



# HM Prison & Probation Service

## HQ Job Description (JD)

### Band 5

#### Directorate: Security, Order & Counter Terrorism

#### Job Description – Prison Prevent Lead

<b>Document Ref.</b>	HQ-JES-2059 Prison Prevent Lead v4.0
<b>Document Type</b>	Management
<b>Version</b>	4.0
<b>Classification</b>	Official
<b>Date of Issue</b>	11 January 2021
<b>Status</b>	Baselined
<b>Produced by</b>	Job Evaluation Assurance and Support Team
<b>Authorised by</b>	Reward Team
<b>JD Evidence</b>	

## Job Description

<b>Job Title</b>	Prison Prevent Lead
<b>Directorate</b>	Security, Order and Counter Terrorism/Long Term High Security Estate
<b>Band</b>	5

<b>Overview of the job</b>	<p>As a core member of the HMPPS response to the Governments Counter Terrorism Strategy (CONTEST), the post holder will support the RCTL and the Joint Extremism Unit – JEXU (&amp; LTHSPG for LTHSE sites) by delivering a high quality service to establishments to ensure extremism is identified, reported and managed effectively across allocated prisons.</p> <p>Their role will also be to ensure that anyone identified as having CT risk/vulnerability is managed appropriately and therefore will require a good grasp of offender management processes, interventions, information handling and partnership working. Training in offender management and other key processes will be provided if required.</p> <p>The post is a flexible resource within the function and the post holder may be required to undertake work in another region to respond to changes in priorities.</p> <p>The post requires frequent travelling to allocated establishments and meetings, working on a shift pattern which includes early starts, evenings and weekends. On occasion post holders need to carry out work at night to carry out disruption activity and/or respond to an incident.</p>
<b>Summary</b>	<p>As a key member of the HMPPS Regional/LTHSE CT Team the post holder(s) will:</p> <ul style="list-style-type: none"> <li>• Deliver high quality and evidence based HMPPS CT awareness training and Prevent, which meets the needs of individual learners.</li> <li>• Support the delivery of the HMPPS CE &amp; CT Strategy through assisting in the development of an establishment's capability by enabling staff to identify, report and challenge extremism confidently through adopting a normal approach to extremism management.</li> <li>• Support establishment in the identification and management of PREVENT vulnerable prisoners.</li> <li>• Be responsible for the delivery and facilitation of specialist interventions &amp; assessments directly or by other approved providers that seek to divert and support those vulnerable to extremism or radicalisation.</li> <li>• Work with establishments to build effective interdepartmental and inter-agency working relationships to support a co-ordinated approach to information sharing on offenders who have been identified as extremist or vulnerable to extremism.</li> <li>• Act as the initial point of contact for advice for establishments, on managing those offenders whose behaviour may suggest extremism, or vulnerable to radicalisation.</li> <li>• An establishment within their region will be identified as their main base for the post holder.</li> <li>• Establish effective working relationships with CT Probation colleagues and other partner agencies, for the preparation and planning of the release of extremist offenders or vulnerable to radicalisation.</li> <li>• Deputise for the RCTL or the LTHSE CT Lead at local communities and multi-agency risk management meetings when required.</li> <li>• Work effectively as a member of a team, collate manage, assess and record information on extremism, provide effective on-going support for regional establishments, Regional CT Teams and Joint Extremism Unit.</li> </ul>

