



# HM Prison & Probation Service

## HQ Job Description (JD)

**Band 8**

**Directorate: Area Executive Director (AED)**

**Job Description: AED Business and Performance Lead**

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## Job Description

<b>Job Title</b>	AED Business & Performance Lead
<b>Directorate</b>	Area Executive Director (AED)
<b>Band</b>	8

<b>Overview of the job</b>	<p>The job holder will report directly to the Area Executive Director's (AED's) Head of Office and will form part of the Area Executive Senior Management Team, which is accountable for the performance and development of prison and probation services within the Area. In certain instances, this will also include the National Service for which the Area Executive Director has responsibility.</p> <p>This is a leadership role, managing and developing an immediate team as well as establishing strong working relationships with the Area Executive Senior Management Team, to enable a cohesive Area Team that works well together. Additionally, strong stakeholder management skills are required to gain the confidence of and build productive relationships with central teams, senior managers, and external partners.</p> <p>The job holder will be responsible for contributing to the management, oversight, and development of the Area Executive Office function.</p> <p>The job holder will have line management and development responsibility for staff in the Area Executive Director's office and may include management and oversight of staff within the Directorate working remotely from the office team.</p> <p>The job role will be based primarily within the relevant Area and there will be a requirement to visit operational places of work within the area.</p> <p>This is a non-operational role.</p>
<b>Summary</b>	<p>This is a Senior Manager post, and the job holder will need to ensure that the Area Executive Director is effectively supported. This will include contributing to efficient business management processes, problem-solving, providing relevant and useful advice, demonstrating sound judgement, managing risk (escalating and communicating where appropriate), and conducting ad hoc activities and non-routine work as required.</p> <p>They will be involved in setting the priorities for their Area and have shared oversight of delivery of these and key performance measures.</p>

	<p>The job holder will provide leadership and contribute to the vision and strategic direction for the Area Executive Directorate holding accountability for ensuring any risks are communicated to Head of AED Office to manage so that the work by the Directorate contributes to HMPPS priorities.</p> <p>They will have ownership for specific areas within Area Executive Directorate to lead, manage and deliver on programme deliverables.</p> <p>The job holder will need to be abreast of significant developments within HMPPS and wider government, advising where appropriate the Area Executive Director of where engagement or input may be required to ensure that impacts on the Area are considered, and, where possible, reflected in decision-making.</p> <p>The job role can be fast paced with priorities often shifting quickly and significantly, requiring the job holder to be able to flex plans and be skilled in prioritising.</p>
<p><b>Responsibilities, Activities and Duties</b></p>	<p>The job holder will be required to carry out the following responsibilities, activities, and duties:</p> <ul style="list-style-type: none"> <li>• Providing strong leadership to the immediate Area office team and, as part of the Area Executive Senior Management Team, helping to establish a healthy culture and leading through challenges and change.</li> <li>• Contribute to the management of the Area Executive Office to ensure that the Area Executive Director is fully supported.</li> <li>• Support Head of AED office with strategic and business planning for the Area, working closely with the wider Area team and ensuring an understanding of wider organisational objectives to identify Area priorities.</li> <li>• Support Head of AED office in playing a key role in the continuous improvement of the Area to promote safe and secure prisons, effective rehabilitation, protection of the public and reductions in reoffending. This will include identifying opportunities for better ways of working and improved join-up between prisons and probation and across the Area, including maintaining and developing constructive links with key organisations and partners.</li> <li>• Working on behalf of Head of AED office, attend discussions with performance leads and teams, to gain an oversight of performance, assurance and risk management of prisons and probation services within the Area to be able to advise and brief the Head of AED office appropriately.</li> <li>• When required, representing the Head of Area Executive Director's Office, undertaking activities on their behalf, including attending meetings as required.</li> <li>• Work alongside Business Partners to ensure effective workforce planning and budget management for the office and Area.</li> <li>• Building productive working relationships with the rest of the Area Executive Senior Management Team and their wider</li> </ul>

	<p>teams to ensure the effective running of the Area as a cohesive unit.</p> <ul style="list-style-type: none"> <li>• Manage AED office's role in a specific business-related project, undertaking activities in support of the project such as developing processes, chairing AED meetings with key stakeholders, planning and preparing quarterly updates so Area Executive Director is informed of upcoming issues and any potential matters of concern.</li> <li>• Retain oversight of work within the project field, including dealing with queries, seeking advice from subject matter experts and sharing best practice across the AED area.</li> <li>• Act as a liaison point in the project field for staff within AED area and wider organisation.</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>
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## Civil Service Success Profile Criteria

<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Leadership</li> <li>• Communicating and Influencing</li> <li>• Seeing the Big Picture</li> <li>• Making Effective Decisions</li> </ul>
<b>Strengths</b>	<p><b>Note:</b> we recommend you choose 4 to 8 strengths locally – <a href="#">select from the list of Civil Service strength definitions on the intranet.</a></p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of business planning and budget management.</li> <li>• Is a competent and proven senior manager with previous operational experience or a strong understanding of the operational environment in which this role is delivered.</li> <li>• Experience and skills in leading and managing in a complex change management context.</li> <li>• Effective high-quality skills to lead and manage staff to achieve demanding objectives.</li> <li>• Demonstrates sound judgement and has the ability to build effective working relationships, and to influence and negotiate with internal and external stakeholders at a senior level in a complex and multi-layered delivery landscape.</li> </ul>
<b>Technical Requirements</b>	
<b>Ability</b>	<ul style="list-style-type: none"> <li>• Have high levels of integrity and professional credibility.</li> <li>• High level written and oral communication skills to prepare and deliver ministerial level briefs.</li> <li>• Ability to function effectively and autonomously in a challenging environment with a high level of personal resilience.</li> </ul>

<b>Minimum Eligibility</b>	<p><i>Please do not alter this box</i></p> <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>
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<b>Hours of Work (Unsocial Hours) Allowances</b>	<p>37 hour working week</p> <p><b>RHA - TBC by Recruiting Manager</b></p> <p>This role requires working regular unsocial hours and a payment at the current approved organisation rate will be made in addition to your basic pay to recognise this. Unsocial hours are those hours outside 0700 - 1900hrs Monday to Friday and include working evenings, nights, weekends and Bank/Public Holidays.</p>
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