



# HM Prison & Probation Service

## HQ Job Description (JD)

**Band 8**

**Directorate: PGD**

## Job Description: Prison Group Drug and Alcohol Strategy Lead

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| <b>JD Evidence</b>    |  |

# Job Description

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| <b>Job Title</b>   | Prison Group Drug and Alcohol Strategy Lead |
| <b>Directorate</b> | PGD   |
| <b>Band</b>        | 8   |

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| <p><b>Overview of the job</b></p>                     | <p>The job holder will be responsible for providing regional drug and alcohol strategy advice to establishments within their Prison Group. Providing assurance to the Prison Group Director (PGD), Area Executive Director (AED) and delivering work aligned to the strategic direction set out by HQ. The post will provide direct support to establishments to deliver a comprehensive prison drug and alcohol strategy. They will be the integral link for establishments, the PGD and HQ in all matters associated with this essential work.</p> <p>In the interests of promoting drug and alcohol strategy outcomes for all, support from this role should also be made available to privately managed prisons.</p> <p>This is a non-operational role, open to both operational and non-operational staff. There is no line management responsibility.</p>   |
| <p><b>Summary</b></p>                                 | <p>The role is responsible for leading the development and management of the regional drug and alcohol strategy, ensuring alignment with national policies and HMPPS objectives. This includes supporting establishments in reducing drug and alcohol supply and demand, overseeing provider contracts and fostering recovery environments like Incentivised Substance Free Living Units (ISFLs) and Drug Recovery Wings (DRWs). The post holder will collaborate with internal and external stakeholders, ensuring integrated service delivery and effective joint working across the region.</p> <p>Additionally, the role involves monitoring and evaluating the effectiveness of drug strategies, conducting assurance visits, and identifying areas for improvement. The post holder will disseminate best practices, support the annual needs analysis process, and provide responsive support during drug-related incidents. They will also ensure compliance with national drug policies and drive improvements in service delivery and outcomes within the region.</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>• Lead the development, implementation and ongoing management of the regional drug and alcohol strategy, ensuring alignment with national policies, strategic goals and HMPPS objectives, including the development of recovery environments (ISFLs, DRWs) across the assigned establishments.</li> <li>• Provide detailed management information to the Area Executive Director, Prison Group Director and HQ, offering insight into performance, governance and practices within each establishment.</li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>• Collaborate with internal and external stakeholders (e.g., safer custody, security, healthcare providers and drug and alcohol services) to reduce drug and alcohol supply and demand, supporting the development and implementation of relevant policies and strategies.</li> <li>• Support establishments in reducing drug and alcohol supply and demand, offering direct support to Governors, conducting assurance visits and providing advice on improving drug strategy outcomes.</li> <li>• Monitor and evaluate the effectiveness of drug and alcohol strategies within establishments, using established tools to assess outcomes against local action plans, identifying areas for improvement and providing ongoing support.</li> <li>• Oversee and manage provider contracts for services related to drug and alcohol, ensuring services meet outcomes and are aligned with national standards and regional needs.</li> <li>• Support an annual needs analysis process to ensure that drug-related needs are identified and addressed appropriately within each establishment.</li> <li>• Drive improvements in service delivery and compliance with national drug and alcohol strategies and policies, fostering a whole-prison approach to rehabilitation and recovery.</li> <li>• Identify, capture and disseminate good practices and lessons learned across establishments and the wider Prisons Directorate to promote consistency and enhance service delivery.</li> <li>• Respond to drug and alcohol related incidents (including deaths in custody) and support HMIP outcomes related to drug strategies, ensuring timely action, reporting and improvements.</li> <li>• Collaborate with Health and Justice Partnership Coordinators (H&amp;JPC), local Criminal Justice Partnerships (LCJP), Lived Experience Recovery Organisations (LEROs) to strengthen external partnerships, continuity of care, and enhance service delivery.</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> <p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.</p> |
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| <b>Behaviours</b> | <ul style="list-style-type: none"> <li>• Seeing the Big Picture</li> <li>• Leadership</li> <li>• Communicating and Influencing</li> <li>• Working Together</li> <li>• Managing a Quality Service</li> <li>• Delivering at Pace</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>  |

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| <b>Experience</b>             | <ul style="list-style-type: none"> <li>• Knowledge or experience of drug strategy delivery in prisons or in the community.</li> <li>• Working in partnership with a range of internal and external stakeholders</li> <li>• High level written and oral communication skills.</li> <li>• Good data analysis and analytical skills.</li> <li>• IT literacy.</li> </ul> |
| <b>Technical Requirements</b> |  |
| <b>Ability</b>                |  |

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| <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> |
| <b>Hours of Work</b>       | 37 hour working week  |