



HM Prison & Probation Service

HQ Job Description (JD)

Band 7

Directorate: Security

Risk and Capabilities Unit (RaCU)

Job Description: Evidence & Insights Manager

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JD Evidence	

Job Description

Job Title	Evidence & Insights Manager
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Overview of the job	Personnel Security Countermeasures (PSC) sits within the Risk and Capabilities Unit (RaCU) and is responsible for ensuring that vetting decisions across HMPPS and the Ministry of Justice are robust, consistent, and aligned to organisational risk. The Evidence & Insights function provides a central, independent analytical capability within PSC, responsible for generating, interpreting and applying evidence to shape personnel security policy, practice and assurance. This role operates at a system and organisational level, distinct from operational vetting decision-making. It provides objective challenge, evaluation and insight, ensuring that vetting processes are fair, consistent, and evidence led. The postholder plays a critical role in strengthening the integrity of the vetting system across HMPPS and MoJ, shaping how evidence is used to inform strategic decisions that carry significant organisational and reputational risk. This is a non-operational Headquarters role, reporting to the Evidence & Insights Lead, with direct line management for a number of Evidence & Insights Analysts.
Summary	The Evidence & Insights Manager leads the delivery of analytical and evaluative work, ensuring that evidence is systematically used to drive improvements in personnel security policy, assurance and operational practice. The role is accountable for identifying systemic risks, inconsistencies and emerging trends across the vetting system, translating these into clear, actionable recommendations that shape organisational decision-making. A core function of the role is to design and deliver independent evaluation of vetting processes and interventions, ensuring that practice is continuously improved and aligned to organisational priorities. The role sets the standards, frameworks and approach for evidence use across PSC, embedding a culture of evidence-informed decision-making across HMPPS and MoJ.
Responsibilities Activities & Duties	The job holder will: Lead the delivery and development of project portfolios within Evidence & Insights function, ensuring evidence informs and

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	shapes vetting policy, practice and capability. • Oversee the production of analytical outputs that provide insight into vetting performance, outcomes, risks and trends. • Shape organisational decision making by providing evidence-based advice to senior leaders, on vetting impact, risks, trends and system performance. • Drive the evaluation of vetting processes and interventions, assessing their effectiveness, consistency and impact. • Identify systemic risks, patterns and emerging issues within vetting data and translate these into organisational improvements. • Design and implement frameworks for evidence use, including standards for data collection, analysis, evaluation and dissemination across PSC. • Ensure effective governance of sensitive information, maintaining compliance with data protection, security and ethical standards. • Set standards for evidence use across PSC, leading organisational learning across the unit, ensuring insights from data and complex cases inform policy, assurance and operational practice. • Provide inclusive leadership and line management to a team of Evidence & Insights analysts, building capability and ensuring delivery of high-quality outputs. • Represent the Evidence & Insights function across internal and external forums, contributing to cross-government learning and best practice. 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	• Seeing the Big Picture • Making Effective Decisions • Communicating and Influencing • Changing and Improving • Managing a Quality Service
Strengths	We recommend you choose 4 to 8 strengths locally – select from the list of Civil Service strength definitions on the intranet.
Experience	• Experience leading analytical, insight or evaluation functions and delivering evidence-informed outputs. • Strong experience of using evidence to shape policy, strategy or operational practice. • Experience of influencing decision-making through evidence and insight. • Experience managing multiple high-priority workstreams with competing demands. • Experience of working with stakeholders across operational and policy environments.

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Technical Requirements	• Knowledge of research, analysis and evaluation methodologies (qualitative and quantitative). • Ability to gather, interpret and synthesise data from multiple sources to inform decisions.
Ability	• Demonstrable ability to interpret complex data and identify meaningful trends and risks. • Understanding of personnel security, risk management, or comparable environments.
Minimum Eligibility	• All candidates are subject to personnel security and identity checks prior to taking up post. This post requires national security vetting at SC level. • 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 the Prison Service consider to be racist.

Hours of Work (Unsocial Hours) Allowances	37 hour working week
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