



HM Prison & Probation Service

HQ Job Description (JD)

Band 8

Directorate: Public Sector Prisons

Job Description – Group Performance & Assurance Lead

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Job Description

Job Title	Group Performance and Assurance Lead
Directorate	Public Sector Prisons
Band	Band 8

Overview of the job	The job holder will report to the B9 Head of Prison Group Directors Office who sits within the Prison Group Directors support team. The post holder will be responsible for providing Group performance and assurance advice and support to the establishments within the Group. The post holder will be regionally based with frequent visits required to establishments, Group offices, external meetings and HQ. The post holder will have line management responsibility. This is a non-operational role.
Summary	The post holder is responsible for providing assurance to the Head of Prison Group Office, Prison Group Director and for reporting to the Executive Director's Office for the Group surrounding establishment performance and assurance processes. The post holder is responsible for managing performance, assurance and governance on behalf of the Prison Group Director. The post holder will provide support to the PGD, Governors, Deputy Governors and their Senior Management Teams, Heads of Business Assurance and Group Colleagues surrounding managing performance and assurance. This will include Performance Recovery Plans (PRPs), HMIP readiness assessments and OSAG audit compliance. The post holder will co-ordinate the Governance and Performance Reviews with the Prison Group Director and provide assurance to the Prison Group Director that processes and procedures are being effectively managed. The post holder will build relationships and engage with various internal and external stakeholders, ensuring that establishments and the Deputy and Executive Directors' vision and expectations are managed and met accordingly. The post holder will manage the Group Delivery Plan aligned to the Agency Business Plan.
Responsibilities, Activities and Duties	The job holder will be required to carry out the following responsibilities, activities and duties: • Manage governance and assurance arrangements for the Prison Group including, the Group Delivery Plan, Risk Register, Consolidated Action Plan and Assurance Framework. • Support in the creation and management of Focussed Support plans on behalf of the Prison Group Director. • Prepare performance and assurance reports as required, aligned to the Prison Group Director bi-lat schedule, supplying information to the Executive Director's Office on behalf of the Prison Group Director. • Prepare information and manage the bi-lat report process on behalf of the Prison Group Director. • Provide monthly performance reports to the Prison Group Director and Group Team.

- Engage and work closely with the Data Standards Reporting Group and Service Improvement Group, including attendance at meetings, providing reports and submitting data requests.
- Analyse performance data from a range of sources to support strategic planning and risk management within the group.
- Work with prisons to develop and implement performance recovery plans to enhance delivery.
- Coordinate and carry out HMIP Readiness Assessments, including provision of a written report following the visit. This should account for HMIP Thematic Reviews, Expectations and Action Plans.
- Carry out regular and frequent assurance visits to establishments, working with the Head of Business Assurance and other Senior Management Team colleagues and their teams to provide support and guidance around performance, governance and assurance –providing a report following the visit.
- Quality assure establishment action plans, including HMIP, IMB and OSAG and assurance statements.
- Completion of HMIP OSAG cover sheet.
- Manage progress, quality and compliance against HMIP recommendations and expectations.
- Co-ordinate and chair Group Head of Business Assurance Forums.
- To act as the Group specialist and Group contact for all Assurance queries from our external partners which include, but is not limited to, OSAG, PPAS, GIAA and SIG etc.
- To act as the Group specialist for emerging assurance and performance work and as the representative of the PGD and Group at the National Assurance Forum.
- Management of the Change process (RfC) process.
- Dip test completed actions on establishment Consolidated Action Plan to ensure sustained compliance.
- Act as the SPOC for Business Change issues by working closely with Business Change partners and attending meetings.
- Ensure data quality practices are followed and provide support to sites in ensuring compliance.
- Act as the Information Assurance manager for the Prison Group Directors Office.
- Act as the Business Continuity SPOC for the group working closely with establishment and partners to create and maintain contingency plans.
- The post holder will have Line management responsibilities and will include the line-management of:
 - Group/establishment Action Plans (HMIP, CAP etc.).
 - HMIP Action Plans/Expectations/Living Conditions Report, CAP commitments and any other performance plans.
 - Local quality assurance checks to feed into the overall Group assurance processes against key deliverables.
 - Local intelligence/data within establishments.
 - Local performance and risk management meetings/structures and frameworks, sharing best practice across the Group where relevant.
 - The completion of any local audits, testing of baselines and levels of compliance against local/Group/national priorities.
 - Performance data at Group level, including contributing to new ideas for data capture and monitoring to ensure overall effectiveness.
 - The review of HMIP outcomes outside of the Group structure and highlight any themes or learning for sharing across the Group.

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.

	An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.
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Behaviours	• Changing and Improving • Communicating and Influencing • Working Together • Managing a Quality Service • Delivering at Pace
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Ability	• Influential and visible leader. • High level communication and influencing skills, with the ability to develop effective relationships across the Group. • Highly resilient and able to challenge those who in some cases may be more senior.
Experience	• Extensive experience of business planning activity, business risk management, governance and assurance processes, leading and delivering change programmes and data analysis.
Technical	• Level 5 Degree/Diploma in Business Administration or equivalent or equivalent professional/managerial qualification or willingness to study for such.

Minimum Eligibility	<i>Please do not alter this box</i> • 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	<i>Leave Blank</i> To be used by the JES Team only
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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		Influential and visible leader.	Extensive experience of business planning activity, business risk management, governance and assurance processes, leading and delivering change programmes and data analysis.	Level 5 Degree/Diploma in Business Administration or equivalent or equivalent professional/managerial qualification or willingness to study for such.
Communicating and Influencing		High level communication and influencing skills, with the ability to develop effective relationships across the Group.		
Working Together		Highly resilient and able to challenge those who in some cases may be more senior.		
Managing a Quality Service				
Delivering at Pace				