



HM Prison & Probation Service

HQ Job Description (JD)

Band 12

Directorate – Generic

Job Description – Group Director HMPPS

Document Ref.	HQ-JES-2750 Group Director HMPPS
Document Type	Management
Version	2.0
Classification	Official
Date of Issue	12 May 2021
Status	Baselined
Produced by	Job Evaluation Assurance and Support Team
Authorised by	Reward Team
JD Evidence	

Job Description

Job Title	Group Director HMPPS
Directorate	Generic
Band	12

Overview of the job	<p>These Group Director roles are new, senior roles critical to stability and delivery across HMPPS in England and Wales.</p> <p>Group Directors will be responsible for the delivery and strategic development of the Area in their command.</p> <p>This is an exciting and challenging opportunity to ensure the successful and safe delivery of objectives across HM Prison and Probation Service (HMPPS).</p> <p>HMPPS is responsible for running prisons and probation services across England and Wales with over 42,000 directly employed staff and contractors and a wide range of private and third sector partners.</p> <p>Like all organisations we are constantly seeking to be more effective and efficient, improving performance and ‘working smarter’. This is a fantastic opportunity for the right people to drive innovation and change that can really make a positive difference for our society.</p> <p>Outstanding leaders with a strong track record of delivery in a challenging environment, setting strategic direction and leading large and dispersed teams across several business units, and manage a large delegated budget.</p> <p>A dynamic, challenging and rewarding role where your contribution will make a real difference.</p> <p>Reporting to an Executive Director.</p>
Summary	<p>The post holders will work collegiately as part of their Executive Director’s senior team. They will work together to manage competing pressures and risks in order to maintain delivery of service and Ministerial confidence, as well as contributing to the overall strategy within HMPPS.</p> <p>Post holders will drive the performance improvement of key organisational objectives, through supporting, coaching and developing senior management teams. They will promote a leadership culture which is rehabilitative to deliver objectives that realise the Secretary of State’s vision for prison safety and reform.</p> <p>There is a strong partnership working element to this role, in working across the HMPPS, the wider Ministry of Justice, and with other services, agencies and third sector providers, to build and maintain effective ‘joined-up’ services for the public. This includes integrated services across custody and community and effective working between public and private sectors.</p> <p>Post holders will have strong leadership and people management skills with the ability to influence, drive change and improve results whilst engaging and empowering our people. They will also have strong analytical and financial skills.</p> <p>Post holders will need to contribute to effective relationships within HMPPS and with other senior colleagues across the Department, with a need to demonstrate political awareness at all times.</p> <p>This is a senior management post with line management responsibilities.</p>

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"> • Accountability for performance and use of resources across the organisation for which they are responsible, ensuring that their area of work is effectively delivering and driving improvement to meet the expected outcomes, and holding Senior Leaders to account. • Providing strong and effective change leadership, ensuring in particular the effective implementation of programmes which support a rehabilitative culture and lead to improved organisational performance. • Ensuring that areas for which they are responsible are meeting delivery requirements, complying with national policy and progressing strategic priorities. • Supporting and coaching senior leaders to ensure that they have the skills and knowledge to run safe, decent, secure and rehabilitative prisons and to manage their staff effectively; and improve staff engagement and demonstrate commitment to equality and inclusion through their leadership. • Working effectively in collaboration within their Group Directorate/Group, and as part of the wider HMPPS structures, to effectively deploy resources; share best practice to ensure stability across the system and improve progression; create a learning culture; and deliver the Group Directorate's objectives. • Developing strategic relationships with key partners and stakeholders across MoJ, Government and other agencies and services, particularly relevant community partners, to ensure our business and strategic objectives are achieved. • Maintaining a broad and thorough understanding of the HMPPS's business, including Ministerial priorities, with particular focus on ensuring that policy and reform are effectively delivered at local levels. • Ensuring effective financial management to operate within the allocated budget and with financial propriety. Seeking appropriate sources of funding to support joint interest work with our strategic partners. • Promoting continuous professional development and professional skills across HMPPS, MOJ and the wider Civil Service. • Champion engagement, equality and inclusion through leadership of their Group Directorate/Group. <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>
--	---

Behaviours	<ul style="list-style-type: none"> • Leadership • Seeing the Big Picture • Changing and Improving • Communicating and Influencing • Working Together
Strengths	<p>It is advised strengths are chosen locally, recommended 4-8.</p>
Essential Experience	<ul style="list-style-type: none"> • A proven track record of experience in a challenging environment/system, working effectively in this complex and high-pressured environment. • A proven record of leadership, inspiring staff, successfully engaging senior leaders, leading change and performance improvement and building capability to deliver business objectives.

	<ul style="list-style-type: none"> • Evidence of strategic thinking and effective problem solving, developing innovative delivery options that meet strategic objectives whilst being rooted in an understanding of financial and implementation practicalities. • Evidence of building strong and effective partnerships, across Government and with other parts of the public sector, operational partners and external stakeholders to advance business objectives.
Technical Requirements	
Ability	<ul style="list-style-type: none"> • Analytical Skills • Verbal and Written Communication Skills

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.
----------------------------	--

Hours of Work (Unsocial Hours) Allowances	
--	--