM Prison & Probation Service

Job Description (JD)

Band 8

Group Profile – Head of Function Complex and Standard (HOFCS)

Job Description – HOFCS : Head of Business Assurance

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Job Description

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| Job Title | HOFCS : Head of Business Assurance |
| Group Profile | Head of Function Complex Standard |
| Organisation Level | Functional Management |
| Band | 8 |

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| Overview of the job | This is a functional management job in an establishment. |
| Summary | <p>The job holder has full accountability for leading the delivery of an efficient and effective Corporate Service Function. The scope of this role is to provide Business Assurance to the Governing Governor.</p> <p>This includes Business Planning, identifying, implementing and supporting the achievement of business objectives. As a member of the Senior Management Team (SMT), the job holder will contribute and implement their Function's objectives as defined in the establishment's Business Plan.</p> <p>This is either an operational or non-operational, rotational job with line management responsibilities. If operational, please see technical requirements.</p> |
| Responsibilities, Activities and Duties | <p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <p>Accountable for the management of the Corporate Services Function and all staff within this area, including the Business and People Hubs. This function will include activities within the following areas:</p> <ul style="list-style-type: none"> • Establishment Business Delivery & Planning • Resource Management & Change Management • Audit & Assurance <p>This role will work strategically and effectively with HMPPS professional partners who will provide specialist support for the post holder to achieve establishment deadlines where required. There is no expectation for the post holder to hold specialist knowledge or qualification in relation to key areas which will include (but not be limited to) HR, Finance, National Contracts, Health, Safety & Fire, Litigation, Legal matters and this work will receive the necessary professional support.</p> <p>Establishment Business Delivery & Planning</p> <ul style="list-style-type: none"> • Accountable for the development and completion of the establishment's Service Delivery Requirements and the co-ordination and update of establishment development objectives in accordance with HMPPS Commissioning intentions. • Responsible for ensuring information and outcomes on Service Delivery Requirements are collected and accountable for ensuring Business and Performance information is available to inform the Governor within agreed deadlines. • Accountable for the accurate reporting of all establishment Performance data including Hub sign off and data validation. • Accountable for the completion of the Compliance return which incorporates the Statement of Internal Financial Control with specialist support from the Finance Business Partner. • Accountable for the annual production of the Establishment Delivery Strategy. |

- Accountable for ensuring that logistical and practical arrangements are in place to support partnership activity within the establishment and support the work of individuals/teams linked to national contract management.
- Responsible for the management of budgets devolved by the Governing Governor to the Corporate Services function and be the Chief Approver for procurement within the establishment where exceptional expenditure is required.
- Responsible for supporting the Governing Governor by acting as the single point of contact (SPOC) for information on all partnership working with external service providers and stakeholders including performance management information and contract management oversight of local projects.
- Responsible for supporting the Governing Governor by developing and delivering a performance framework which allows the Governor oversight of a range of partnership commissioning including local contract arrangements.
- Responsible for supporting the Governing Governor to develop strategy and policy compatible with national strategy and policy to effectively support a strategic understanding of national and local contracts and to sustain and increase partnership activity.
- To act as the Health Safety and Fire Sponsor.
- To act as the Litigation Sponsor.

Resource Management & Change Management

- Accountable for the strategic oversight and management of the establishment's staffing resource, including all Workforce Planning activities.
- Responsible for ensuring the establishment's effective and efficient use of staffing resources including planning and co-ordination and stakeholder engagement activities to ensure adherence to national standard operating procedures.
- Accountable for ensuring that the establishment adheres to National Attendance Monitoring Processes.
- Accountable for developing and delivering effective Staff Engagement and Communication strategies for the establishment with specialist support from the HRBP team.
- Accountable for co-ordination and delivery of the establishment Staff training plan including the completion of the annual Self-Assessment Review (SAR) document.
- To act as the Local Implementation Manager for Business Change and to act as SPOC in relation to local contracting arrangements when directed by the Governor to meet specific Business Change requirements when required.
- To ensure effective partnership working is developed and in place with internal and regional HMPPS specialised partners such as HRBP and FBP.

