



HM Prison & Probation Service

NPS Job Description (JD)

NPS Band 6

Directorate: National Probation Service

Job Description: Probation Counter Terrorism Lead

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NPS Job Description

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| Job Title | Probation Counter Terrorism Lead |
| Directorate | SOCT |
| Band | 6 |

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| Overview of the job | Working to the NPS National Lead for Extremism within HMPPS Joint Extremism Unit this is a specialist post providing direction and capacity to Divisions to deliver the HMPPS Counter Extremism and Counter Terrorism (CE & CT) strategy |
| Summary | <p>The jobholder will represent the NPS National Extremism Lead and Divisional Senior lead with responsibility for CE and CT with external agencies and stakeholders at a divisional and national level</p> <p>There may be a requirement to deliver such representation across agency boundaries to co-ordinate activity with partner agencies and stakeholders</p> <p>The post holder must adhere to all policies in respect of the sensitive/confidential nature of the information handled whilst working in this position. As such, there is a requirement for enhanced security clearance, minimum SC or DV as necessary.</p> <p>May be required to participate in out of hours rotas for specific purposes</p> |
| Responsibilities, Activities & Duties | <p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <p>Divisional operational and strategic lead on counter extremism and counter terrorism caseload segment</p> <p>Guidance to ACO functional lead to deliver the National Extremism and Counter Terrorism strategy at a divisional level</p> <p>Represent the National extremism lead and Divisional functional lead in local strategic partnerships with regard to CT and CE activity in line with statutory responsibilities and operational policy</p> <p>Represent the Division and/or national extremism lead with regard to extremists and terrorists considered at case specific interdepartmental meetings, such as Home Office (TPIM and Desistance and Disengagement Programme cases)</p> <p>Ensure effective relationships are maintained with key stakeholders at a divisional and national level, in particular police leads and Regional Counter Terrorism Leads.</p> <p>Contribute to the effective delivery of the pathfinder programme via effective preparation for release and supervision on licence across NPS and CRCs including within the HSE and with prison offender management unit staff</p> <p>Recruit induct and manage a team of specialist staff delivering support training and guidance to managers and staff, and ensure professional development of all staff engaging in CT and CE work</p> <p>Coordinate appropriate intelligence sharing between NPS CRCs Parole Board and police Home office and other stakeholders including intelligence graded above Official Sensitive</p> <p>Provide specialist guidance and support to MAPPA meetings on CE and CT cases</p> |

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| | <p>Coordinate the NPS response, and the management of sensitive information, with regard to particularly complex TACT/TACT related cases such as TPIMs and those with a high media profile</p> <p>Coordinate the NPS input into tasking, Prevent Case Management and all other Divisional multi stakeholder meetings with regard to the assessment and management of extremist and terrorist cases</p> <p>Ensure offender managers and team leaders are supported with regard to case based activity with external stakeholders such as Home Office Intervention providers</p> <p>In the absence of the Head of function or National extremism lead make decisions and provide advice on the management of offenders where senior management authorisation or involvement is necessary e.g. in the management of TPIM cases or recall of TACT offenders out of hours</p> <p>Engage in the coordination and delivery of national projects and initiatives to improve delivery and performance including leading those projects as required</p> <p>Deliver briefing and awareness raising inputs to key stakeholders as required</p> <p>Ensure methods to deliver effective accountability, including IT functions, audit and inspection activity for counter extremism and counter terrorism are functioning effectively</p> <p>Act as Divisional advisory lead for performance and quality for CT/CE cases</p> <p>Provide Operational support to Head of function in completing reviews and action plans such as HMIP inspections, SFOs SCR's etc with regard to CT/CE cases</p> <p>Support all police Prevent and Pursue based activity with appropriate information and assessment</p> <p>Support the National Intelligence Unit within SOCT with appropriate information and analysis as required</p> <p>Ensure Cluster leads and Directors are regularly informed regarding trends risk and threat picture for the Division</p> <p>Ensure Divisional capacity to deliver specialist assessments as required, and that staff directly managing TACT cases receive appropriate support training and guidance</p> <p>In conjunction with HMPPS Interventions services deploy and maintain an up to date training needs analysis for the Division to include core and specialist training needs such as e-learning products, and face to face training such as ERG and HII</p> <p>Advise and guide MAPPA meetings on extremism issues related to specific cases and national initiatives</p> <p>Represent the Security Order and Counter Terrorism Directorate and NPS at national and international events</p> <p>Ensure the Division is compliant with all relevant Instructions with regard to CT and CE cases</p> <p>Carry out adult and children safeguarding duties in accordance with NPS statutory responsibilities and agency policies</p> <p>Ensure compliance with HMPPS Health and Safety and equalities management policies</p> <p>Work within the aims and value of HMPPS</p> <p>The duties/responsibilities listed above describe the post as it is at present and is not</p> |
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| | 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. |
| Behaviours | <ul style="list-style-type: none"> • Leadership • Communicating and Influencing • Changing and Improving • Delivering at Pace • Managing a Quality Service • Developing Self and Others • Working Together |
| Strengths | It is advised strengths are chosen locally, recommended 4-8 |
| Essential Experience | |
| Technical requirements | <ul style="list-style-type: none"> • Probation Qualification Framework Graduate Diploma / Honours Degree in Community Justice Integrated with Level 5 Diploma in Probation Practice. • Or a qualification which was recognised at the time of qualification by the Secretary of State for Justice as per Section 10 of the Offender Management Act 2007 • The following qualifications gained in England and Wales were previously recognised as providing such eligibility: <ul style="list-style-type: none"> ○ Diploma in Probation Studies ○ Diploma in Social Work (with Probation option) ○ CQSW (with probation option) |
| Ability | |

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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 | 37 |
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Success Profile

| Behaviours | Strengths It is advised strengths are chosen locally, recommended 4-8 | Ability | Experience | Technical |
|-------------------------------|--|---------|------------|--|
| Leadership | | | | <p>Probation Qualification Framework Graduate Diploma / Honours Degree in Community Justice Integrated with Level 5 Diploma in Probation Practice.</p> <p>Or a qualification which was recognised at the time of qualification by the Secretary of State for Justice as per Section 10 of the Offender Management Act 2007. The following qualifications gained in England and Wales were previously recognised as providing such eligibility:</p> <p>Diploma in Probation Studies Diploma in Social Work (with Probation option) CQSW (with probation option)</p> |
| Communicating and Influencing | | | | |
| Changing and Improving | | | | |
| Delivering at Pace | | | | |
| Managing a Quality Service | | | | |
| Developing Self and Others | | | | |
| Working Together | | | | |