



HM Prison & Probation Service

HQ Job Description (JD)

Band 7

Directorate: Security, Order and Counter Terrorism

Job Description: Security Capability Advisor, Developer and Trainer

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Job Description

Job Title	Security Capability Advisor, Developer and Trainer
Directorate	Security, Order and Counter Terrorism
Band	7

Overview of the job	<p>This role sits in the Security Risk Unit (SRU) in the Security, Order and Counter Terrorism (SOCT) Directorate.</p> <p>The Unit's objectives are to ensure HMPPS is robustly managing its live and emerging security risks, developing a learning culture and ensuring those working in operational settings are knowledgeable and up-skilled to deliver effective security.</p> <p>The post holder will be responsible for advising on, developing and delivering innovative and accessible security development initiatives to staff at all levels and in a variety of roles.</p> <p>This is a national post, regular attendance at meetings in London and travel to sites across the HMPPS estate will be required.</p> <p>The job holder will report directly to the Head of Security Practice. There is the potential to hold responsibility for managing a small number of staff.</p> <p>The Security Capability Advisor, Developer and Trainer is a non-operational role.</p>
Summary	<ul style="list-style-type: none"> • The post holder will lead on the development, delivery and quality assurance of security capability packages and initiatives for staff based in HMPPS operational settings. • The role will work closely with operational sites to ensure targeted and relevant up-skilling packages and initiatives are implemented and embedded. • The post holder will review and evaluate packages and initiatives to ensure the successfully delivery of learning objectives. • The role will hold responsibility for raising awareness of effective security practice and communicating this effectively in a variety of ways to different target audiences at local, regional and national levels. • The post holder will build networks and links with external security and up-skilling bodies to gain and share new means of building capability. • The post holder will be expected to support the wider design of a proactive and outward looking learning function to ensure effective delivery of operational security. • The post holder will require strong written and communication skills to engage with a wide range of customers to promote effective security. Excellent organisational skills and the ability to deliver at pace are vital. The individual will be required to develop and support a range of initiatives, whilst maintaining attention to detail and delivering high quality products. The successful candidate will have a passion for making a difference and will enjoy the challenge of learning about current and changing practices. The post holder will feel comfortable to make informed and effective decisions on what the service should do to build its ability to enhance security capability. • The post holder will demonstrate the values that guide our work when dealing with internal and external stakeholders at all levels.

Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • To lead on the development and delivery of targeted, bespoke, holistic security up-skilling packages and initiatives to staff in operational settings. • To quality assure existing and new security related products and packages developed by SOCT and other HMPPS colleagues. • To evaluate and review packages and initiatives to ensure they meet the needs of the business and deliver on learning objectives. • To research effective methods of blended learning to deliver innovative and accessible solutions to security capability across a range of grades and sites. • To engage with units across SOCT to align and support national, regional and local capability initiatives. • To build relationships with and support operational sites to ensure the successful implementation and embedding of security learning. • To be a point of contact for operational settings under HMPPS with regards to security capability. • To engage, collaborate and build networks with external law enforcement and security bodies to gain and share practice in security up-skilling. • To plan and schedule a variety of delivery programmes in response to demand and business need in line with priorities set by the organisation. • To effectively communicate security practice to different target audiences through varying tools such as intranet, bulletins, workshops, learning days etc. • To ensure the effective use training resources to optimise delivery and provide value for money. • To promote the work of the Directorate and Unit internally and externally. • To lead on projects and bespoke pieces of capability work on behalf of SRU and SOCT. • To potentially hold line management responsibility for a small number of staff. <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>
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Behaviours	<ul style="list-style-type: none"> • Changing and Improving • Making Effective Decisions • Communicating and Influencing • Working Together • Delivering at Pace
Strengths	<p>It is advised strengths are chosen locally, recommended 4-8.</p>
Essential Experience	<ul style="list-style-type: none"> • Delivery and quality assurance of training and up-skilling packages.
Technical Requirements	<ul style="list-style-type: none"> • Knowledge of a variety of training delivery methods, including multi-media/ blended learning approaches. • Understanding of evaluating learning outcomes.
Ability	<ul style="list-style-type: none"> • Your ability and potential to perform to the required standard will be assessed during application and an interview.

Minimum Eligibility	<ul style="list-style-type: none"> • 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	<p><i>Leave Blank</i></p> <p>To be used by the JES Team only</p>
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Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
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Changing and Improving		Your ability and potential to perform to the required standard will be assessed during application and an interview.	Delivery and quality assurance of training and up-skilling packages.	Knowledge of a variety of training delivery methods, including multi-media/blended learning approaches.
Making Effective Decisions				Understanding of evaluating learning outcomes.
Communicating and Influencing				
Working Together				
Delivering at Pace				