



HM Prison & Probation Service

HQ Job Description (JD)

Band 8

Group Family: Generic - Management

Job Description – Flexible Professional

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Job Description

Job Title	Flexible Professional
Directorate	Generic
Band	8

Overview of the job	<p>The role of a Flexible Professional, is responsible for initiating, leading and taking forward key focused/owned priorities. These roles involve establishing, managing and implementing a range of work through change programmes and projects.</p> <p>Flexible Professionals will need to work closely with other functions and colleagues in order to progress activities and deliverables, but will also be responsible for leading and supporting specifically allocated projects and coordinating project resources.</p> <p>Team members will need to be highly capable, flexible, driven, highly organised and able to see the bigger picture and have a high level of energy and attention to detail. You are likely to be working on a number of different projects at any one time so the ability to multi-task within tight timeframes will be essential.</p> <p>You will need to have a “roll up your sleeves and get it done” approach to work. An ability to develop collaborative working relationships quickly and work effectively within matrix structures will be a must.</p> <p>Flexible pool team members will need to engage with a range of stakeholders including colleagues across wider HMPPS and MoJ teams, Civil Service and business stakeholders and will need to consult and negotiate with trade unions as appropriate.</p> <p>The role will report to a nominated project or functional lead.</p>
Summary	<p>Purpose of the role is to lead the development, planning and implementation of priority initiatives that support the delivery of Strategic Priorities and the HMPPS and directorate Business Plans.</p> <p>Includes:</p> <ul style="list-style-type: none"> • To research, scope, produce and manage detailed project plans. • To design, implement, manage and monitor reporting processes. • To identify, manage and seek resolution to risks and issues. • To lead project delivery, including management and/or production of project deliverables and activities. • Will be required to be responsible for coordinating people resources within HMPPS and across the wider MoJ teams to achieve project aims.
Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <p>Responsible for leading a number of priority specifically focused projects (at any one time) involving a range of functions/activities, structures and key stakeholders. This includes:</p> <ul style="list-style-type: none"> • Responsibility for the successful delivery of (to required quality standards, timescales and within agreed resources) priority projects. This requires robust and effective planning and subsequent monitoring of plans as well as effective risk management, and will routinely involve reallocation of resources in supporting priority work.

	<ul style="list-style-type: none"> Responsible for researching, scoping and producing detailed project plans and an overarching Milestone Plan to support the delivery of HMPPS directorate Strategic Priorities. Responsible for the day-to-day management, monitoring and updating of the plans for the HMPPS directorate Executive SMT. Able to identify the critical path/s for any projects or work and provide solutions which could affect the achievement of any deliverables on the critical path. Responsible for the production of regular highlight reports for project, programme or Directorate Governance and to inform overarching reporting against business plans, to the HMPPS Executive SMT, and the HMPPS Director's bi-laterals with the Chief Executive Officer when required. Responsible for anticipating issues and problems, and where necessary intervening (including taking responsibility for directly producing project deliverables) to prevent slippage or failure to meet key milestones. Required to understand and find solutions to complex and unclear problems often involving conflicting views and requirements, and which have no pre-defined solution. Able to be flexibly deployed on other priority projects or work areas (to contribute to or to trouble-shoot) where capability gaps or significant risks, issues or slippage is predicted or occurs, often at short notice and alongside existing priority deliverables. Required to work effectively with a range of other functions and colleagues and other internal and external stakeholders in order to progress activities and deliverables. Required to coordinate project resources and other functional experts to ensure plans are delivered to time and within cost and quality requirements. Required to consult and negotiate directly with Trade Union representatives at a national level on behalf of priority directorate projects. This involves the ability to build appropriate relationships with union representatives consistent with the HMPPS ER Leads. Responsible for representing HMPPS and MoJ at various internal and external directorate and broader change programme forums. <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"> Delivering at Pace Communicating and Influencing Working Together Seeing the Big Picture Changing and Improving Making Effective Decisions Managing a Quality Service
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Experience	<ul style="list-style-type: none"> Experience of using recognised project management techniques. Experience of identifying and implementing continuous improvement and practices. Detailed knowledge and understanding of appropriate Operating Models and Shared Services processes.
Technical Requirements	<ul style="list-style-type: none"> Professional understanding of complex organisational issues requiring an appropriate qualification and/or extensive professional/specialist knowledge and experience.

Ability	<ul style="list-style-type: none"> Ability to lead and influence large groups of stakeholders, matrix managing a mix of internal and external stakeholders to deliver successful outcomes.
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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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Delivering at Pace		Ability to lead and influence large groups of stakeholders, matrix managing a mix of internal and external stakeholders to deliver successful outcomes.	Experience of using recognised project management techniques.	Professional understanding of complex organisational issues requiring an appropriate qualification and/or extensive professional/specialist knowledge and experience.
Communicating and Influencing			Experience of identifying and implementing continuous improvement and practices.	
Working Together			Detailed knowledge and understanding of appropriate Operating Models and Shared Services processes.	
Seeing the Big Picture				
Changing and Improving				
Making Effective Decisions				
Managing a Quality Service				