



# HM Prison & Probation Service

## Job Description (JD)

### Band 6

### Group Profile: Advisor(A)

### Job Description: A: Prison Employment Lead

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## Job Description

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| <b>Job Title</b>          | A: Prison Employment Lead |
| <b>Group Profile</b>      | Advisor                   |
| <b>Organisation Level</b> | First Line Management     |
| <b>Band</b>               | 6                         |

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| <b>Overview of the job</b> | <p>The job holder has responsibility for improving prison leavers' employment outcomes by assessing the work readiness of prisoners and matching them to suitable jobs; working with employer engagement colleagues, DWP and other partners to promote jobs and training opportunities from the prison Employment Hub.</p> <p>All staff have a responsibility to safeguard and promote the welfare of children. The post holder must undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.</p>  |
| <b>Summary</b>             | <p>HMPPS have invested significantly in a variety of activities that give prisoners the opportunity to develop work skills and gain experience.</p> <p>Employment is managed as part of the Education, Training and Employment pathway, which alongside Finance, Benefit and Debt and a range of support services, provides prisoners with the skills and knowledge to live a law-abiding life after leaving prison.</p> <p>A key aspect of this service is to support prison leavers into meaningful, sustained employment on release by working with employers in the community.</p> <p>The New Futures Network (NFN) is a national network of employment brokers and industry leads, who work to establish relationships with a range of sector-based employers. The specific aim is to increase the number of prison leavers entering into employment on release. In order for these employers to benefit from the potential labour pool that exists within Prisons in England and Wales, it is essential that work ready candidates are identified pre-release.</p> <p>The role of the Prison Employment Lead (PEL) is to identify work-ready prisoners and match them to jobs through face-to-face interventions.</p> |

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|  | <p>The Prison Employment Lead will principally be responsible for:</p> <ol style="list-style-type: none"> <li>i. Identifying work ready candidates.</li> <li>ii. Referring prisoners to work readiness support.</li> <li>iii. Matching work ready candidates to suitable vacancies supplied by the New Futures Network, DWP and other employment.</li> </ol> <p>This is a non-operational job with line management responsibilities. This role is non-rotational.</p>  |
| <b>Responsibilities, Activities and Duties</b> | <p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <p>The role of the PEL is to improve employment outcomes for prison leavers. In order to achieve this, they will:</p> <ul style="list-style-type: none"> <li>• Engage with stakeholders within the prison to establish a system that identifies work ready prisoners and highlights actions needed to support prisoners to achieve work readiness.</li> <li>• Work with prison staff and DWP Prison Work Coaches to match work ready candidates to job opportunities from the New Futures Network (NFN), DWP Employment Advisers and National Employer and Partnership Team.</li> <li>• Support contracted IAG and Education providers to ensure the prison induction process properly:             <ul style="list-style-type: none"> <li>○ promotes employment, education and skills training opportunities to prisoners upon arrival at the prison</li> <li>○ effectively captures information relating to prisoner education, work experience and skills</li> <li>○ encourages prisoners to develop personal and social skills that improve employability</li> </ul> </li> <li>• Manage an Employment Hub which centralises employment support services within the prison and promotes live vacancies to prison leavers within the resettlement period.</li> <li>• Champion innovations in employment and industry focused recruitment practices, such as hospitality/construction drives etc.</li> <li>• Work in partnership with the Prison's Strategic Employment Advisory Boards to improve systems that support prisoners to develop employability, ensuring they meet commercial needs/standards of employers.</li> <li>• Contribute to the Local Partnership Agreement (LPA) with DWP detailing the responsibilities of the PEL, Prison Work Coaches and DWP Employment Advisers and how they will work together at the prison.</li> <li>• Organise regular opportunities for NFN, DWP and other stakeholders to bring employers into the prison and facilitate prisoner forums.</li> <li>• Work in partnership with Community Offender Management (COM) to ensure prison leaver information is supplied to relevant agencies post release in order to remove duplication.</li> <li>• Liaise with COM to ensure prison leavers who require further support on release are signposted to Education, Training and</li> </ul> |

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|  | <p>Employment Commissioned Rehabilitative Services (CRS) who can continue to support them on their journey towards meaningful, sustained employment.</p> <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>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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## Civil Service Success Profile Criteria

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| <b>Behaviours</b>             | <ul style="list-style-type: none"> <li>Communicating and Influencing</li> <li>Working Together</li> <li>Managing a Quality Service</li> <li>Changing and Improving</li> </ul>   |
| <b>Strengths</b>              | N.B. The below are for guidance only, it is advised strengths are chosen locally, recommended 4-8.  |
| <b>Experience</b>             | <ul style="list-style-type: none"> <li>Experience of working with senior officials.</li> <li>Experience of working across stakeholder groups and Other Government Departments and excellent influencing skills, showing the ability to deal effectively with conflict and deliver objectives.</li> <li>Has experience of setting goals and achieving targets.</li> <li>Has commercial experience and an understanding of contract management.</li> <li>Has previous experience/understanding of recruitment processes/legislation (desirable).</li> </ul> |
| <b>Technical requirements</b> |   |
| <b>Ability</b>                | <ul style="list-style-type: none"> <li>Ability to engage at Local and Regional Management level.</li> <li>Ability to work in partnership with NFN Managers, communicating strategy and priorities to providers and stakeholders.</li> <li>Resilience under pressure, ability to articulate and defend decisions on behalf of HMPPS.</li> <li>Strong written and excellent verbal and non-verbal communication skills.</li> <li>Strong team building and working skills.</li> </ul>  |

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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 (Unsocial Hours) Allowances</b> | 37 hour working week (standard).  |