

View results

Respondent

35

Siobhan O'Sullivan

14:59

Time to complete

1. Name and email address of hiring manager? *

Mark Benden

2. What is the job you are recruiting? Please provide full details listed below *

Please provide the job title and whether the job is permanent or temporary. If temporary, please provide more detail, for example, if the funding for the role will end on a specific date, it will be better to advertise the role with the end date rather than a duration, as duration may go beyond available funding depending on when the successful applicant is onboarded.

IOM Senior Operational Support Manager - Temporary until 31/03/2026

3. If this is a temporary role, please tick all that apply. If it is permanent, please select "N/A". *

- ☒ Fixed term contract (for external applicants)
- ☐ Fixed term appointment (for internal applicants)
- ☒ Loan (for internal applicants)
- ☐ Secondment
- ☐ Expression of Interest
- ☐ Apprenticeship
- ☐ Internship
- ☐ Graduate Placement
- ☐ N/A
- ☐ Other

4. What is the closing date of the campaign? *

We recommend a minimum of two weeks.

Friday 25th April 2025

5. Which Business Unit / Probation Delivery Unit will this role be recruited to? *

- ☐ PDU Bath and North Somerset
- ☐ PDU Bristol and South Gloucestershire
- ☐ PDU Cornwall and Isles of Scilly
- ☐ PDU Devon and Torbay
- ☐ PDU Dorset
- ☐ PDU Gloucestershire
- ☐ PDU Plymouth
- ☐ PDU Somerset
- ☐ PDU Swindon and Wiltshire
- ☐ Accredited Programmes and Structured Interventions
- ☐ Community Integration
- ☐ Corporate Services
- ☒ Headquarters
- ☐ Performance and Quality
- ☐ Unpaid Work
- ☐ Public Protection Unit

6. How many positions are available? *

1.0

7. What is the employee category of the role? *

- ☐ Operational - contact with with people on probation / prisoners
- ☐ Operational - no contact with people on probation / prisoners
- ☐ Non-operational - contact with people on probation / prisoners
- ☒ Non-operational - no contact with people on probation / prisoners

8. Will the jobholder be required to have regular verbal contact with the general public as an intrinsic part of the role? *

- ☐ Yes
- ☒ No

9. Please could you supply the RAC code for the vacancy? *

HQ-TPR-3286

10. Is this recruitment for a Diary Manager or a Senior Administrative Officer? *

The region have agreed behaviours and strengths for these roles for APPLICATION so you won't need to choose these if recruiting to one of these roles.

☐ Yes

☒ No

11. Which Behaviours would you like to assess at APPLICATION? *

The behaviours MUST match those listed on the job description. You must assess all behaviours listed on the job description at APPLICATION and at INTERVIEW stage. Here, you can select which ones to be used at APPLICATION. We recommend you select a lead behaviour which will come in useful should you expect a high volume of applicants.

☐ Caring

☒ Changing and Improving

☒ Communicating and Influencing

☐ Delivering at Pace

☐ Developing Self and Others

☐ Leadership

☒ Making Effective Decisions

☐ Managing a Quality Service

☐ Seeing the Bigger Picture

☒ Working Together

12. Please tick yes if would you like to ask a role specific Behaviour question at APPLICATION? *

☐ Yes

☒ No

13. Which Behaviour will be your Lead Behaviour at APPLICATION stage? *

This behaviour MUST match one of the behaviours on the job description. This can be useful to reduce the number for sift if there is a high volume of applications.

Changing and Improving

14. Would you like to assess Ability? *

This is usually done using psychometric tests, often in an online internet-based format.

- ☐ Yes - Verbal Reasoning Test (VRT) - to assess verbal capabilities.
- ☐ Yes - Numerical Reasoning Test (NRT) - to assess numerical capabilities.
- ☒ No

15. Which Behaviours would you like to assess at INTERVIEW? *

The behaviours MUST match those listed on the job description. You must assess all behaviours listed on the job description at APPLICATION and at INTERVIEW stage. Here you can select which behaviours you would like to assess at INTERVIEW.

