



HM Prison & Probation Service

HQ Job Description (JD)

Band 8

Directorate: Public Sector Prisons

Job Description: Overseas CT Detentions Advisor

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07/06/22	0.9	FCDO overview	JE	All
24/01/25	0.10	Added elements to JD	NL	All

Job Description

Job Title	Overseas CT Detentions Advisor
Directorate	Directorate of Security
Band	Band

Overview of the job	<p>The role of the Overseas CT Detention Advisor sits within the Foreign Commonwealth and Development Office (FCDO) Counter Terrorism Department (CTD) supporting the 'Pursue' pillar of the UK's counter terrorism (CT) strategy.</p> <p>FCDO CTD manage the terrorist threat from overseas to the UK and to its interests abroad as part of the wider HMG Counter Terrorism Strategy (CONTEST) and do so, in part, by employing Subject Matter Experts to advise, assist and deliver bespoke areas of work to mitigate identified risks and threats to this work.</p> <p>The CT Detentions Cadre supports this programme of work, by providing detentions SME support to bring about legal and human rights compliant detention capabilities which support and enable international CT efforts alongside UK-based and overseas partners.</p> <p>Reporting to the Head of the CT Detentions Cadre, the Overseas CT Detentions Advisor plays a pivotal role in delivering this work: providing detailed operational insights on host nations detentions capabilities, advising on and developing plans to mitigate identified risks to CT overseas objectives, and providing direct operational input – via mentoring, coaching and training - to embed systems and practices that provide greater capacity and capability of host nations to mitigate safety, security and Human Rights compliance risks in their detention settings.</p>
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Summary	<p>The Overseas Detentions Advisor is responsible for a number of critical activities which support overseas CT Pursue activity. These cover four key areas:</p> <ol style="list-style-type: none"> 1. Operational Insights: Delivering targeted audit and assurance activity overseas which provide critical detentions-related insights, judgements and recommendations to inform operational planning and decision-making. 2. Capacity and Capability Building: Providing detentions SME input in to the design and development of in-country capacity and capability building activities (including training and development, for which there is a requirement to hold a training qualification recognised by HMPPS). 2.3. Partnerships: Providing credible detentions leadership to UK-based, partner and host-nation agencies in order to secure buy-in and promote collaborative working in pursuit of joint overseas CT objectives. 4. Enabling Activity: Providing logistical and administrative support (e.g., budget management, human resources, travel arrangements, IT), which enables the CT Detention Cadre to operate effectively. <p>This post is London-based (FCDO, King Charles Street, SW1A 2AH). Given requirements of the role, and in line with Civil Service expectations on office-working, the jobholder will be expected to work from this location a minimum of 60% of the time when in the UK. The role also requires overseas travel (as an unaccompanied role) to multiple conflict and fragile CT priority countries. Depending on operational need, the postholder can expect to be deployed overseas at least quarterly, and in some cases for weeks at a time.</p>
Responsibilities, Activities and Duties	<p>The jobholder is responsible for day-to-day operational delivery of all Detentions Cadre work and will be required to carry out the following responsibilities, activities and duties:</p> <p><u>Operational Insights</u></p> <ul style="list-style-type: none"> • To develop and manage Audit & Assurance (including Monitoring and Evaluation (M&E) and Results Framework) work. • To develop advice and guidance in support of Head of Detentions Cadre, CTD and seniors at post, acting as the Single Point of Contact (SPOC) for detention information management • To develop better understanding in delegates around capabilities and risk management process. • To hold responsibility for providing operational and logistical support to the Senior Detentions Advisor embedded within FCDO Global PURSUE Team and HMPPS International Team. <p><u>Capacity and Capability Building</u></p> <ul style="list-style-type: none"> • Accountable for delivery of detentions work, including the scoping, planning and implementation of regional/thematic CT plans within the designated countries/areas of responsibility. • To develop and manage SME contribution towards CT Country plan Business Planning & Delivery., holding responsibility for achieving/maintaining VfM, quality assurance, including evaluation of multi-year projects and programmatic delivery relating to detentions work to the posts/missions assigned, assisting with the development of Theory of Change (ToC) to support such as necessary • To develop and deliver effective mentoring of in-country stakeholders in relation to detention standards, including writing of mentoring plans where requested, agreed and resources allow. Including support in the

