



# HM Prison & Probation Service

## HQ Job Description (JD)

### Band 4

### Directorate: Prison Operations

### Job Description – Bail Information Officer

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<b>JD Evidence</b>	

## Job Description

<b>Job Title</b>	Bail Information Officer
<b>Directorate</b>	Prison Operations, Bail Information Service
<b>Band</b>	4

<b>Overview of the job</b>	<p>The National HMPPS Bail Information Service (BIS) is part of the Prisons Operations Directorate. The work of a Bail Information Officer (BIO) is varied, diverse, time critical and demand led. The job holder will undertake a full range of work with defendants and stakeholders supporting BIS processes and information gathering in prisons and produce factual and objective reports in preparation for court hearings (Magistrate and Crown Courts) where release on bail is being considered.</p> <p>The job holder will work in a prison establishment within a designated BIS region and duties will be identified locally or centrally allocated. Reports will be prepared and written in advance of hearings.</p> <p>The job holder will undergo additional specialised training to deliver the role.</p> <p>This is a non-operational role with no line management responsibilities. Reporting to a designated manager within a BIS Regional Hub.</p> <p>The job holder will have regular interaction, both in person and virtually, with defendants.</p>
<b>Summary</b>	<p>Contribute towards the provision of the National HMPPS Bail Information Service by providing a Bail Information Report to Magistrate and Crown Courts across England and Wales at hearings where release on bail is being considered.</p> <p>Gather all required and available information and prepare factual and objective reports to be delivered to the judiciary in written format prior to hearings taking place.</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>• Responsible for preparing written, BIRs concerning defendants appearing at second and subsequent bail hearings in Magistrate and Crown Courts following an initial period of remand into prison custody.</li> <li>• Interview defendants held in prison establishments, either in person or via Video Link, to gather information relevant to bail applications. Verifying information provided wherever possible.</li> <li>• Ensure proposed accommodation availability checks are completed in a timely and efficient manner.</li> <li>• Extract and interpret information relating to defendants from available systems and databases. Including where available NDelius, the Digital Prison System (DPS) and</li> </ul>

	<p>the Offender Assessment System (OASys). Identify previous offending behaviour and instances of non-compliance as well as previous engagement with Probation supervision. Liaising with Community Offender Managers where applicable.</p> <ul style="list-style-type: none"> <li>• Establish and maintain effective relationships with internal and external stakeholders involved with BIS. Obtaining information relevant to the defendant and their application for release on bail. This will include, but is not limited to, solicitors, Probation Service, mental health teams, substance misuse services, and court staff.</li> <li>• Ensure referrals to community organisations for defendants are completed to assist in addressing any identified support needs and to access ongoing support if released on bail.</li> <li>• Analyse and accurately interpret complex Police records to identify any public protection or safeguarding concerns and submit necessary referrals/requests for information to Probation, Local Authorities, Police Forces and any other appropriate agencies.</li> <li>• Liaise with Local Authorities, and where identified, share Safeguarding concerns and relevant information.</li> <li>• Provide ongoing support and through-care to defendants remanded into custody in preparation for subsequent hearings at which release on bail is to be considered.</li> <li>• Where there is an identified need for accommodation support, ensure referrals to Community Accommodation Services (Level 2) are completed and contribute towards referrals to Community Accommodation Services (Level 1) in line with National HMPPS Policy.</li> <li>• Liaise with Immigration Teams or Home Office to gather information on defendants identified as Foreign Nationals.</li> <li>• Contribute to the support of defendants identified as potential victims of modern-day slavery through liaison with the National Referral Mechanism Team.</li> <li>• Ensure all relevant IT systems are updated to fully reflect the end-end process of BIS.</li> <li>• Responsible for working collaboratively with colleagues across BIS to ensure it meets its aims and objectives. Supporting peers and maintaining effective and productive team relationships.</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>
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# Civil Service Success Profile Criteria

<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Making Effective Decisions</li> <li>• Working Together</li> <li>• Communicating and Influencing</li> <li>• Delivering at Pace</li> <li>• Managing a Quality Service</li> </ul>
<b>Strengths</b>	<p><b>Note:</b> we recommend you choose 4 to 8 strengths locally – <a href="#">select from the list of Civil Service strength definitions on the intranet.</a></p>
<b>Ability</b>	<ul style="list-style-type: none"> <li>• The ability to analyse and interpret complex information from professional systems and databases.</li> <li>• The ability to prepare high quality written reports.</li> <li>• The ability to communicate effectively and build constructive relationships with a wide range of stakeholders.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• The job holder will need to demonstrate an understanding of prison and/or community-based Offender Management processes; have experience working in the criminal justice system or a similar community-based setting.</li> <li>• Working with a diverse range of individuals in a prison or community setting.</li> <li>• Establishing and maintaining strong working relationships with a wide range of internal and external stakeholders.</li> <li>• Planning, coordinating and prioritising work.</li> <li>• Knowledge and understanding of the work of the criminal justice system.</li> <li>• Experience of accurately recording data and resource outcomes.</li> </ul>
<b>Technical</b>	<ul style="list-style-type: none"> <li>• Completion of Prison Offender Manager training is desirable but not essential.</li> </ul>
<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>	<p><i>Leave Blank</i></p> <p><b>To be used by the JES Team only</b></p>