



HM Prison & Probation Service

NPS Job Description (JD)

NPS Band 4

**Directorate: National Probation Service (Development &
Business Change / Efficiency & Innovation)**

Job Description: Efficiency Team Member

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JD Evidence	

NPS Job Description

Job Title	Efficiency Lead
Directorate	National Probation Service / Development and Business Change
Band	4

Overview of the job	The E&I team will be responsible for optimising the use of the resource available to the NPS. This includes: resource management, identify and coordinating efficiency priorities and business development activity. In Wales these roles will go further than Probation efficiency – they will also include prison / probation integration.
Summary	The Efficiency Team Member will support the Efficiency and Innovation Lead in delivering and managing efficiency and innovation projects.
Responsibilities, Activities & Duties	The job holder will be required to carry out the following responsibilities, activities and duties: Efficiency project support • Collate service standard information regarding services provided nationally by the NPS to ensure that they are delivered in accordance with the service delivery indicators and specifications • Support the creation of an activity-based costing model for the NPS • Maintain the cost model and ensure that it is up-to-date • Report regularly from the cost model, identifying areas which are above or below budget • Assist in the preparation of annual cost budgets for the NPS • Report on the success of efficiency initiatives to deliver against cost reduction targets • Develop action plans/new processes for new projects to address inadequate performance and areas of waste in the organisation • Support the team in ensuring that the NPS spends public money wisely and delivers cost savings. • Manage projects as required Plan and organise • Support development of programme formation and implementation • Contribute to planning, implementation and management of sharing knowledge and good practice to inform innovation and improve service delivery across the organisation Use communication effectively • Providing information, feedback and advice • Influencing and persuading • Using appropriate skills, styles and approaches Enhance own performance • Manage own resources and professional development Use information to take critical decisions • Liaise with staff to receive, collate and analyse information, using systems and compiling reports as necessary • Develop and utilise data to identify trends and make suggestions or take appropriate action to maintain and enhance performance • Plan, implement and manage systems for the exchange of sensitive information, data and intelligence Manage Diversity and Quality • Contribute to a culture and systems that promote equality and value diversity • Adhere to the diversity policies of the service and collaborate as appropriate

	with the Equalities and Diversity Unit Manage Quality - Contribute to continuous quality improvement Manage Projects - Deliver project responsibilities as required - Maintain effective communication with project stakeholders 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.
Behaviours	- Changing and Improving - Working Together - Delivering at Pace - Making Effective Decisions - Managing a Quality Service
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	Demonstrate experience of successfully identifying and improving efficiency of an organisation, demonstrate experience of project planning, and demonstrate experience of finance and budgeting.
Technical requirements	NVQ Level 4 or equivalent in a relevant subject (or appropriate practical experience). Financial Analysis, Microsoft: Word, Access, Excel, Outlook, and PowerPoint (or equivalent i.e. Lotus Notes)
Ability	

Minimum Eligibility	- 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 organisation	NVQ Level 4 or equivalent in a relevant subject (or appropriate practical experience)
Working Together			Experience of project planning,	IT Skills; Microsoft: Word, Access, Excel, Outlook, and PowerPoint (or equivalent i.e. Lotus Notes)
Delivering at Pace			Experience of finance and budgeting,	Financial Analysis
Making Effective Decisions				
Managing a Quality Service				