



HM Prison & Probation Service

HQ Job Description (JD)

Band 5

Directorate: Public Sector Prisons

Job Description – Reducing Reoffending Support

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Job Description

Job Title	Reducing Reoffending Support
Directorate	Public Sector Prisons
Band	5

Overview of the job	<p>Improving reducing reoffending in prisons is HMPPS top priority.</p> <p>Those working in the HMPPS Group Reducing Reoffending Teams play a significant role in improving public protection, sentence planning and resettlement provision as well as building on rehabilitative culture within prisons.</p> <p>The post will be part of the HMPPS Group Reducing Reoffending Team who are responsible for providing support and assurance to establishments to deliver better reducing reoffending outcomes delivering work consistent to the direction set out by the Prison Group Director (PGD) and HQ. They will be an integral link for establishments, the PGD and HQ in all matters associated with this essential work.</p> <p>The job holder will serve a number of establishments within the group and therefore a willingness to travel is required.</p> <p>This is a non-operational role.</p>
Summary	<p>The role is to work collaboratively with establishments within the prison group to ensure the best possible delivery of prison reducing reoffending policies and practice. This includes providing support, guidance, training and assurance across all elements of the Group Reducing Reoffending Strategies.</p> <p>In summary the job holder will:</p> <ul style="list-style-type: none"> • Provide practical support directly to establishments in the group on reducing reoffending including OMU, Public Protection, Drug Strategy, Resettlement Pathways and Learning & Skills. • Provide direct support to establishments to implement and embed recommendations from Operational and System Assurance Group (OSAG) audits and HMIP. • Identify learning and good practice from establishments in the group and nationally and support other establishments to benefit from shared learning. • Provide guidance on national policy. • Support establishments in all reducing reoffending related training. • Support establishments to embed process to ensure correct data reporting. • Work with relevant stakeholders to ensure joined up effective working within the group. • Complete quality assurance testing of reducing reoffending and OMU processes.
Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Establish influential working relationships with establishment staff responsible for the delivery of reducing reoffending. • Provide support to staff and managers on improving reducing reoffending in all work streams to include OMU, Public Protection, Drug Strategy, Resettlement Pathways and Learning & Skills. • Support delivery of the Group and establishment reducing reoffending strategies. • Work collaboratively with other group support teams and leads.

	<ul style="list-style-type: none"> • Support establishments to identify and share good practice and implement in all areas which affect reducing reoffending. • Provide establishments with helpful and constructive challenge and support on the effective application of policy and defensible decisions taken by establishments. • To guide the use of available data and quality assurance tools to enable establishments to understand how to improve reducing reoffending outcomes and what further support is required. • Assist establishments in strengthening effective collaborative working with their internal and external stakeholders in order to ensure joined up working across reducing reoffending. • Support the Group Reducing Reoffending lead by monitoring action taken to respond to recommendations from internal reviews, HMIP and Operational and System Assurance Group audit reports. • Support the Group Reducing Reoffending lead in providing assurance for the PGD on delivery of reducing reoffending in establishments, providing clear evidence of how effectively governance, initiatives and practice are managed within each establishment. • Support delivery of HMPPS priorities and service-wide activities on reducing reoffending. • Contribute to the delivery of Group Reducing Reoffending meetings to discuss issues, trends and learning. • Support the effective delivery of rehabilitative culture in each establishment. • Devise innovative solutions to local reducing reoffending challenges and work with local teams to implement and embed. <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.</p>
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Behaviours	<ul style="list-style-type: none"> • Changing and Improving • Seeing the Big Picture • Delivering at Pace • Communicating and Influencing • Managing a Quality Service
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Ability	<ul style="list-style-type: none"> • English, written and spoken • Training can be undertaken once in post
Experience	<ul style="list-style-type: none"> • Knowledge or experience of Reducing Reoffending work in prisons
Technical	

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	<p><i>Leave Blank</i></p> <p>To be used by the JES Team only</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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Changing and Improving		English, written and spoken	Knowledge or experience of Reducing Reoffending work in prisons	
Seeing the Big Picture		Training can be undertaken once in post		
Delivering at Pace				
Communicating and Influencing				
Managing a Quality Service				