



HM Prison & Probation Service

HQ Job Description (JD)

Band 7

Directorate: Community Interventions

Job Description: Senior Policy Adviser – Serious Further Offence Team

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Job Description

Job Title	Senior Policy Adviser – Serious Further Offence Team
Directorate	Community Interventions, Public Protection Group
Band	7

Overview of the job	<p>The role sits within the Public Protection Partnerships Section within the Public Protection Group (PPG). It involves elements of strategic policy and operational work within the Serious Further Offence (SFO) Review Team. The details are set out below in the summary and key responsibilities sections.</p> <p>This is a non operational HQ role with line management of one EO and one AO.</p> <p>The SFO Review Team is responsible for the continued development, delivery, and quality assurance of SFO reviews undertaken by Probation providers. Such reviews are mandatory, within the terms of Probation Instruction (PI) 06/2018. The quality assurance role is focused, vitally, on ensuring that cases of serious further offending have been rigorously reviewed and all relevant learning identified. The SFO Review Team also has responsibility for informing regional managers of community and custodial services, internal and external stakeholders, other departments and ministers and senior officials of cases which have repercussions for reputational damage to HMPPS or which highlight significant lapses in practice of performance in Probation providers.</p>
Summary	<p>The job holder is the SFO policy lead and is required to identify potentially high profile cases which have inter and extra departmental interest at a very early stage in the SFO process. The job holder must liaise directly with colleagues in the PPG and senior operational staff in the PS and CRCs to ensure all parties comply with the Probation Instruction which governs the SFO review process.</p> <p>The job holder is the SFO policy lead and is required to identify potentially high profile cases which have inter and extra departmental interest at a very early stage of the review process.</p> <p>The post holder is a key civil servant in the SFO Team and must, liaising directly with their colleagues in the SFO Team and with Probation providers including representatives at a senior management level, ensure that all parties discharge their obligations and duties under the Probation Instruction which governs the SFO Review Process – PI 18/06.</p> <p>The potential reputational damage associated with an offender under probation supervision committing a serious further offence</p>

	<p>is included in the Agency's risk register as one of its key public protection risks. Therefore, it is essential that the post holder identifies early any case which is high profile and particularly sensitive, for which the post holder will need keen political acumen, an up to date awareness of how the media is reporting criminal justice matters and sufficient understanding of operational practice to understand where the community management of an offender has been deficient.</p> <p>The post holder works closely and directly with the Head of the SFO Team, and also with the Head of Public Protection Partnerships Section and to the SCS Head of PPG, as necessary.</p> <p>The post holder has direct line management responsibility for one EO and one AO.</p>
<p>Responsibilities, Activities and Duties</p>	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <p>To ensure that the SFO Review Process Database, part of the Public Protection Unit Database (PPUD), operates accurately and efficiently, so as to provide comprehensive and accurate management information in relation to each and every SFO Review submitted by Probation providers. This is not an administrative function, in that the management information is key to the production of the quarterly reports to the Director of Probation and Contract Management Team.</p> <ul style="list-style-type: none"> • The post holder will personally check SFO notifications as received by the SFO Team from Probation providers in order to ensure that they accurately log and transpose the initial core information relating to a serious further offence committed by an offender under statutory supervision. • The post holder must handle all queries relating to the SFO qualifying and review process and related targets. Typically, these queries will come from senior managers in the PS and CRCs. • The post holder will need to maintain a list of policy issues identifying areas where policy needs to be revised. <p>Identify high profile cases and manage stakeholder relationships in relation to those high profile cases. Typically, such relationships will be at a senior level.</p> <ul style="list-style-type: none"> • The post holder will identify external or internal stakeholders and ensure they are informed of notifications and provided with information relevant to their business area. This process helps safeguard organisational and reputational risk for a wide variety of agencies. • The post holder will identify potentially high profile cases and advise the Head of SFO Team regarding their classification and liaise with Probation provider communications officers and other senior managers regarding the handling of HP cases. • The post holder is responsible for liaising with MOJ Press Office colleagues who regularly enquire about whether cases in the media are SFOs. The role involves receiving press

lines and communication strategies from colleagues in Probation providers, scrutinising them for factual accuracy and proposing amendments or subsequent forwarding to MOJ Press Office.

- The post holder will Identify cases classified as high profile and maintain a high profile spreadsheet.
- The post holder, along with the Head of SFO Team will attend monthly meetings with London Probation provider to discuss high profile cases and will identify any areas of concern as it relates to media handling.
- The post holder will need to complete a weekly high profile note to MOJ Press Office, ensure it is QA'd by the Head of PPG, and dispatched by close of business on Friday. The high profile note is used to keep Press Office and Private Office apprised of forthcoming court appearances that may attract adverse publicity for HMPPS and lead to reputational damage.

Produce statistical information

- The post holder is responsible for producing and disseminating quarterly SFO statistics to the PS and CRCs and other interested parties in the MoJ. This information is used routinely to help monitor the performance of probation providers at contract review meetings.
- The post holder will respond to regular ad hoc requests for statistical information on the SFO process from internal and external stake holders and produce information in a presentable and clear format. The data is used to inform a number of different policy areas across departments and also forms part of the annual re-offending statistical compendium which is published by MoJ.
- The post holder maintains oversight of the production and dissemination of monthly team workload and performance statistics collated by the AO detailing performance and projected workloads, presenting the analysis at monthly team meeting. This information is used by the Head of PPG to demonstrate performance to the Director of Community Interventions.

Drafting submissions and briefings

- The post holder is responsible for researching, drafting and producing both informative and persuasive submissions, for clearance by Head of PPG, to Ministers which often comment on complex and sensitive inter departmental issues, for which agreement must be sought.
- The post holder is responsible for drafting notes to senior officials, informing them of the status of cases.
- The post holder is responsible for drafting responses to all official correspondence in relation to the SFO Team relating to high profile cases which are sent by the Head of PPG.

Oversee SFO process and maintain accurate up to date guidance

- The post holder will need to maintain and update the SFO

	<p>user guide and SFO material as appropriate in response to new working practices and policy developments. This also includes maintaining a list of relevant statutory and operational guidance as it relates to all aspects of the SFO process and internal and external stakeholders.</p> <ul style="list-style-type: none"> • The post holder is responsible for contributing to the development of new Probation Instructions and other policy directives. • The post holder must keep apprised of new policy and practice developments across other government departments such as UKBA, Health Service, police and internal stakeholders such as HMCS, the YJB and other relevant HMPPS departments and assess any implications for the SFO review procedures. <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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Behaviours	<ul style="list-style-type: none"> • Making Effective Decisions • Delivering at Pace • Changing and Improving • Working Together • Communicating and Influencing • Managing a Quality Service
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Experience	
Technical Requirements	
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	<p><i>Leave Blank</i></p> <p>To be used by the JES Team only</p>
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