



HM Prison & Probation Service

NPS Job Description (JD)

NPS Band 5

**Directorate: National Probation Service /
Development and Business Change**

Job Description: CRC / NPS Integration Lead

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JD Evidence	

NPS Job Description

Job Title	CRC/NPS Integration Lead
Directorate	National Probation Service/Development & business change
Band	5

Overview of the job	The Integration Lead is responsible for planning and implementing interventions so that the operational processes between the NPS and CRCs and other deliver partners are continuously improved. The role is also responsible for delivering business change partner support to NPS Divisions and Deputy Directors at a regional level as directed by the System Integration Senior Manager.
Summary	The System Integration team will be responsible for ensuring the NPS works as effectively as possible with CRCs and other delivery partners. The roles will include identifying and coordinating delivery to improve effectiveness of operations. In Wales these roles will go further than Probation– they will also include Prison / Probation integration.
Responsibilities, Activities & Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <p>Improve and implement effective operational processes between NPS and its partners</p> <ul style="list-style-type: none"> • Carry out analysis to improve, and make more effective the operational processes, and relationships, between the NPS and CRC and wider partnership groups of the NPS – for example the CPS, Police, Courts and Prisons • Support the improvement of handling of critical touch-points in the operational processes between the NPS and CRCs, and between the NPS and wider partnership groups <p>Implementing associated change management</p> <ul style="list-style-type: none"> • Plan and design the change required to make operational processes between delivery partners as effective as possible • Coordinate operational input to HQ projects to improve the interfaces between the two organisations and between the NPS and other partnership groups (e.g. CPS etc) • Manage the linkages and interdependencies with local change programmes <p>Use communication effectively</p> <ul style="list-style-type: none"> • Providing information, feedback and advice • Influencing and persuading • Chair and participate in meeting using appropriate skills, styles and approaches <p>Enhance own performance</p> <ul style="list-style-type: none"> • Manage own resources and professional development <p>Use information to take critical decisions</p> <ul style="list-style-type: none"> • Liaise with staff to receive, collate and analyse information, developing systems and compiling reports as necessary • Develop and utilise data to identify trends and take appropriate action to maintain and enhance performance • Plan, implement and manage systems for the exchange of sensitive information, data and intelligence <p>Manage Diversity and Quality</p> <ul style="list-style-type: none"> • Contribute to a culture and systems that promote equality and value diversity

	<ul style="list-style-type: none"> • Implement the diversity policies of the service and collaborate effectively with the Equalities and Diversity Unit <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 alternations 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"> • Changing and Improving • Working Together • Making Effective Decisions • Managing a Quality Service • Leadership • Communicating and Influencing
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	Demonstrate experience of successfully identifying and improving efficiency of an organization, demonstrate experience of implementing successful change projects, and operational experience of working in a Probation setting
Technical requirements	NVQ Level 4 or equivalent in a relevant subject (or appropriate practical experience). Microsoft: Word, Excel, Access, Outlook, and PowerPoint (or equivalent i.e. Lotus Notes).
Ability	

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	
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Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8.	Ability	Experience	Technical
Changing and Improving			Experience of successfully identifying and improving efficiency of an organization.	NVQ Level 4 or equivalent in a relevant subject (or appropriate practical experience)
Working Together			Experience of implementing successful change projects.	IT Skills; Microsoft: Word, Access, Excel, Outlook, and PowerPoint (or equivalent i.e. Lotus Notes)
Making Effective Decisions			Operational experience of working in a Probation setting.	
Managing a Quality Service				
Leadership				
Communicating and Influencing				