	<ul style="list-style-type: none"> <li>• The post holder must act with the highest levels of personal and professional integrity and champion these qualities in others. They must be vetted to Security Check (SC) level.</li> <li>• This is an operational role and all candidates must have a good understanding of Prisons and Probation operating environments.</li> </ul>
<b>Responsibilities, Activities and Duties</b>	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <p><b>To support establishments in building up their CT Capability and in the fulfilment of their responsibilities in CONTEST including their PREVENT Duty:</b></p> <ul style="list-style-type: none"> <li>• The post holder(s) will be required to co-ordinate and deliver staff briefings and training sessions relating to extremism and the Prevent agenda. This will include establishment based staff, POELTs/ITC courses as and others as required. The post holder(s) will be required to adopt a flexible approach to the organising and delivering of briefings and training sessions to establishment staff, to maximise the opportunities of raising awareness of extremism and the Prevent agenda.</li> <li>• The post holder(s) will regularly deliver department specific briefings, on extremism including Reception/First Night/Induction staff and ensure the Cell Sharing Risk Assessment process considers extremism issues. To work with Safer Custody Function to ensure Cell Sharing Risk Assessments are regularly reviewed where an individual is either subject to extremist reporting or extremist reporting starts.</li> <li>• The post holder(s) will be required to raise awareness of Prevent through promotion, publishing information and personal engagement with staff and offenders including participating in organised events.</li> <li>• The post holder(s) will work with establishments to ensure that new receptions receive information on Prevent as part of their Induction Programme, for potential referrals, and work with establishments to introduce offender facing Prevent products.</li> <li>• The post holder(s) will work with establishments to ensure inter-departmental information sharing procedures are in place within the establishment with regards to CT or extremism issues, including regularly visiting all areas and reviewing observation books to ensure all relevant extremism information is captured and to a good quality. To prepare relevant documentation for managers for verification/quality checking purposes.</li> <li>• The post holder(s) will be required to work with establishments, JExU and the LTHSE CT Lead to identify and remove extremist literature and other materials from establishments.</li> <li>• The post holder(s) will support the completion of an establishment Six Monthly CT Capability Assessments as directed by RCTL (non-LTHSE only).</li> </ul> <p><b>To act as a subject matter expert:</b></p> <ul style="list-style-type: none"> <li>• The post holder(s) will work closely with establishment Security Department (CTU's in HSE sites) to support them in their responsibility for ensuring that all extremism related issues are fully investigated, intelligence developed and contextualised in preparation for a Pathfinder meeting. To provide specialist advice on extremism related issues to Security Department staff.</li> <li>• The post holder(s) will be required to attend establishment meetings as appropriate including Security, Safer Custody and Diversity meetings.</li> <li>• The post holder(s) will be required to ensure they keep fully up to date with any policy changes relating to extremism and Prevent work, attend up-skilling sessions, briefings, training and team events, as required.</li> </ul> <p><b>To support the Pathfinder case management process:</b></p> <ul style="list-style-type: none"> <li>• The post holder(s) will be required to support establishments in identifying the threats and vulnerabilities of the prisoners in their care, from reception through to sentence end, through the gate and into the community.</li> <li>• The post holder(s) will be required to support establishments in the development of a quality Pathfinder process by: <ul style="list-style-type: none"> <li>○ Working closely with both internal and external key stakeholders, helping to coordinate all relevant information/reports and advice to those allocated actions.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Present Pathfinder cases updates to key stakeholders, at Pathfinder meetings.</li> <li>○ Deputise for the RCTL or the LTHSE CT Lead as the Regional CT representative when required.</li> <li>○ Completion of the Pathfinder Meeting Record, updating Pathfinder Case Records and Database.</li> </ul> <ul style="list-style-type: none"> <li>• The post holder(s) will be required to assist the CTU/Regional CT Analyst in further research and development of Intelligence Reports, Problem Profiles, Pathfinder Case Records and Regional Intelligence Briefings and other reports, in conjunction with establishment Security Department that may be required on an ad hoc or recurring basis.</li> </ul> <p><b>To provide &amp; facilitate prisoner support by:</b></p> <ul style="list-style-type: none"> <li>• The post holder(s) will provide advice and support to Offender Supervisors who manage Extremist offenders or offenders who are vulnerable to radicalisation; Form close working links with establishment Offender Management Units, acting as an initial Point of Contact for Extremism related matters. To ensure that all assessment and intervention activities on extremist offenders or those vulnerable to radicalisation generated via Pathfinder process are integrated into sentence planning and release planning arrangements in a timely coordinated way.</li> <li>• To support establishment staff in their initial engagement with offenders where intelligence suggests there behaviour may be extremism related or they may be the victims of extremist bullying or where offenders have requested to speak to Security in relation to extremism.</li> <li>• To be responsible for the completion of Extremism Risk Screening Reports and assist with the facilitation of Extremism Risk Guidance 22+ assessments undertaken by Regional Psychologists and CT Probation staff, or other specialist interventions (non-HSE sites). To escalate via the RCTL/LTHSE CT Lead, to the Extremism Interventions Lead regarding ERS outcomes and whether Extremism Risk Guidelines 22+ assessments should be considered, or other interventions identified as necessary for extremist offenders and those vulnerable to radicalisation.</li> <li>• The post holder(s) will be required to engage with offenders for the purpose of offender management and intervention on extremism related issues in preparation for release.</li> <li>• The post holder(s) will be trained as Developing Dialogues practitioners and deliver interventions with low level risk extremist offenders and those deemed vulnerable to radicalisation.