



HM Prison & Probation Service

HQ Job Description (JD)

Band 10

Group Family: Generic - Policy

Job Description: Head of Policy

Document Ref.	HQ-JES-2087_Generic - Head of Policy_v2.0
Document Type	Management
Version	2.0
Classification	Unclassified
Date of Issue	16/7/2019
Status	Baselined
Produced by	Head of Group
Authorised by	Reward Team
JD Evidence	

HQ Job Description

Job Title	Head of Policy
Group Family	Generic - Policy
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Overview of the job	This is a senior manager post based in HQ, reporting directly to a Deputy Director and will be a member of the Senior Management Team
Summary	<p>The job holder will have experience of leading and delivering wide ranging policies and procedures to demonstrably improve outcomes for a complex organisation. This is to be delivered by providing strategic leadership to their respective team/s to support, challenge and improve the delivery of measurable improvements in outcomes.</p> <p>They will lead the team ensuring that the necessary systems, processes, evidence, strategic links and relationships are in place to continually develop and introduce new and revised policies to allow effective and legitimate use of policy.</p> <p>The post holder will be responsible for the provision of high quality democratic services to Parliament and Ministers – delivering accurate, timely and clear briefings.</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"> • Provide strategic direction and leadership to the Policy Team. • Accountable for ensuring that existing policies remain current and to identify and address areas of weakness, ambiguity or inconsistency. • Assure NOMS compliance with legislation, government policy and best practice in relation to the specific policy area • Engage with senior representatives of stakeholders Policy decision makers to identify and develop the future needs of policy • Representing NOMS in meetings with outside organisations and stakeholders and Other Government Departments. • Develop and manage the commissioning of a research and analysis programme to policy and decision making, including leading meetings with senior research and policy staff from NOMS, MOJ, and other Government Departments to ensure research and analysis outputs inform and improve policy in order to more effectively meet operational requirements • Commission legal advice where necessary • Accountable for day-to-day advice given by others in unit on lower level issues – ensure that staff understand the importance of accurate and timely advice and that they are not impinging on the operational decision making • Accountable for the various programmes of project work (initiatives) within the team • Accountable for identifying policy design taking into account the strategic priorities of the organisation and/or Ministerial priorities and/or identified threats. • Assuring NOMS compliance with legislation, government policy and best practice in relation to policy <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"> • Seeing the Big Picture • Making Effective Decisions • Delivering at Pace • Working Together • Communicating and Influencing
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 analytical skills in understanding trends. • Excellent written and verbal communication skills.
Technical requirements	<ul style="list-style-type: none"> • Wide knowledge of the strategic priorities of the organisation • Comprehensive knowledge of procedures for working with and briefing Ministers and Parliament • Evidence of political awareness in sensitive areas such as dealing with young people policy, courts & judiciary and rights groups such as Liberty. • Wide-ranging knowledge of policy development procedures within NOMS.
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	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
Seeing the Big Picture	It is advised strengths are chosen locally, recommended 4-8.		Excellent written and verbal communication skills	Wide knowledge of the strategic priorities of the organisation
Making Effective Decisions			Excellent analytical skills in understanding trends	Evidence of political awareness in sensitive areas such as dealing with young people policy, courts & judiciary and rights groups such as Liberty
Delivering at Pace				Wide-ranging knowledge of policy development procedures within HMPPS
Working Together				Comprehensive knowledge of procedures for working with and briefing Ministers and Parliament
Communicating and Influencing				