



HM Prison &  
Probation Service

## **HQ Job Description**

**Directorate: Change Management Office**

### **Job Description – Band 8 Change Assurance Manager**

<b>Document Ref:</b>	HQ-JES-2762 Change Assurance Manager v2.0
<b>Document Type:</b>	Management Version 2.0
<b>Classification:</b>	Official
<b>Date of Issue:</b>	25 September 2020
<b>Status:</b>	Baselined
<b>Produced by:</b>	Job Evaluation Assurance and Support Team
<b>Authorised by:</b>	Reward Team

<b>Job Title</b>	Assurance Manager
<b>Directorate</b>	Change Management Office
<b>Band</b>	Band 8

<b>Overview of the job</b>	The Change Assurance Managers will ensure full and thorough assurance is undertaken for all the HMPPS Change Programmes. This assurance is required by the HMPPS Change Board, the HMPPS Leadership Team and Investco, to ensure the consistent delivery of Change Programmes and use of Government finances. This role will be accountable to the Assurance Team Manager, working in the Change Management Office Team. The postholder is responsible for leading on providing the assurance activity across the portfolio. This role will require temporary line management responsibility of the Change Assurance Officer for 1 month only.
<b>Summary</b>	HM Prison and Probation Service (HMPPS) is an agency of the Ministry of Justice, and is responsible for managing probation services, and all 124 prisons in England and Wales. Our staff come from a wide range of backgrounds and cultures, and work in both operational and policy areas. HMPPS focusses on creating safe and decent prisons which are productive places to live and work, protecting the public from harm caused by offenders, and reduce re-offending by improving the life chances for offenders so reoffending rates are reduced, which underpins all of our work. This is an exciting time to be joining HMPPS as the Agency looks to deliver major change to how its services operate, from building new prisons to delivering probation reform, all of which are at the forefront of the Government agenda. These change programmes are pulled together into a Change Portfolio, which is part of the Change Delivery Group. The Change Delivery Group consists of a number of teams who are all dedicated to creating a supportive and inclusive environment where they can all work together to support the delivery of change. Main office is in Petty France, London, but all geographical locations will be considered. There will be a requirement to be in London regularly.
<b>Responsibilities, Activities and Duties</b>	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>• Validating and monitoring Risk Potential Assessments (RPAs).</li> <li>• Developing the assurance structure and providing advice</li> </ul>

	<ul style="list-style-type: none"> <li>• Acting as an assurance subject matter expert for the portfolio and wider.</li> <li>• Managing monthly assurance and approval meetings.</li> <li>• Monitoring the conclusion of recommendations.</li> <li>• Undertaking desktop assurance reviews.</li> <li>• Providing the link with Ministry of Justice (MOJ)/IPA/Government Information Assurance Agency (GIAA) assurance teams.</li> <li>• Line management of band 6 Change Assurance Officer. (Temporary for 1 month)</li> <li>• Providing regular reports on the Change Portfolio assurance</li> <li>• Providing regular reports on the Change Portfolio assurance to the Head of the Assurance Team, who will use this information to ensure close links and updates are made to the MOJ, GIAA and IPA assurance teams.</li> <li>• Identifies themes and linkages across the portfolio reporting to highlight emerging risks and issues and areas that need improvement.</li> <li>• Shares intelligence and knowledge gained from the wider portfolio to inform best practice.</li> <li>• Promote good practice and facilitate improvement sessions for the delivery of Change Programmes.</li> <li>• Develop of briefing materials and updates for internal and external audiences.</li> <li>• Deputise for the Portfolio Lead: Assurance as required.</li> </ul> <p>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.</p>
<b>Behaviours</b>	<p>Communicating and Influencing – Lead Behaviour</p> <p>Leadership</p> <p>Making Effective Decisions</p> <p>Managing a Quality Service</p> <p>Changing and Improving</p>
<b>Strengths</b>	<p>Influencer</p> <p>Service Focused</p>

<b>Experience</b>	<p>Demonstrate experience of a role in programme and performance management; demonstrate experience in using a range of software packages to present, analyse and undertake report development and experience of quality systems and authorising/implementing quality improvement initiatives.</p> <ul style="list-style-type: none"> <li>• Excellent communication skills both written and oral, including strong numerical, IT and presentation skills.</li> <li>• Strong proven ability to develop productive working relationships with a diverse range of internal and external stakeholders.</li> <li>• Proven ability to be self-motivating and demonstrate experience of initiating challenges with successful outcomes.</li> <li>• Excellent understanding of HMPPS strategic direction with an ability to influence others in a professional and diplomatic way.</li> <li>• Demonstrable experience of problem solving to deliver required outcomes.</li> <li>• Exceptional ability to manage uncertainty and respond flexibly to a changing environment.</li> </ul>
<b>Essential Criteria</b>	<ul style="list-style-type: none"> <li>• All candidates are subject to security and identity checks prior to taking up post.</li> <li>• 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.</li> <li>• All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist</li> </ul>
<b>Hours of Work</b>	Full time – 37 hours