</li> </ul> <p><b>To support HMPPS in meeting its CE &amp; CT inter-agency responsibilities by:</b></p> <ul style="list-style-type: none"> <li>• The post holder(s) will be required to establish effective relationships with internal and external stakeholders to support and advise on extremist issues: Internal stakeholders include, but are not limited to, Probation colleagues, Offender Management Units, Prisons Chaplains, Equalities staff, Safer Custody Coordinators, Reception, First Night and Induction Unit and Violence reduction Coordinator. External stakeholders include, but are not limited to, law enforcement agencies.</li> <li>• The post holder(s) will ensure effective partnership by maintaining contact with specialist Probation Counter Terrorism staff in the community and act as an initial point of contact in the coordination of release plans on relevant cases as required purposes including links with community Prevent Case Management and Channel panels to support release and new custodial cases.</li> <li>• To facilitate access for local release area Prevent Teams, HO Approved intervention providers and Channel Co-ordinators to engage with offenders prior to release. To support the MAESM process by providing briefings prior to the meeting, as directed by the RCTL/LTHSE CT Lead.</li> <li>• The post holder(s) will deputise for the RCTL/LTHSE CT Lead as required, at local communities and multi-agency risk management meetings subject to level of frequency and risk identified. The post holder(S) must ensure prior to any local communities meeting any update planned to be provided to partners against Prevent Delivery Plan targets is agreed with RCTL/LTHSE CT Lead, and for Channel Panel Meetings, any individual of concern must ensure that all available</li> </ul>
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>prison intelligence/information is contextualised and summarised in an assessment suitable for sharing with key stakeholders.</p> <p><b>As part of the CT Step-up Programme:</b></p> <ul style="list-style-type: none"> <li>• Probation Hubs – to work with establishment staff and Probation CT Teams and partner agencies on pre-release preparation for sudden and complex CT cases to facilitate safe transition into the community.</li> <li>• CT Communication Controls – to build establishment capability in monitoring &amp; restrictions + providing direct monitoring support.</li> <li>• National Tactical management – to link into the National Operational Assurance Team (NOAT), completing risk assessments and supporting RCTL in negotiating transfers (non-HSE).</li> <li>• Enhanced Parole process and pre-release preparations – to work with prison OMU and Security departments to ensure that new enhancements feed effectively into Parole Boards.</li> <li>• Industrialisation of CT Training – to deliver a significant increase in training capacity and standards for prison staff. Attending a wide range of sites to run sessions at times which minimise disruption to prison regimes and maximise attendance.</li> <li>• Tri-Agency Joint Prison and Probation Intelligence Hub– to support prisons in responsive and effective tasking.</li> <li>• PURSUE Disruption Tactics – to work with the dedicated search teams, partner agencies and establishments to disrupt terrorist related activity + wider PURSUE disruption tactics in support of all agencies as directed by RCTL/LTHSE CT Lead.</li> <li>• CT Interventions, assessments and programs – to identify needs through Pathfinder &amp; facilitating intervention provision into prisons.</li> <li>• Extremist Materials Assessments – to work with prisons to identify, assess and remove from prisons.</li> <li>• Increased Assurance requirements – to work with internal and external partners to carrying out high volume, quick turnaround reviews of risk assessments, CT case management, control measures and interventions. Providing assurance to HMPPS partners and ministers including NOAT, to provide accurate and timely data and reports.</li> </ul> <p><b>Undertake other tasks including:</b></p> <ul style="list-style-type: none"> <li>• Respond to extremism related incidents including post incident enquiry and coordination of reports.</li> <li>• Provide access to specialist support from RCTL/LTHSE CT Lead and partner agencies to support tasking requirements including but not exclusively pre-planned searching, tornado moves and contingency plan exercises. This may include working outside of normal business hours.</li> <li>• Pin monitoring only in exceptional circumstances and agreed by key stakeholders as part of the Pathfinder process.</li> <li>• Undertake any specialist training required.</li> <li>• Establish, develop and maintain professional relationships with offenders and staff to understand and comply with national/local policies and legislation.</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.</p>
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Communicating and Influencing</li> <li>• Managing a Quality Service</li> <li>• Delivery at Pace</li> <li>• Developing Self and Others</li> </ul>
-------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>Strengths</b>	It is advised strengths are chosen locally, recommended 4-8.
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Must be competent in custodial procedures, including dynamic risk assessments.</li> </ul>
<b>Technical Requirements</b>	<ul style="list-style-type: none"> <li>• Have successfully completed POELT or equivalent Prison Officer training course</li> <li>• Full Driving license (except London)</li> </ul>
<b>Ability</b>	

<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>37 hour working week (standard).</p> <p>HMPPS Staff on closed pay structures only: Additional Conditioned Hours Pensionable (ACHP) Staff moving from a closed 39 hour pay structure will be eligible for the two protected pensionable additional committed hours (ACHP). They will work a 39 hour week consisting of the standard 37 hour week and a further 2 additional hours (ACHP) paid at plain time pensionable rate.</p> <p>Unsocial Hours Working This role requires working regular unsocial hours and a 17% payment will be paid in addition to your basic pay to recognise this. Unsocial hours are those hours outside 0700 - 1900hrs Monday to Friday and include working evenings, nights, weekends and Bank/Public holidays.</p>
--------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
------------	--------------------------------------------------------------------------	---------	------------	-----------

Communicating and Influencing			Must be competent in custodial procedures, including dynamic risk assessments.	Have successfully completed POELT or equivalent Prison Officer training course.
Managing a Quality Service				Full Driving License (except London).
Delivering at Pace				
Developing Self and Others				