- ☐ Caring
- ☒ Changing and Improving
- ☒ Communicating and Influencing
- ☐ Delivering at Pace
- ☐ Developing Self and Others
- ☐ Leadership
- ☒ Making Effective Decisions
- ☐ Managing a Quality Service
- ☐ Seeing the Bigger Picture
- ☒ Working Together

16. Would you like to assess Experience at APPLICATION? Please tick all that apply. *

- ☐ Experience - CV
- ☒ Experience - Work history
- ☐ Experience - Specific questions
- ☒ Experience - Statement of Suitability
- ☐ None of the above

17. If you chose a Statement of Suitability, what word count would you like? *

- ☐ 250 words
- ☒ 500 words
- ☐ 750 words
- ☐ 1000 words
- ☐ None of the above - I did not choose a Statement of Suitability

18. Do you want to provide specific guidance for the Statement of Suitability? *

The candidate will be asked to provide examples of any relevant technical skills, experience and behaviours they feel demonstrate their suitability for the role. You may want to guide the candidate to focus on one particular aspect of the role.

☐ Yes

☒ No

19. Please choose the Strengths you would like to assess at INTERVIEW. *

Strengths are mapped to the most relevant Behaviour (seen in brackets below) and MUST match the job description, but any Strengths can be assessed if suitable for the role. You MUST refer to Success Profiles for guidance.

- ☐ Adaptable (Changing and Improving / Delivering at Pace)
- ☐ Analytical (Making Effective Decisions)
- ☐ Authentic (Communicating and Influencing)
- ☐ Catalyst (Delivering at Pace)
- ☐ Challenger (Seeing the Big Picture / Working Together)
- ☐ Change Agent (Changing and Improving / Leadership)
- ☐ Confident (Leadership)
- ☐ Courageous (Changing and Improving)
- ☐ Decisive (Making Effective Decisions)
- ☐ Disciplined (Managing a Quality Service / Delivering at Pace)
- ☐ Efficient (Managing a Quality Service)
- ☒ Emotionally Intelligent (Communicating and Influencing / Working Together)
- ☐ Enabler (Developing Self and Others)
- ☐ Explainer (Communicating and Influencing / Developing Self and Others)
- ☐ Focussed (Managing a Quality Service / Delivering at Pace)
- ☐ Improver (Changing and Improving)
- ☐ Inclusive (Leadership / Communicating and Influencing / Working Together / Developing Self and Others)
- ☐ Influencer (Communicating and Influencing)
- ☐ Learner (Developing Self and Others)
- ☐ Mediator (Working Together)
- ☐ Mission (Seeing the Big Picture)
- ☐ Motivator (Leadership)
- ☐ Negotiator (Working Together)
- ☐ Networker (Working Together)
- ☐ Organiser (Managing a Quality Service / Delivering at Pace)
- ☐ Precise (Managing a Quality Service)
- ☐ Preventer (Making Effective Decisions / Managing a Quality Service)
- ☒ Problem Solver (Changing and Improving / Making Effective Decisions)
- ☒ Relationship Builder (Working Together)

- ☐ Resilient (Delivering at Pace)
- ☐ Responsible (Delivering at Pace)
- ☐ Service Focussed (Managing a Quality Service)
- ☐ Strategic (Seeing the Big Picture)
- ☐ Team Leader (Leadership)
- ☐ Team Player (Working Together)
- ☐ Visionary (Seeing the Big Picture / Leadership)

20. If this role requires the probation qualification, we will automatically ask the technical question in the APPLICATION (e.g. to provide a copy of their qualification). If you would like another technical question asked (e.g. proficiency in Microsoft Office or another software package) please provide it here: *

N/A

21. Are there any memberships, licences or languages required for this role? *

This does not include mandatory qualifications, we can use the job descriptions to find details of mandatory qualifications.

- ☐ Yes
- ☒ No

22. Would you like any additional assessments at INTERVIEW? Tick all that apply *

- ☐ Yes - presentation
- ☐ Yes - written exercise
- ☐ Yes - facilitation exercise
- ☐ Yes - test
- ☐ Yes - job related simulation
- ☐ Yes - assessment centre
- ☐ Yes - oral briefing exercise
- ☒ No

23. If you have chosen additional assessments, would you like to have more than 1 interview stage for these additional assessments? *

For example, you could have 1 interview stage and you will do the additional assessment(s) and interview on the same day e.g. a presentation followed by the formal interview. If you opt for more than 1 stage, these cannot be on the same day and will require the candidate to book onto more than one slot, e.g. a presentation on one day, PLUS the formal interview on another day. The first stage will need to be completed and scored BEFORE the next stage can be arranged. Whichever you chose, once the campaign has been loaded, this CANNOT be changed.

- ☐ Yes
- ☒ No

24. Is this a regional role? *

This means, is it a role that can be done from anywhere in the region, not tied to a specific office location.

