



HM Prison & Probation Service

HQ Job Description (JD)

Band 11

Directorate - South West, South Central and Public Protection Group

Job Description - Head of Public Protection Casework Section (PPCS)

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Job Description

Job Title	Head of Public Protection Casework Section
Directorate	Directorate for South West, South Central and Public Protection Group
Band	Band 11

Overview of the job	<p>The Public Protection Casework Section (PPCS) is placed within the Public Protection Group of the HMPPS Wales Directorate. The post of Head of Public Protection Casework Section within PPCS. It is not operational, although the business objectives of PPCS are focused on delivering frontline public protection casework.</p> <p>Through a large team, effectively deliver a range of statutory casework functions relating to the Generic Parole Process, the Recall Process, the re-release of prisoners through the Risk Assessed Recall Review Process (RARR) and specialist casework processes (e.g. Early Release on Compassionate Ground, Tariff Expired Removal Scheme, the Royal Prerogative of Mercy). Contribute and respond to legislation and policy concerning the parole and recall system.</p>
Summary	<p>The job holder's responsibilities include:</p> <ul style="list-style-type: none"> • Overseeing the management of a large team. • Responsibility and accountability for a swift and effective recall process for the recall of significant numbers of prisoners. • The re-release of prisoners using the Risk Assessed Recall Review (RARR) power. • Management of the parole review process for indeterminate sentence prisoners. • Driving up parole and recall performance across HMPPS working with the Parole System Oversight Group to introduce whole system improvements. • The delivery of a range of casework functions in respect of indeterminate and determinate sentence prisoners.
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"> • Oversee and accountable for the operation of the indeterminate sentence parole process; ensuring that cases are referred to the Parole Board on time. • Consider and make recommendations to senior managers and ministers in respect of transfer of ISPs to open conditions and the early release of prisoners on compassionate grounds, remittance of time spent UAL, exercise of the Royal Prerogative of Mercy and whether to authorise removal under the tariff expired removal scheme.

	<ul style="list-style-type: none"> • Oversee and accountable for the effective operation of the recall process, ensuring that recalls are processed annually within target timescales. • Oversee and accountable for the review and re-release (using Secretary of State RARR powers) of recalled offenders every year. • Oversee efficient and timely handling of correspondence from members of Parliament. • Oversee handling of judicial reviews and compensation claims, briefing senior managers and ministers and assessing wider implications of judgments. • Oversee and accountable for the development of PPUD into a multi-agency national IT system, supporting parole and recall processes, sharing information and monitoring performance. • Responsible for the production of end-to-end multi-agency recall performance data for publication and MI purposes. • Ensure collaborative working with Parole Board on recall and parole processes and liaison with PSOG. • Lead for PPG on Parole Board Rules, attending Rules committee meetings. • Lead for PPCS and contribute to development of the in-house case management system (PPUD). • Drafting of ministerial submissions, consultation documents, explanatory guidance for Parliament, handling arrangements etc. • Ensure liaison with key stakeholders, including Parole Board, Probation Service, Prisons, Police Forces, UKBA, Home Office and YJB. • Manage the development of training and the dissemination of best practice to ensure Probation Service and public and contracted out prisons operate the recall and parole processes effectively. • Chair national and regional stakeholder meetings as required. • Prepare and present policy and practice options papers, submissions etc for senior managers & Ministers on all areas of responsibility. • Provide advice to press office and other departments on policy, performance and practice regarding the parole and recall of offenders. • Set the business plans for the section, agree budgets with the head of Group and manage budgets to deliver agreed outcomes; generate savings and efficiencies to enable projected increases in caseloads to be absorbed, as far as possible, within existing resources. <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> <p>An ability to fulfil all spoken aspects of the role with confidence</p>
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	through the medium of English or (where specified in Wales) Welsh.
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Civil Service Success Profile Criteria

Behaviours	<ul style="list-style-type: none"> • Seeing the Big Picture • Changing and Improving • Making Effective Decisions • Leadership • Communicating and Influencing • Delivering at Pace
Strengths	<p>Note: we recommend you choose 4 to 8 strengths locally – select from the list of Civil Service strength definitions on the intranet.</p>
Experience	<ul style="list-style-type: none"> • An established and varied background of experience as a senior manager. • The record of achievement should be evident across their current and previous role(s) and demonstrate a developed ability and track record of delivering complex operational work and working successfully with senior partners and stakeholders. • Strong team leadership qualities. • Strong written, verbal and non-verbal communications skills. • Showing and demonstrating wider detailed experience in some or all of the following areas would also be desirable: <ul style="list-style-type: none"> • Policy implementation and the leadership of complex high-profile casework. • The ability to communicate and engage with a wide range of senior partners and stakeholders to present ideas/proposals. • An understanding of the Parole System.
Technical Requirements	N/A
Ability	<ul style="list-style-type: none"> • The individual should have a well-developed knowledge and understanding of HMPPS operations. • The individual must be able to demonstrate a proven track record of delivery and achievement in a complex working environment. • The individual must be able to demonstrate a developed ability and track record of working successfully with senior partners and stakeholders. • The individual must have strong written skills, verbal and non-verbal communications skills. • The individual must be able to demonstrate resilience and ability to handle significant levels of pressure whilst delivering high profile outcomes.

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	37 hour working week.
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