	<p>engagement of staff and communication strategies for the facilities, with in-country stakeholders remaining the owner of such plans devised.</p> <ul style="list-style-type: none"> • To lead on the development and delivery of targeted, bespoke, holistic detentions up-skilling packages and initiatives to both UK and other country staff. When overseas, this is likely to be delivered via translators. • To develop and manage projects to improve detentions and/or prisons systems overseas, holding responsibility to quality, assure existing and new security related products and packages developed by third party agencies. <p><u>Partnerships</u></p> <ul style="list-style-type: none"> • Responsible for coordinating delivery of activity as necessary with interlocutors, including CT teams at Post, CTD and broader United Kingdom Intelligence Community (UKIC). • To build relationships with and liaise with others to maximise relationships with stakeholders in CTD, mission and in-country stakeholders, including senior Government officials. <p><u>Enabling Activity</u></p> <ul style="list-style-type: none"> • To manage Cadre resources within span of control & initiate change management in order to grow, develop and improve offer to missions. • To be responsible for identifying, co-ordination and agreeing of staff training plans with/for host Nation (HN) stakeholders including training the trainer where applicable. Including M&E of delivered courses • To hold responsibility to research and evaluate packages and initiatives to ensure they meet the needs of the business and deliver on learning objectives. Periodically review learning methods to ensure effective learning delivery is achieved via a variety of programmes that can respond to the demand and business needs set by the organisation. Ensure deliver is innovative and accessible to a range of learners. <p><u>Other Responsibilities</u></p> <ul style="list-style-type: none"> • —Deputising for Head of Team during periods of absence. <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The jobholder 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 jobholder.</p>

Behaviours	<ul style="list-style-type: none"> • Seeing the Big Picture • Changing and Improving • Leadership • Communicating and Influencing • Working Together • Managing a Quality Service • Developing self and others
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	<ul style="list-style-type: none"> Delivering at pace
Strengths	<ul style="list-style-type: none"> Adaptable Challenger Confident Emotionally intelligent Influencer Problem solver Resilient Strategic
Experience	<ul style="list-style-type: none"> Minimum of 5 years operational experience working in a prison setting. Broad range of policy knowledge and operational skills in prison environment. An excellent communicator who can build effective relationships. Record of implementing change through leadership within a prison context. Provide concise and well considered written and oral advice to senior officials. Experience of using project management tools. Knowledge and experience of working in a partnership setting with colleagues from other agencies. Understanding of the criminal justice system. Influential and visible leader. High-level communication and influencing skills, with the ability to develop effective relationships across the UK and foreign Criminal Justice Networks. Highly resilient and able to respectfully challenge those who in some cases may be more senior. Highly desirable that the job holder has been involved in reviewing prison operations to identify where facilities, staff or procedures don't meet required standards and develop and implement improvement plans.
Technical Requirements	<ul style="list-style-type: none"> Operational accreditation as prison manager/functional head Qualified/Accredited Prison Service Trainer – or commitment to work towards such award.
Ability	<ul style="list-style-type: none"> Individuals are required to comply with FCDO medical guidance and Cadre insurance policy requirements prior to and throughout overseas deployments. Individuals are responsible for familiarisation and compliance to overseas security and health and safety requirements, including reporting of all concerns.

Minimum Eligibility	<ul style="list-style-type: none"> • Offers of a position to the Detentions Cadre to successful candidates are conditional on the candidate agreeing to undertake and pass Developed Vetting (DV) clearances. DV is an intrusive security vetting process. If DV not passed the candidate cannot be deployed overseas and therefore the conditional offer will be withdrawn. • In addition, STRAP clearance (which is role specific) will also be a requirement once a job has been offered in all cases. • All external candidates are subject to 6 months' probation on taking up position within FCDO CTD. • 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. • Staff are required to deploy and operate in an overseas CT setting which requires staff to attend and pass a SAFE+ course. Requirements of the course include ability to function in a conflict/hostile scenario, wearing and operating in body armour, including climbing in and out of armoured vehicles, aircraft and helicopters in noisy/dirty environments. General levels of fitness should enable individuals to run 100 metres wearing body armour and operate at heights often in poor conditions. • Medical clearance is an essential part of our duty of care towards staff. We cannot send someone overseas to do a job unless they are fit to do the work, and we are confident they can be provided with adequate medical care for any conditions they may have. This means that not every member of staff can be considered for this role.
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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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Factor Examples

Please provide job-specific examples to support the factors below (please refer to guidance for completion):

