



HM Prison & Probation Service

PS Job Description (JD)

PS Band 6

Directorate: Probation Service

Job Description: National Security Division Senior Operational Lead

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PS Job Description

Job Title	National Security Division Senior Operational Lead
Directorate	Probation Service, National Security Division
Band	PS Band 6

Overview of the job	<p>The National Security Division (NSD) is formed of 5 regional units across England and Wales. Each National Security Unit (NSU) is responsible for the management of national security and national interest probation cases outside of the Probation Service (PS) regional structures. The units are:</p> <ul style="list-style-type: none"> • North of England • Midlands • Wales and the South West • East and South Central • London, Kent, Surrey and Sussex <p>Each unit has operational satellite locations and consists of a combination of office and remote based working.</p> <p>The operational function comprises of a team who deliver enhanced sentence management to Terrorist Convicted/Connected cases (TACT), Terrorist Risk (TR), Critical Public Protection Cases (CPPC) and Serious Organised Crime cases (SOC) assessed as posing the highest threat/highest harm throughout England and Wales, and who require a national response to sentence management.</p> <p>The NSD Senior Operational Lead supports the Head of National Security Division working to the Director for the National Security Division, accountable to the Chief Probation Officer, to provide operational leadership within a regional National Security Unit.</p> <p>The NSD Senior Operational Lead is responsible for operational management and oversight of critical cases under the supervision of the Probation Service, ensuring that an enhanced level of sentence management is delivered.</p> <p>The job holder will have direct line management responsibility for both operational and administrative staff within the unit.</p>
Summary	<p>Delivery of risk management within this team presents challenges and complexities outside of the usual experience of Team Managers/Senior Probation Practitioners. The job holder will require a high level of resilience and an understanding of national priorities to oversee the significant levels of ministerial and media scrutiny this cohort of cases attract. They will need to be confident presenting to senior HMPPS staff as well as senior officers in partnership agencies.</p> <p>The job holder is responsible for the day-to-day delivery of all operational aspects of their function within National Security Division. This requires a high level of operational knowledge of probation work and national priorities to be able to effectively line manage Probation Practitioners who are working to enhanced national standards.</p> <p>The job holder will be expected to manage and lead a geographically dispersed team of staff within a specialised team to deliver enhanced management of terrorist offenders, serious organised criminals and other critical public protection cases who present a national threat. This includes maintaining the delivery of function across a national landscape.</p> <p>The job holder will need to acquire and maintain an understanding of all relevant departments across HMPPS and Department of Security including: Probation Regions, Joint Extremism Unit, Serious Organised Crime Unit and other relevant departments.</p>

	<p>They will need to demonstrate an ability to broker and maintain operational relationships with HMPPS colleagues and law enforcement partners at senior operational grades.</p> <p>The job holder must at all times demonstrate a commitment to equality and inclusion and an understanding of their relevance to the work they do, in line with wider Probation Service (PS) policies and procedures and in accordance with a specific understanding of the NSD cohorts of offenders.</p> <p>If relevant to the role, some out of hours working may be required.</p>
Responsibilities, Activities & Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Provide direct Line Management to a geographically dispersed specialist team of practitioners to deliver enhanced national standards to national security and critical public protection cases, which include TACT convicted, TACT concern, terrorist risk, high threat and high harm Serious Organised Crime nominals and most critical, highest profile CPPC cases. • The job holder is required to demonstrate an awareness of operational and reputational risk and be accountable for the quality delivery of good practice and team performance. They will be required to identify areas for improvement within policy and enhanced national standards in line with gold standard practice through quality assuring all assessments completed with the National Security Division. • Be alert to fast changing political climate and responsive to both National and International Security information to effectively manage risk posed by cases held in the National Security Division. • To access, interpret, analyse and apply performance data pro-actively in order to maximise National Security Division/team performance, evaluate practice and deliver organisational aims and provide operational assurance to Head of National Security Unit and Head of Performance and Quality. Support the division by ensuring accurate performance data is reported, and cases of concern are identified and escalated as required. • Represent the Unit/Division in national and regional multi-agency and cross government department meetings which may involve undertaking specific areas of responsibility as delegated by the Head of National Security Unit to support national portfolio projects. • To proactively manage staff development, issues of underperformance, attendance, health and safety, employee relations and diversity matters. Adopt a consistent, fair and objective standpoint when making decisions in relation to individual staff issues. • Develop and maintain relationships with operational counterparts in Probation regions and national/regional HMPPS departments such as JExU, SOCU, PPG. This may include developing and delivering training and continuous professional development activity with internal and external stakeholders. • Carry out safeguarding children and adults duties in accordance with the PS statutory responsibilities and agency policies and robustly demonstrate the need for safeguarding in the national security landscape. • Promote, chair and develop a core group approach to support MAPPA, incorporating a range of specialist operational functions including psychologists, polygraph leads and relevant external stakeholders. • Represent the National Security Division by engaging with internal and external partners and attending regional partnership forums such as MARSOC, Pathfinder and Prevent Boards for a multi-agency delivery of service. • Ensure the appropriate handling of highly sensitive information/intelligence. • Provide input into regional and national conferences, showcasing the work of the National Security Division, identifying opportunities for operational innovation and delivery whilst providing consultation for sentence/risk management where appropriate.

