



HM Prison & Probation Service

HQ Job Description (JD)

Band 6

Directorate: Wales & Public Protection

Job Description –Secretary of State Representative/Risk Adviser

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Job Description

Job Title	Secretary of State Representative/Risk Adviser
Directorate	Wales & Public Protection, PPCS
Band	6

Overview of the job	The Public Protection Casework Section (PPCS) is placed within the Public Protection Group of the HMPPS Wales and Public Protection Directorate. The post of Secretary of State Representative/Risk Adviser within PPCS is not operational, although the business objectives of PPCS are focused on delivering frontline public protection casework. The Secretary of State Representative/Risk Adviser responsibilities are: - Representing the Secretary of State at Parole Board hearings for indeterminate, determinate sentenced and recalled prisoners, including directions hearings and case conferences. - There is an expectation that the post-holder will travel to prisons around England and Wales when required, which may include overnight stays. The job holder will report to either the Head of the Enhanced Case Management Team, the Senior Risk Adviser or the National Security Team Senior Manager.
Summary	The job holder will be responsible for progressing complex cases through the Generic Parole and Recall process. Preparing and presenting Secretary of State submissions to Parole Board hearings on issues relating to public protection. The post holder will represent the Secretary of State at oral hearings in person, remotely via video link and in writing via written submissions, so effective communication skills both written and verbal are essential. Knowledge, expertise and operational experience of risk management and public protection is essential in this role. The post holder will work directly with probation practitioners to provide advice and support in relation to a range of cases with varying complexities including TACT, high profile and complex cases, and will analyse complex parole directions and develop relationships with stakeholders to progress complex cases. Working with their line manager, the post holder will also provide advice in order to support an efficient and timely review process for determinate sentence recalled prisoners.
Responsibilities, Activities and Duties	The post holder will be required to carry out the following range of responsibilities, activities and duties: - Representing the Secretary of State at Parole Board hearings for indeterminate, determinate sentenced and recalled prisoners, including directions hearings, case conferences and provide advice on complex cases. - Support the work of PPCS case managers by reviewing and quality assuring the risk assessed executive release reports prepared by them following recall. - Support the work of PPCS case managers by providing advice and guidance to progress and ensure directions compliance, identify gaps in release and risk management plans and ensure such gaps are addressed. - Liaise with colleagues in the field and within prisons to ensure that release or re-release is timely and does not undermine public protection. - Build and maintain effective and positive working relationships and practice with staff across HMPPS, the Parole Board and other stakeholders as

	required with a particular focus on offender managers/roles and responsibilities and their role in the Parole, Recall and executive release process. • Participate in the delivery of training and contribute to discussions about best practice. • Assisting the Heads of Casework with the handing of high profile, complex and sensitive cases providing advice to senior managers and Ministers when required. • Disseminating the disciplines of risk assessment and risk management, and the tools used for each, ensuring that staff within PPCS are sufficiently developed to use the knowledge and tools appropriately to ensure that their decisions are properly informed ones and do not place the public at unnecessary risk of harm. • Developing excellent working relationships with managers within PPCS, the PS, Parole Board, prisons and other agencies; ensuring regular contact with specific leads and provide training/briefing and guidance to HMPPS staff in best practice for parole, recall and review casework. • Escalating serious/significant review casework issues within prisons, the Probation Service and the Parole Board which undermine the overall performance of the review process. These might include the Probation Service failing to send witnesses to Parole Board oral hearings, or persistent failure to submit reports for parole or recall dossiers on time, thus affecting the timely re-release of prisoners. • As directed identify complex/high profile cases and provide advice to senior managers etc. • Undertake additional activities including sitting on recruitment panels, attending and advising capability hearings and providing first draft ministerial submissions. 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.
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Behaviours	• Making Effective Decisions • Seeing the Big Picture • Communicating and Influencing • Working Together • Managing a Quality Service
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Ability	• Well-developed knowledge and understanding of HMPPS operations. • Professional understanding of risk assessment, risk management and probation practices so that they are able to support the making of informed risk assessments before taking release decisions in individual cases • Must be able to demonstrate a proven track record of delivery and achievement. • Must be able to demonstrate a developed ability and track record of working successfully with stakeholders. • Strong written, verbal and non-verbal communications skills. • Able to demonstrate resilience and ability to handle significant levels of pressure whilst delivering high profile outcomes. The ability to work flexibly whilst managing competing demands is essential.
Experience	• An established background of experience in offender management. • Showing and demonstrating wider detailed experience in some or all of the following areas would also be desirable but not essential: ○ Policy implementation and involvement in complex high-profile casework.

	○ The ability to communicate and engage with a wide range of stakeholders to present ideas/proposals. ○ An understanding of the Parole System.
Technical	None

Minimum Eligibility	<i>Please do not alter this box</i> • 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	<i>Leave Blank</i> To be used by the JES Team only
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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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Making Effective Decisions		Well-developed knowledge and understanding of HMPPS operations.	An established background of experience in offender management.	
Seeing the Big Picture		Professional understanding of risk assessment, risk management and probation practices so that they are able to support the making of informed risk assessments before taking release decisions in individual cases	Showing and demonstrating wider detailed experience in some or all of the following areas would also be desirable but not essential: ○ Policy implementation and involvement in complex high-profile casework. ○ The ability to communicate and engage with a wide range of stakeholders to present ideas/proposals. ○ An understanding of the Parole System.	
Communicating and Influencing		Must be able to demonstrate a proven track record of delivery and achievement.		
Working Together		Must be able to demonstrate a developed ability and track record of working successfully with stakeholders.		
Managing a Quality Service		Strong written, verbal and non-verbal communications skills.		
		Able to demonstrate resilience and ability to handle significant levels of pressure whilst delivering high profile outcomes. The ability to work flexibly whilst managing competing demands is essential.		