



HM Prison & Probation Service

HQ Job Description (JD)

Band 11

Directorate: Change

Job Description: Head of Prison Supply Strategy and Portfolio Operations

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Job Description

Job Title	Head of Prison Supply Strategy and Portfolio Operations
Directorate	Change
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Overview of the job	The Change Directorate, providing Prison Capacity for HMPPS, including the Prison Capacity Sub-Portfolio responsible for overseeing the management and development of prison facilities across the estate, consisting of New Prisons, Prison Estate Expansion, Private Prisons Contract Expiry and Transfer, Accelerated Houseblock Delivery Programme (ADHP), Small Secure Houseblocks and Rapid Deployment Cells Programme (RDCP), as well as the Long-Term Estates strategy and pipeline. Creating a reformed estate for male and female population in prisons, that is less crowded, better organised, more effective and comprises modern, fit for purpose accommodation that meet the specific needs and risks of different prisoner groups. This is a critical role as the post holder will lead on the strategic approach to delivering against the Government prison place commitment, while also providing strategic leadership on wider prison builds. This is a non-operational role, with line management responsibility.
Summary	The post holder will work to the Executive Director for Change Directorate and will be a member of the Directorate Senior Leadership team. This senior post holder will be accountable for the leadership vision, and performance of the Prison Capacity Sub-Portfolio. Providing strategic direction for the management and development of prison facilities across the estate, ensuring that the portfolio delivers modern, fit for purpose accommodation aligned with Government priorities and the needs of diverse prisoner groups, overseeing the delivery and implementation of an internal estate strategy for HMPPS, that considers the future of the prison and probation estates. The post holder will lead multiple central teams, with both direct and indirect responsibilities for a geographically dispersed workforce.

Responsibilities, Activities and Duties	The job holder will be required to carry out the following responsibilities, activities and duties: • Through expert translation of evidence and the development of long-term strategies, the post holder will set the direction for prison building programmes and the operational function of the directorate, ensuring that objectives are evidence-based and responsive to the iterative development of the Estates and Infrastructure Strategy. • Overseeing a large portfolio spanning multiple programmes with national impact on prison capacity and rehabilitation outcomes • Responsible for the strategic direction and transformation of the Change Directorate, shaping long-term policy and delivery models that influence national prison infrastructure and operations • Representing the Directorate at senior forums and decision-making bodies, and providing leadership across a range of strategic and operational matters • Lead engagement with senior stakeholders and create and maintain constructive links with key cross partners across HMPPS, MoJ, HMT, No10. • Lead on organisational capability strategy and Provide assurance to the Executive Director on delivery confidence of the Portfolio. • Manage Portfolio capital investment budget including leading on SR for directorate. • Lead strategic stakeholder engagement across a large and complex organisation, providing direction and oversight in the development and implementation of communications plans. • Actively support programme teams in unlocking challenges internally and externally, particularly on areas that require cross-government collaboration • Accountable for high-level decision-making on investment prioritisation, risk mitigation, and strategic alignment across government departments, including leading on the strategic direction of the ICF's contribution to the HLT risk register • The post holder will provide assurance to the Senior Sponsor on the delivery of a large number of projects and act as a key advisor on the strategic approach for future delivery and the operational function of the Prison Supply Directorate. • Provide senior leadership and oversight of the operational activity of 3 multi-disciplinary central teams overseeing the strategic, corporate and assurance objectives of the directorate 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
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	adjustments may require re-examination under the Job Evaluation scheme and shall be discussed in the first instance with the Job Holder. An ability to fulfil all spoken aspects of the role with confidence through the medium of English or Welsh.
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Civil Service Success Profile Criteria

Behaviours	Note: We recommend you choose up to 6 behaviours. • Seeing the Big Picture • Making Effective Decisions • Leadership • Communicating and Influencing • Delivering at Pace
Strengths	Note: we recommend you choose 4 to 8 strengths locally – select from the list of Civil Service strength definitions on the intranet.
Experience	• Demonstrates strong strategic leadership through managing high-profile portfolios and shaping cross-government policy on behalf of HMPPS. • Effectively translates complex policy into clear strategic direction and communicates priorities to senior stakeholders, Ministers, and partners. • Extensive experience working with central government departments and operating as a senior stakeholder in complex, high-profile initiatives. • Uses sound judgement and advanced influencing skills to represent HMPPS effectively at the highest levels. • Experience in building collaborative relationships that leverage the expertise of others to deliver shared outcomes. • Proven ability to influence and engage across diverse teams and stakeholders to drive progress and innovation. • A level of project delivery expertise, ideally focused on department and cross government governance, financial controls and tolerances.
Technical Requirements	
Ability	• Strong relationship management skills are required as the post holder deals with senior stakeholders, work stream leads and senior executives from other departments and organisations. • Excellent interpersonal skills to manage work stream relationships, private prison senior leaders and other senior stakeholders.

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	Negotiation skills to ensure the best outcomes are achieved for HMPPS and prison places are brought online.
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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	37 hour working week
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