Audit & Assurance

- Accountable for the establishment's adherence to the National Assurance Process.
- Accountable for the establishment's Audit and Assurance activities including liaison with Regional Assurance Managers and Programme Information and Analysis Group (PIAG).
- Accountable for adherence to Governance & Operational (G&O) audit outcomes including Financial controls, Information Assurance, Performance data quality and the Assurance framework.
- Accountable for the timely reporting and understanding of all the establishment SDRs and assurance reporting including local Data Validation are embedded within the establishment management structures.
- Accountable for ensuring that robust audit control mechanisms are in place to ensure quality and integrity of internal audit outcomes.
- Accountable for the development and monitoring of the Establishment Delivery Plan.
- Accountable for monitoring the assurance and compliance of the establishment to local and national policies linked with the function, and providing assurance to the Governor of the position of mandatory outcomes.
- Accountable for local asset management.

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| | <ul style="list-style-type: none"> To act as the designated lead for assurance and quality visits from HMIP, MQPL, G&O. <p>Other Duties</p> <ul style="list-style-type: none"> Act as the Governor's representative by chairing adjudications and taking charge of day-to-day establishment operations as Duty Governor (operational only). <p>The post holder will also be responsible for undertaking some or all other management tasks including:</p> <ul style="list-style-type: none"> Promote Prison Service policy in all activities and behaviours e.g. promote diversity, decency, safety and reducing re-offending agendas. Review open Assessment Care in Custody Teamwork (ACCT) as and when required in line with audit baselines. Manage Prisoners' Complaints Process within the Function. Responsible for ensuring all litigation claims relevant to the area have been dealt with in accordance with policy. Oversee the compilation and regular progress reporting of performance improvement programmes. Attend relevant boards/meetings and actively contribute either as chair or team member. Responsible for ensuring the defined work areas and associated activities comply with Health and Safety legislation. Ensure all risk assessments are undertaken and staff are made aware of their personal responsibility towards Health and Safety compliance. Contribute to the preparation of the establishment contingency and emergency plans and ensure implementation when required. Produce relevant reports as required and ensure that the response to all correspondence are within agreed timescales. Carry out investigations and administration in relation to incidents of potential discrimination and report on findings. Deliver and implement projects as directed by the Governor. Provide leadership and management of the Function. Will have the skills to apply all Human Resources (HR) related policies and practices and be able to carry out all aspects of people management such as Attendance Management, Disciplinary Investigations, Performance Management and Staff Appraisals. Provides leadership and direction for managers and staff within their defined work area through Briefings, building formal and informal relationships and effective communication. <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> <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> |
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| <p>Behaviours</p> | <ul style="list-style-type: none"> Delivering at Pace Leadership Communicating and Influencing Working Together Managing a Quality Service Changing and Improving Making Effective Decisions |
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| Strengths | It is advised strengths are chosen locally, recommended 4-8. |
| Essential Experience | |
| Technical Requirements | <p>Job holders must complete specific training in their specialism once they take up post.</p> <p>If Operational</p> <ul style="list-style-type: none"> • Must be successfully accredited by passing the Head of Function Assessment Centre (HFAC), or prior to 2016 be accredited as an Operational Manager (or in post as a G5 prior to 1999). • Where HFAC accreditation was gained from 2018, the Incident Management Silver Command (IMSC) assessment must also be passed to be eligible for operational Head of Function roles. • Successful completion of the workbook. • When transferring to a Young Persons establishment the job holder will be required to successfully undertake an assessment to demonstrate suitability to work with Young People. |
| Ability | |

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| 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. |
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| Hours of Work (Unsocial Hours) Allowances | <p>37 hour week</p> <p>Required Hours Allowance – TBC by Recruiting Manager</p> <p>This role requires regularly working unpredictable and unsocial hours and to be on call to attend their place of work 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 working 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 |
|-------------------------------|--|---------|------------|--|
| Delivering at Pace | | | | Must be successfully accredited by passing the Head of Function Assessment Centre (HFAC), or prior to 2016 be accredited as an Operational Manager (or in post as a G5 prior to 1999). |
| Leadership | | | | Where HFAC accreditation was gained from 2018, the Incident Management Silver Command (IMSC) assessment must also be passed to be eligible for operational Head of Function roles. |
| Communicating and Influencing | | | | Job holders must complete specific training in their specialism once they take up post. |
| Working Together | | | | When transferring to a Young Persons establishment the job holder will be required to successfully undertake an assessment to demonstrate suitability to work with Young People. |
| Managing a Quality Service | | | | Successful completion of the workbook |
| Changing and Improving | | | | |
| Making Effective Decisions | | | | |
| Choose an item. | | | | |