☒ Yes

☐ No

25. Please choose all the office and/or prison locations that are available for this role. These will be listed on the campaign. *

- ☐ All office and prison locations
- ☒ All office locations, excluding prisons
- ☐ All prison locations
- ☐ Barnstaple - Kingsley House, EX31 1DR
- ☐ Bath, The Old Convent, BA2 4JE
- ☐ Bournemouth, 7 Madeira Road, BH1 1QL
- ☐ Bridgwater, Riverside House, TA6 3HW
- ☐ Bristol, Marlborough Street, BS1 3NU
- ☐ Bristol, Bridewell Street, BS1 2AA
- ☐ Bristol, CEEDS, Ujima House, BS2 8QU
- ☐ Camborne, Endsleigh House, TR14 8DN
- ☐ Cheltenham, County Offices, GL50 3EW
- ☐ Chippenham, 34 Marshfield Road, SN15 1JT
- ☐ Dorchester, Little Keep Gate, DT1 1AH
- ☐ Exeter, 3-5 Barnfield Road, EX1 1RD
- ☐ Exeter, Brittany House, EX4 4EP
- ☐ Gloucester, Twyver House, GL1 1DR
- ☐ Plymouth, St Catherine's House, PL1 2TS
- ☐ Poole, 63 Commercial Road, BH14 0JB
- ☐ Salisbury, The Boulter Centre, SP1 3SL
- ☐ St Austell, Lytton Place, PL25 4PE
- ☐ St Austell, Kings Avenue, PL25 4TT
- ☐ Swindon, Centenary House, 150 Victoria Road, SN1 3UZ
- ☐ Taunton, Deane House, TA1 1HE
- ☐ Torquay, Bay House, Riviera Park, TQ2 7TD
- ☐ Truro, Tremorvah Wood, TR1 1HZ
- ☐ Worle, Queensway House, BS22 7BB
- ☐ Weymouth, Westway House Entrance B, DT4 8TG
- ☐ Yeovil, 22 Hendford, BA20 2QD
- ☐ HMP Ashfield

- ☐ HMP Bristol
- ☐ HMP Channings Wood
- ☐ HMP Dartmoor
- ☐ HMP Eastwood Park
- ☐ HMP Erlestoke
- ☐ HMP Exeter
- ☐ HMP Guys Marsh
- ☐ HMP Leyhill
- ☐ HMP Portland
- ☐ HMP The Verne
- ☐ Other

26. What working pattern is available for this role? Please select all that apply. *

- ☒ Full time
- ☐ Part Time
- ☐ Part Time/Job Share
- ☐ Flexible Working
- ☐ Compressed Hours
- ☐ Other

27. Will this role have line management responsibilities? *

- ☒ Yes
- ☐ No

28. What is the Internal Function of the role? *

- ☐ Accredited Programmes
- ☐ Community Integration
- ☐ Complaints
- ☐ Courts
- ☐ Enforcement
- ☐ Headquarters
- ☒ Management Structures
- ☐ Multi Agency
- ☐ Offender Management
- ☐ Offender Management OMIC
- ☐ Performance and Quality
- ☐ Personality Disorder Projects
- ☐ Pre Release
- ☐ Private Prison
- ☐ Public Prison
- ☐ Regional Corporate Support
- ☐ Sexual Offending Programmes
- ☐ Serious Further Offences
- ☐ Structured Interventions
- ☐ Training
- ☐ Unpaid Work
- ☐ Victims
- ☐ Youth Offending Service

29. Please provide any additional information you would like to include about the role to help applicants understand what the role is. *

This is helpful when the role being recruited to is a specialist role but uses a generic job description. Leave blank if you do not want to add any additional information.

This role will provide leadership for Integrated Offender Management across the South West Region. It will work closely with police and other key stakeholders to deliver effective IOM provision.

30. Please provide the contact details of the person applicants can contact to discuss the role. *

Mark Benden Mark.Benden@justice.gov.uk

31. Does the role attract an allowance, excess fares, relocation / PIT terms? *

☐ Yes

☒ No

32. Do you know the dates of when you expect to hold the interviews? *

☒ Yes

☐ No

33. Please provide us with the expected interview dates. For example, "Early May" or "End of September" *

Provisionally week commencing 19th May 2025

34. How should the vacancy be advertised? *

☐ Internal

☐ Cross Government (will be advertised on Civil Service Jobs)

☒ External (will be advertised on Civil Service Jobs)

35. Can internal applicants apply on promotion? *

☒ Yes

☐ No

36. Please upload any files you would like to include in the campaign for this role. Please ensure that any documents include the correct organisational logos and have been proof read prior to uploading here.