Factor	Examples
Skills & Knowledge	Completion of in-depth assessment tool (International Pursue Assessment Framework (IPAF)) of detention facilities within scope of missions programme activity and report to senior owner and CTD.
	To contribute to development of policy strategies and operational practices compatible with international legal and human right standards to effectively support a strategic understanding of mission objectives and local contracts and to sustain and increase partnership activity
	Responsible for understanding application of the legal frameworks where this applies to detentions work at mission(s) – e.g. European Convention on Human Rights (ECHR), International Law Commission Articles on State Responsibility, International Covenant of Civil and Political Rights (ICCPR) – and any other relevant articles as they are introduced/adopted by individual hosts.
	Understanding of Her Majesty's Government (HMG) overseas missions and their purpose. Using such knowledge to work in different cultures (host nation and/or xHMG departments) to achieve agreed or common goals in challenging environments
	Provide advice and potentially delivery of capacity building interventions
Accountability & Decision Making	Provision of support and assistance in the establishing of the development of mission's detentions support plan within the PURSUE detentions framework. Co-ordination with relevant mission senior owner (or designated representative) to prepare and/or update CT detentions objectives in accordance with FCDO needs/ intentions
	Make decisions that will influence mission strategies on engagement with the host nation on detention issues
	Ability to work autonomously, being accountable for Subject Matter Expertise adding this to relevant discussions and decision-making fora.
	Delivery of operational and logistical support and co-ordination to the detention's cadre and CTD team.
Problem Solving	Ensuring information and outcomes – in line with mission's results framework in relation to detentions - are collected and accountable for ensuring business and performance information is available to inform the mission senior owner within agreed deadlines
	Where risk assessed, conducting detainee interviews under the relevant Memorandum of Understanding (MoU) and relevant bespoke monitoring mechanism's (where they are in place), reporting any breaches under relevant UK legislation ('the Principles') to the Senior Responsible Owner (or designated representative) at mission – escalating to Senior Detentions Advisor (SDA) or CTD as necessary.
	Limit HMG exposure risks to challenge under article 16 of the International Commission Article on State Responsibility, also limit reputational risk to Mission, NOMS and wider HMG by proposing, designing and/or implementing of mitigations to such risk.
	Ability to assess cultural constraints and factor these into own strategic thinking to provide solutions that achieve HMG outputs and outcomes and assist host nations development
	Ability to innovate outside of established – or in the absence of – clear policies of standard operating procedures, to assist the host nation in the formulating and implementing of such where appropriate.
	Ability to innovate outside of established – or in the absence of – clear policies, standard operating procedures and training plans to assist the host nation in the formulating and implementing of such where appropriate.
	Ability to assess cultural constraints and factor these into own strategic thinking to provide training solutions that support HMG outputs and outcomes and assist host nations development
Resource Management & Financial Impact	Supporting the SDA by developing and delivering a performance framework which allows the SDA oversight of a range of partnership commissioning including local contract arrangements.
	Support mission Conflict Stability and Security Fund (CSSF), Counter Terrorism Programme Fund (CTPF), Overseas Development Assistance (ODA)/non-ODA investment in the detentions sphere of the mission but the writing and/or scrutiny of business cases for operational

