



HM Prison & Probation Service

HQ Job Description (JD)

Band 7

Group Family: Generic - Policy

Job Description: Policy Lead

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JD Evidence	

HQ Job Description

Job Title	Policy Lead
Directorate	Generic - Policy
Band	7

Overview of the job	The job holder is expected to identify the need for the development of new policy or revision of existing policy, carry out appropriate research, analyse information from a range of sources and then provide first drafts of policy instructions and guidance.
Summary	<p>The job holder will develop effective working relationships with a range of stakeholders at all levels, including operational front line staff and senior officials from Other Government Departments.</p> <p>The job holder will on occasions be required to represent HMPPS in meetings with outside organisations and stakeholders and Other Government Departments.</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"> • Developing, planning the delivery of and consulting on new operational policy or legislative changes in respect of the relevant policy areas, and assisting with their implementation including drafting new guidance, and training staff across England and Wales as required. • Drafting replies to ministerial correspondence and correspondence from offenders, victims, and members of the public, and researching and drafting submissions and answers to Parliamentary Questions. • Responsible for researching, drafting and producing both informative and persuasive submissions, for clearance by Head of Team, to Ministers which often comment on complex and sensitive inter-departmental issues, for which agreement must be sought. • Responsible for drafting notes to senior officials, informing them of the status of cases. • Undertaking detailed research for questions of policy and providing interpretation of the published guidance. • Liaising with legal advisors to ensure policy objectives are met and are consistent with legal advice. • Providing national guidance and interpretation on the relevant policy areas, including legislation and complex case specific issues in response to enquiries from staff and managers in probation divisions and prisons, officials from other HMPPS/MoJ Units, Government departments and agencies. • Setting up projects, with appropriate governance arrangements to support the project, identifying risks and mitigating action and reporting on progress to senior managers and stakeholders. • Representing the policy area/team/group at meetings with HQ and frontline staff - and feeding back information to senior management. <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"> • Making Effective Decisions • Communicating and Influencing • Seeing the Big Picture • Leadership • Delivering at Pace

Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	<p>N.B. Converting job descriptions to the new Success Profile format means areas captured in experience could also be assessed as a strength. Vacancy managers should use their own judgement to decide where best to assess these.</p> <ul style="list-style-type: none"> • Excellent written skills • Excellent analytical skills • Experience of policy development • Data analysis skills • Experience of writing briefings, submissions, and PQs
Technical requirements	<ul style="list-style-type: none"> • IT literacy • An understanding of the process of Government, including the workings of Private Office
Ability	

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	
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Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience N.B. Converting job descriptions to the new Success Profile format means areas captured in experience could also be assessed as a strength. Vacancy managers should use their own judgement to decide where best to assess these	Technical
Making Effective Decisions			Excellent written skills	IT literacy
Communicating and Influencing			Excellent analytical skills	An understanding of the process of Government, including the workings of Private Office
Seeing the Big Picture			Experience of policy development	
Leadership			Data analysis skills	
Delivering at Pace			Experience of writing briefings, submissions, and PQs	