



# HM Prison & Probation Service

## HQ Job Description (JD)

### Band 7

#### Directorate: Security, Order and Counter Terrorism

## Job Description – Security Practice Manager, Security Risk Unit

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## Job Description

<b>Job Title</b>	Security Practice Manager, Security Risk Unit
<b>Directorate</b>	Security, Order and Counter Terrorism
<b>Band</b>	7

<b>Overview of the job</b>	<p>This role sits in the newly formed Security Risk Unit in SOCT. Its objectives are to ensure HMPPS is managing its security risks effectively; identify new and emerging security risks; prioritise and plan responses to those risks; and provide the organisation with a library of knowledge for security practice. Strong risk management, risk resilience and risk practice will support HMPPS in better assessing security risks and the Agency's tolerance to risk.</p> <p>The Security Practice Team within the Security Risk Unit seeks to create a centre of excellence in security standards and ensure HMPPS becomes a 'learning' organisation. Our focus is to create a modern security culture throughout the organisation.</p> <p>This is a national post, regular attendance to meetings in London and occasional travel across the HMPPS estate will be required.</p> <p>The job holder will report directly to the Head of Security Practice and there is the potential to hold responsibility for managing a small number of staff.</p> <p>The Security Practice Manager is a non-operational role.</p>
<b>Summary</b>	<ul style="list-style-type: none"> <li>• The post holder will be expected to lead and direct the implementation of their dossier, as well as supporting the wider design of a proactive and outward looking practice/learning function to ensure effective delivery of operational security.</li> <li>• The role will be responsible for identifying, researching, assessing, building and communicating effective practice to drive improved outcomes in security performance within HMPPS.</li> <li>• The post holder will hold responsibility for raising awareness of effective security practice and communicating this effectively to different target audiences at local, regional and national levels.</li> <li>• The role will also lead on projects and bespoke pieces of work on behalf of SRU and SOCT Directorate.</li> <li>• The post holder will require strong written and communication skills to engage with a wide range of customers to promote effective security practice. Excellent organisational skills and the ability to deliver at pace are vital. The individual will be required to develop and support a range of initiatives, whilst maintaining attention to detail and delivering high quality products. The successful candidate will have a passion for making a difference and will enjoy the challenge of learning about current and changing practices. The post holder will feel comfortable to make informed and effective decisions on what the service should do to build its knowledge base on security standards.</li> <li>• The post holder will be required to demonstrate the values that guide our work when dealing with colleagues and external bodies at all levels, in all transactions. SRU's values are <b>creativity, communication, integrity, effectiveness, purpose</b> and <b>teamwork</b>. We continue to be a values-driven organisation and will use these to set a common standard for behaviour and set expectations around how we interact with one another.</li> </ul>

<b>Responsibilities, Activities and Duties</b>	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>• To effectively drive forward allocated security practice work-stream.</li> <li>• To promote the work of the Directorate and Unit internally and externally.</li> <li>• To be a point of contact for all secure settings under HMPPS with regards to operational security practice.</li> <li>• To lead on identifying, researching, assessing and building security practice standards across HMPPS.</li> <li>• To drive forwards a corporate security knowledge base to inform strategic decision-making by identifying key trends, reviewing recommendations and sharing procedural or thematic learning.</li> <li>• To effectively communicate security practice to different target audiences through varying tools such as intranet, bulletins, workshops, learning days etc.</li> <li>• To develop and undertake a range of security related research activities to support the work of the Directorate.</li> <li>• To ensure that security practice is underpinned by evidence based learning and ongoing evaluation.</li> <li>• To lead and develop the security capability needs of frontline staff.</li> <li>• To provide advice and guidance to the Directorate and other parts of the organisation on all matters of operational security practice.</li> <li>• To build relationships with the operational line, HMPPS HQ and MoJ teams relevant to designated areas of work.</li> <li>• To engage with and build a network of internal and external security experts to effectively deal with queries from operational staff.</li> <li>• To engage with internal and external partners and other government organisations to identify current and new effective security standards and share learning across HMPPS.</li> <li>• To engage with and build relationships with other jurisdictions, government departments, universities and research centres to identify applicable learning and partnerships for HMPPS.</li> <li>• To potentially hold line management responsibility for a small number of staff.</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>
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<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Changing and Improving</li> <li>• Making Effective Decisions</li> <li>• Communicating and Influencing</li> <li>• Working Together</li> <li>• Delivering at Pace</li> </ul>
<b>Strengths</b>	<p>It is advised strengths are chosen locally, recommended 4-8.</p>
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• Producing high quality reports and communications</li> <li>• Ability to evaluate information and evidence</li> </ul>
<b>Technical Requirements</b>	<ul style="list-style-type: none"> <li>• Understanding of conducting research, evaluation and analysis – ability to gather, review and assess various sources of data and identify solutions and recommendations</li> <li>• Understanding of or awareness of psychology and/or behavioural science</li> </ul>

<b>Ability</b>	<ul style="list-style-type: none"><li>Your ability and potential to perform to the required standard will be assessed during application and an interview</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>
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<b>Hours of Work (Unsocial Hours) Allowances</b>	<p><i>Leave Blank</i></p> <p><b>To be used by the JES Team only</b></p>
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## Success Profile

<b>Behaviours</b>	<b>Strengths</b> <small>It is advised strengths are chosen locally, recommended 4-8</small>	<b>Ability</b>	<b>Experience</b>	<b>Technical</b>
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Changing and Improving		Your ability and potential to perform to the required standard will be assessed during application and an interview	Producing high quality reports and communications	Understanding of conducting research, evaluation and analysis – ability to gather, review and assess various sources of data and identify solutions and recommendations
Making Effective Decisions			Ability to evaluate information and evidence	Understanding of or awareness of psychology and/or behavioural science
Communicating and Influencing				
Working Together				
Delivering at Pace				