



# HM Prison & Probation Service

## HQ Job Description (JD)

### Band 7

#### Directorate: Security Order & Counter Terrorism

#### Job Description – Specialist Interventions Probation Lead

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## Job Description

<b>Job Title</b>	Specialist Interventions Probation Lead
<b>Directorate</b>	Security Order & Counter Terrorism
<b>Band</b>	Band 7

<b>Overview of the job</b>	<p>The Joint Extremism Unit is jointly run by HM Prisons and Probation Service (HMPPS) and the Home Office, Office of Security and Counter Terrorism (OSCT) and is the strategic centre for all counter-terrorism and counter-extremism work in HMPPS. It has oversight of delivery across the end-to-end offender management process, including probation. The unit drives closer working with strategic policy and law enforcement partners, with HMPPS retaining its responsibility for operational management decisions, and Home Office for counter-terrorism and counter-extremism policy across government.</p> <p>The Unit encompasses the entire policy making process, from strategy to operational delivery and consists of a mix of policy officials and operational staff across England and Wales.</p> <p>The National Operational Assurance Team (NOAT) was created in 2019 to provide national coordination of key CT specialist activity and to deliver CT operational assurance across prisons and probation. On the National Operations side, the team oversees the application of specialist controls and interventions, including coordinating delivery of the Home Office led Desistance and Disengagement Programme (DDP). On the National Operational Assurance side, the team delivers a programme of risk management and assurance activity to ensure the quality and effectiveness of operational delivery across the CT specialist network in prisons and probation. The team is also responsible for coordinating operational briefings to seniors/Ministers across HMG.</p> <p>The DDP Programme is aimed at changing the behaviour (desistance) and beliefs (disengagement, or 'de-radicalisation') of people who are vulnerable to being drawn into terrorism either because they have already engaged in terrorist-related activity or because their views are more firmly entrenched.</p> <p>The job holder will work within NOAT National Operations, reporting to the Desistance &amp; Disengagement Programme (DDP) &amp; Specialist Interventions Lead, acting as the Probation Subject Matter Expert.</p> <p>This post is based at HQ and does not hold any direct line management responsibilities.</p> <p>This is a Non-Operational role.</p>
<b>Summary</b>	<p>The job holder will provide specialist probation advice and support, jointly leading and coordinating the evaluation of the programme, as well as overseeing ongoing compliance with related policy.</p> <p>They will lead on the ongoing management of all referrals to the programme including making decisions on complex cases requiring a range of intervention types including but not limited to Theological &amp; Ideological support (TII), psychological support and practical mentoring.</p> <p>This support will also include taking the lead in consultation for progress against the interventions being provided and supporting the exit process including managing transitions between strands involving a wide range of partner agencies.</p>

	<p>They will directly guide and support Home Office Intervention Providers (IPs) working within the operational line in the community and in custody as required, providing regular feedback to Home Office colleagues to jointly coordinate their ongoing learning and development.</p> <p>They will play a key role in the quality assurance and continuous improvement of the DDP leading the probation strand element.</p> <p>They will lead on further development of the programme in the Probation environment whilst remaining mindful of the impact of any changes to the other strands i.e., Prisons.</p> <p>The job holder will also lead associated projects and initiatives associated with Interventions and the wider CT Network considering how those may affect the network and those working with high risk and complex individuals.</p>
<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>• Lead as the operational subject matter expert in respect of the Probation strand of the DDP, providing expert advice and influencing the decision making of senior managers and other specialist staff nationally, regionally and locally. This will also include a diverse and wide range of external stakeholders and partners nationally.</li> <li>• Jointly responsible for designing and delivering a rolling national programme of quality assurance activity in respect of the work carried out by Home Office IPs and the wider DDP across prison and probation.</li> <li>• Work collaboratively and lead on providing constructive challenge to IPs to ensure that their own priorities are joined up with other functions and contribute to the overall delivery of DDP.</li> <li>• Supporting The Home Office and JEXU Projects Team by taking a lead role in the probation elements of evaluation and ongoing development of the programme and associated policy development.</li> <li>• Ensure that nationally located staff have an in-depth package of ongoing learning and development in respect of the DDP.</li> <li>• Providing national specialist advice in the assessment of complex cases, providing expert guidance to the operational network and acting as the conduit between the operational line and the Home Office.</li> <li>• Jointly lead the development and delivery of a national engagement strategy, including coordinating and chairing seminars, workshops and national training for those working in the operational line.</li> <li>• Lead and coordinate regular national communications across HMPPS and the Home Office in respect of DDP Interventions.</li> <li>• Provide expert probation advice where required to HQ, Regional and Local colleagues.</li> <li>• Responsible for ensuring wider national policies and procedures are developed in line with the programme and that this reflects organisational expectations.</li> <li>• Responsible for ensuring the implementation of national policy relating to the DDP in the probation environment.</li> <li>• Support in developing wider Policy, procedures and practice across JEXU on an ad-hoc basis.</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>An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.</p>

<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Communicating &amp; Influencing</li> <li>• Managing a Quality Service</li> <li>• Making Effective Decisions</li> <li>• Seeing the Big Picture</li> <li>• Working Together</li> </ul>
<b>Strengths</b>	It is advised strengths are chosen locally, recommended 4-8.
<b>Ability</b>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• The proven ability to be a good team player, be committed to an inclusive, approach between own team and key stakeholders both internally and externally.</li> <li>• Excellent interpersonal skills – to be able to work effectively with wide range of personnel and colleagues from different backgrounds, to be able to deal sensitively with issues.</li> <li>• Good communication skills –to give effective presentations, to influence, to be sensitive to the audience, to write fluently.</li> <li>• Sound judgement – be sensitive to the subtleties and complexities of issues.</li> <li>• Awareness of broader issues – e.g. linkages to race and gender equality, Human Rights Act, Prison Act.</li> </ul>
<b>Technical</b>	

<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

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
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Communicating and Influencing			The proven ability to be a good team player, be committed to an inclusive, approach between own team and key stakeholders both internally and externally.	
Managing a Quality Service			Excellent interpersonal skills – to be able to work effectively with wide range of personnel and colleagues from different backgrounds, to be able to deal sensitively with issues.	
Making Effective Decisions			Good communication skills –to give effective presentations, to influence, to be sensitive to the audience, to write fluently.	
Seeing the Big Picture			Sound judgement – be sensitive to the subtleties and complexities of issues.	
Working Together			Awareness of broader issues – e.g. linkages to race and gender equality, Human Rights Act, Prison Act.	