	<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. This is particularly pertinent given the relatively new formation of the national security division and the evolving nature of the work.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.</p>
Behaviours	<ul style="list-style-type: none"> • Seeing the Big Picture • Changing and Improving • Working Together • Developing Self and Others • Delivering at Pace • Managing a Quality Service • Making Effective Decisions • Leadership
Strengths	<p>It is advised strengths are chosen locally, recommended 4-8.</p>
Ability	<ul style="list-style-type: none"> • Able to demonstrate well developed IT skills, including evidence of ability to interpret and apply performance reports. • Ability to work flexibly as a member of a team to achieve performance targets across a national division. • Evidence of ability to evaluate practice. • Evidence of ability to provide a practice perspective on policy development. • Ability to chair multi-disciplinary meetings at a senior operational level.
Experience	<ul style="list-style-type: none"> • Substantial experience with a proven record of good practice in a variety of settings (including offender risk assessment and management) as a Probation Officer or from working within another criminal justice agency or related work context. • Experience, knowledge and understanding of the role of the Probation Service in the Criminal Justice System and in a multi-disciplinary setting. • Demonstrable achievements in managing/supporting change and effecting improvements in quality and efficiency. • Experience of monitoring performance against predetermined targets, setting local targets and effecting necessary improvements. • Experience of managing relationships including working with key local and national agencies and stakeholders. • Evidence of preparing high level detailed written reports to be shared both internally and externally. • Experience in delivering training internally and to external agencies.
Technical	<ul style="list-style-type: none"> • Probation Qualification Framework Graduate Diploma/Honours Degree in Community Justice integrated with Level 5 Diploma in Probation Practice. Or, a qualification which was recognised at the time of qualification by the Secretary of State for Justice as per Section 10 of the Offender Management Act 2007. The following qualifications gained in England and Wales were previously recognised as providing such eligibility: <ul style="list-style-type: none"> ○ Diploma in Probation Studies ○ Diploma in Social Work (with Probation Option) ○ CQSW (with Probation Option.) • There will be a requirement for NSD Senior Operational Lead within the National Security Division to apply for an enhanced level of vetting and to hold DV clearance.

Minimum Eligibility	<p><i>Please do not alter this box</i></p> <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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Seeing the Big Picture		Evidence of ability to evaluate practice.	Experience, knowledge and understanding of the role of the Probation Service in the Criminal Justice System and in a multi-disciplinary setting.	There will be a requirement for NSD Senior Operational Lead within the National Security Division to apply for an enhanced level of vetting and to hold DV clearance.
Changing and Improving		Evidence of ability to provide a practice perspective on policy development.	Substantial experience with a proven record of good practice in a variety of settings (including offender risk assessment and management) as a Probation Officer or from working within another criminal justice agency or related work context.	Probation Qualification Framework Graduate Diploma/ Honours Degree in Community Justice integrated with Level 5 Diploma in Probation Practice. Or, a qualification which was recognised at the time of qualification by the Secretary of State for Justice as per Section 10 of the Offender Management Act 2007. The following qualifications gained in England and Wales were previously recognised as providing such eligibility: <ul style="list-style-type: none"> • Diploma in Probation Studies • Diploma in Social Work (with Probation Option) • CQSW (with Probation Option.)
Leadership		Ability to work flexibly as a member of a team to achieve performance targets across a national division.	Experience of managing relationships including working with key local and national agencies and stakeholders.	
Working Together		Able to demonstrate well developed IT skills, including evidence of ability to interpret and apply performance reports.	Demonstrable achievements in managing/supporting change and effecting improvements in quality and efficiency.	

Delivering at Pace		Ability to chair multi-disciplinary meetings at a senior operational level.	Evidence of preparing high level detailed written reports to be shared both internally and externally.	
Managing a Quality Service			Experience in delivering training internally and to external agencies.	
Developing Self and Others			Experience of monitoring performance against predetermined targets, setting local targets and effecting necessary improvements.	
Making Effective Decisions				