



HM Prison & Probation Service

HQ Job Description (JD)

Band 8

Directorate: Public Sector Prisons

Job Description – Group Intelligence Hub Lead

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Job Description

Job Title	Group Intelligence Hub Lead
Directorate	Public Sector Prisons
Band	8

Overview of the job	<p>An occasional prisoner facing role based within a Group Office with line management responsibilities. As the Head of the Group Intelligence Hub the job holder will ensure and have a high level of accountability across the group on the following areas, ensuring they are appropriately managed and developed ensuring compliance with all legislation and national directives.</p> <ul style="list-style-type: none"> • Public Protection including MAPPAs and VISORs • Area Intelligence • Organised Crime Groups • Assurance visits • Management and deployment of Regional Dog Team • Regional drug strategy <p>The role is accountable for the development of relationships with criminal justice partners at a senior level and resolving any issues between partners and the group. These partners include key external stakeholders across the group, the regional CPS lead and the head of court services.</p> <p>The job holder also has responsibility for the development, introduction and management of a group based intelligence hub which will manage all intelligence both internal and external. Requires an understanding of Covert tactics and legislation underpinning this.</p> <p>Based on the analysed intelligence the Group Intelligence Lead will need to make key decisions taking the appropriate actions to protect prison security, the public and the reputation of HMPPS.</p> <p>This is a non operational role open to operational or non operational staff, The role reports direct to the PGD.</p>
Summary	<p>Overall responsibility for the delivery of public protection activity across Custodial Services.</p> <p>Overall responsibility for the management and development and sharing of Prison intelligence and for pre-security audit work in Regional establishments.</p> <p>The role will be the Area SPOC for senior Police from the areas forces on behalf of the PGD building relationships and improving joint working.</p> <p>Acting as the link between the group, HMPPS and the CPS senior prosecutor.</p> <p>Lead for the group in key negotiation liaising with Court services.</p> <p>To be responsible for the ongoing work of Mercury within the group, working closely with the centre where appropriate.</p> <p>As Intelligence Hub Lead the role will have an impact across other functions, including for the delivery of the group drug strategy working towards its implementation throughout.</p> <p>If operational:</p>

	<p>To act as area silver when directed by the PGD. To carry out duty governor role throughout the Group as detailed.</p>
<p>Responsibilities, Activities and Duties</p>	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • To be responsible for the management and leadership of the group intelligence hub with responsibility for both the intelligence and operational aspects of the unit. • Ensure that VISOR (Violent and Sex Offender Register) is appropriately managed throughout the group and to give assurance to the PGD that all operatives are trained and have the appropriate vetting and clearance. • The role will work with National leads as they will be responsible for the performance for the group dog team, ensuring training and development needs are met, also providing risk based support to Governors within the group on request. Overall responsibility for the management of the group drug dog budget. • To organise and lead audit visits to establishments checking the baselines of the Security audit against the delivery of work at establishment level and to produce an action plan for the Governor and the PGD. • To represent the group when working with partners across the group and nationally to achieve shared objectives and improve the delivery of public protection, intelligence sharing and the lifetime management of OCGs. • Attend SMT police meetings on a regional level representing the PGD. • Due to the nature of the role and the work overseen by the job holder they will be expected to impact and make recommendations for reducing the supply of drugs within the group, supporting heads of security to effectively manage the illicit supply of drugs. It is important the role has a role to play in the reduction of positive MDT rates in the group. • Responsibility for the management of covert testing within the group, reporting to the PGD any concerns and for the life time management of those organised crime group members held within the group's establishments. • Must have an understanding of covert human intelligence systems to be able to advise and support DOS. • Work positively and corporately with partners across the region and nationally to achieve shared objectives and improve the delivery of Intelligence systems. • To organise and lead entry and exit searching of staff at establishments in consultation with establishment Governing Governors. • To organise and lead out of hours operations working with partner agencies where required. • To direct and manage a review into current intelligence working practises in all group establishments to gather information on effective communication systems. • To chair monthly regional intelligence meetings with the region's heads of security and police representatives. • To work with the project mercury implementation team and other stakeholders to review the effectiveness of creating a central hub for intelligence and review the methodology for dissemination of intelligence. • Act as a specialist advisor to all members of the group and establishment Governors on Multi Agency Intelligence, producing reports and advice as required and ensuring knowledge is kept up to date and shared. • Understanding of Regulation of Investigatory powers act RIPA 2000 <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"> • Making effective decisions • Working together • Communicating and influencing • Leadership • Delivering at pace • Changing and improving
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Ability	
Experience	Operational knowledge is essential
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	
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Success Profile

Behaviours	Strengths <small>It is advised strengths are chosen locally, recommended 4-8</small>	Ability	Experience	Technical
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Making Effective Decisions			Operational knowledge is essential	
Working Together				
Communicating and Influencing				
Leadership				
Delivering at Pace				
Changing and Improving				