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	effectiveness, sustainability and value for money, in relation to detentions, advising the senior owner at post in relation to such
	Manage the Activity Based Budget of the detention programme of work / individual projects within FCDO rules and policy and insuring VfM.
	Support mission management of contracts within host nation detentions sites (capacity building projects - building/IT/Consumables/etc) to evidence delivery against contracts in a timely and VfM manner.
	Co-ordination with CTD and stakeholders in the development of detention projects and budget proposals as linked to training needs and resources.
	Maintain an up-to-date mechanism for ensuring invoicing between HMPPS and FCO processes and systems for use of cadre members
Organising & Planning	Responsible for assisting the detentions relevant design of the mission's CT team results framework data including quality of such within the annual reporting cycle.
	Accountable for monitoring the detentions assurance and compliance of the mission CT Team outcomes and international policies linked with the mission CT role, and providing assurance to the senior owner re agreed project outcomes.
	Accountable for monitoring the training assurance within any programmatic outputs of the mission CT Team, providing assurance to the senior owner re agreed project outcomes.
	Show intelligent prioritisation of work, giving both weight to high-risk areas whilst working flexibility with missions operations and security teams flexibly to mitigate demand on resources and risk to self and others
People Management	The role requires staff to work with a broad range of UK and foreign government stakeholders and organisations aligned to the International Counter Terrorism Strategy. The FCDO CTD will provide specialist support and training (some of which requires a good level of general fitness and flexibility) for the post holder where required, including opportunity for personal development.
	The role requires staff to be able to operate effectively in senior level stakeholder engagement, scoping exercises, including report writing and the design and delivery of bespoke interventions to improve confidence in legal and human rights compliant detention standards.
	Provide administrative support to the cadre in the management of Visa, health, IT and learning and development
	The role requires staff to work with and influence via training delivery a broad range of UK and foreign government stakeholders and organisations aligned to the International Counter Terrorism Strategy.
	The role requires the post holder to provide cover for the Senior Detentions Advisor in periods of leave or other absence such as when communication is difficult when the SDA is overseas.
Information Management	Assisting in all reviews, and/or writing, of MoU's, Intensive Monitoring Mechanism's (IMM's), Overseas Security Justice Assessment (OSJA's) and/or other mechanisms where they relate to detentions work.
	Writing/adding to specialist, bespoke, ad-hoc written submissions commissioned by senior responsible owner at mission where this related to detention conditions / regimes. Assisting host governments with writing and implementing detentions policies, standard operating procedures and management strategies.
	Analyse project proposals to ensure operational delivery capacity, VfM and deliverability
	Capture relevant datasets in a concise and meaningful manner that allows further analysis to be presented in alpha numeric or pictorial formats.
	Manage all data and reports relevant to the work of the job holder in line with current retention period policies
	Maintaining a lesson learnt database/system as part of the Monitoring, Evaluation and Learning (MEL) process.
	Maintain an accurate and up to date record of previous, and forecast calendar, of deployments for cadre members.
	Manage and treat all data as per its National Security marking up to and including Top Secret.
Influencing & Interaction	Ensuring that Partners Across Government (PAG's) are supported in their aims by imparting the SME's specialist knowledge and experience into oversight groups (akin to a MAPPA board chaired by an SMS 1 or 2 where the SME would be a senior HMPPS representative) in order to mitigate risk that such a group may face
	Assess treatment and conditions in detention underpinned by accurate reporting to the senior owner (or designated representative) (akin to a mixed role of HMIP and Standards audit – but

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	also having to attempt to fix the issues within different cultures and context without policies, standard operating procedures or authority to fashion such change)
	Responsible for mentoring in-country stakeholders (where agreed) via formal/informal means (as applicable) with a view to raise detention standards, conditions and standard operating procedures to enhance detainees experience and ensure Human Rights compliance.
	Responsible for training in-country stakeholders (where agreed) via formal/informal means (as applicable) with a view to raise detention standards, conditions and standard operating procedures to enhance detainees experience and ensure Human Rights compliance.
	To ensure effective partnership working is developed and in place with internal and external partners at mission (across Her Majesty's Government (xHMG), Non-Government Organisations (NGO's), United Nations (UN), etc)
	Represent HMG values and principles in host nation's detention sites influencing local Government officials, senior managers and operational staff as to the benefits for their detention organisations.
	Ability to contextualise regimes within different cultures and produce options for change that are acceptable, supporting such changes in a manner that is sustainable in the long term
	Able to challenge processes, practice and culture in order to improve the capability of staff and managers in the operation of a decent, safe and secure detention regime.
Emotional Demand & Risk	Job holder will travel extensively to nations that are complex, demanding and pose high personal risk to life/limb.
	Personal resilience is essential as periods away from the UK may be up to multiple weeks at a time.
	The job holder will be subject to strict security restrictions when overseas limiting freedom of movement and potentially communications back to the UK.
	The role involves the potential for exposure to non-human rights complaint detention facilities, process and practice.
	The job holder will likely engaged in interviewing detainees who may likely raise human rights issues with such issues needing to be documenting and reporting of non-compliance with international humanitarian law (IHL)

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Success Profile

Behaviours	Strengths N.B. The below are for guidance only. It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
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Seeing the Big Picture	Strategic	STRAP clearance (which is role specific) will also be a requirement once a job has been offered in all cases.	An in depth and breadth of operational experience.	Operational accreditation
Changing and Improving	Challenger	Personnel Security Team (PST) within FCDO will review all STRAP applications. Some are referred to the Authorities for a decision (usually on the grounds of nationality or other overseas connections).	An excellent communicator who can build effective relationships.	
Leadership	Confident		Record of implementing change through leadership within a prison context.	
Communicating and Influencing	Influencer		Provide concise and well considered written and oral advice to senior officials.	
Working Together	Emotionally Intelligent		Experience of using project management tools.	
Managing a Quality Service	Problem Solver		Knowledge and experience of working in a partnership setting with colleagues from other agencies.	
Choose an item.	Resilient		Understanding of the criminal justice system.	
Choose an item.	Adaptable		Influential and visible leader.	
			High-level communication and influencing skills, with the ability to	

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			develop effective relationships across the UK and foreign Criminal Justice Networks.	
			Highly resilient and able to challenge those who in some cases may be more senior.	

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