



# HM Prison & Probation Service

## HQ Job Description (JD)

### Band 8

#### Directorate: Wales and Public Protection

### Job Description – Mental Health Casework Section (MHCS) Head of Extremism Casework

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<b>JD Evidence</b>	

# Job Description

<b>Job Title</b>	Mental Health Casework Section (MHCS) Head of Extremism Casework
<b>Directorate</b>	Wales and Public Protection
<b>Band</b>	8

<b>Overview of the job</b>	<p>MHCS discharges the Secretary of State's functions under the Mental Health Act 1983 in respect of restricted patients. These are mentally disordered offenders who present a risk of significant harm to the public. The Secretary of State's functions involve the transfer of prisoners to and from hospital, and the management of other restricted patients diverted for treatment at the point of sentence who are either detained in hospital or conditionally discharged to live in the community under supervision. MHCS takes decisions on discharge, recall, community leave, transfer and provides advice and training to stakeholders including clinicians at Consultant level on the management of restricted patients.</p> <p>MHCS manages all litigation concerning its decisions and MHCS challenges to decisions of the First Tier Tribunal (Mental Health).</p> <p>This newly established, high profile role will deliver MHCS's commitments in regards to terrorism and extremism, particularly in response to Jonathan Hall QC's <a href="#">independent review of MAPPA</a>. Our case management of high profile TACT cases requires a different approach to how MHCS currently operates; the post holder will be responsible for establishing this new approach, working closely with partners.</p> <p>In addition to our casework teams, MHCS's Casework Support and Performance Team (CPST) provide essential central support functions, implement thematic quality assurance and improvement systems and provide full performance management data. The post holder will work with the CPST in relation to quality assurance of extremism related casework and reporting.</p> <p>The post holder sets the direction for this work, delivering alongside other Heads of Team in MHCS, and is accountable for decisions made on behalf of the Secretary of State in respect of restricted patients (mentally disordered offenders who present a risk of significant harm to the public) identified as of concern due to terrorism and/or extremism.</p> <p>The post holder is a member of the MHCS Senior Management Team (SMT). The post holder will take part in corporate discussions, advice and decision-making for MHCS as a whole and will lead for the MHCS SMT on cross-Section operational policy in relation to extremism and terrorism.</p> <p>The post holder reports to the Head of Mental Health Casework Section.</p>
<b>Summary</b>	<p>This exciting and high profile post will require the post holder to represent the department regularly, delivering training, engaging with stakeholders, delivering presentations and working with all relevant partners involved in the management of this specialist area.</p> <p>They will work directly to the Head of Section to further develop MHCS's case management approaches for high profile TACT and TACT Connected patients/offenders. They will develop a detailed knowledge at individual case level and be responsible for decision making in these cases. Decision making requires analysis of clinical and legal reports balancing the rights of the patient to rehabilitation against the need to protect the public from harm, within the legal framework of the Mental Health Act 1983 and other legislation.</p>

	<p>The post holder will take ownership of development and delivery of new casework practices for high profile extremism cases and build effective relationships with partners to ensure effective case management practices are in place and risk is appropriately managed. They will manage their own work and deliver to casework targets and establish good working relationships with other agencies involved in the management of restricted patients. They will attend MAPPAs as appropriate and represent MHCS at these meetings, using information appropriately to inform decision making on caseload as necessary.</p> <p>In order to undertake the role, the post holder will have, or will need to acquire, a good understanding of the mental health legislative framework, case law, Department of Health and NHSE&amp;I guidance and the facilities available for the management of restricted patients. Additionally they will be required to develop a keen understanding of MHCS's wider statutory responsibilities with regard to Restricted Patients and participate in the Out of Hours rota.</p> <p>The role requires SC clearance which can be obtained on appointment.</p>
<p><b>Responsibilities, Activities and Duties</b></p>	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>• Manage a caseload of high profile TACT/TACT Connected cases. Developing a detailed knowledge of each case at individual level to ensure MHCS can provide greater scrutiny and closer communications between MHCS as decision maker and partners.</li> <li>• Provide leadership and direction to caseworkers and casework managers involved in the wider casework responsibilities for this group of restricted patients.</li> <li>• Make, approve and oversee decisions in relation to this caseload, working with case management systems as required.</li> <li>• Develop systems and mechanisms to effectively communicate with partners in such cases, and adapting style as appropriate to the audience.</li> <li>• Develop and deliver MHCS strategic priorities in this area, including delivering MHCS's commitments in response to the Independent Review of MAPPAs in relation to Terrorist Risk Offenders.</li> <li>• On behalf of MHCS, own and manage the terrorist risk information sharing process.</li> <li>• Attend MAPPAs and other multi-agency meetings to discuss MHCS patients who are of active interest to the Joint Extremism Unit, Counter Terrorism Police, and others.</li> <li>• Support information requests and flows on both strategic and tactical information, lead on litigation cases, ministerial correspondence and treat officials for this group of restricted patients.</li> <li>• Actively build and maintain good working relationships with both HMPPS colleagues and external partners at national, regional and local levels to facilitate timely sharing of information.</li> <li>• Review and evaluate the terrorist risk information sharing process and make recommendations for development of that process.</li> <li>• Work with related partners, including the National Security Division, National Prison Intelligence Co-ordination Centre and Counter Terrorism Police to develop joint agreement to ways of working.</li> <li>• Develop and refine MHCS's ability to report accurately on this patient cohort working with MHCS CPS team as necessary. Compiling and analysing statistics and information to ensure that all work is recorded. Analyse performance data for this group of patients and highlight any issues to SMT and Head of Section.</li> <li>• Ensure case management systems have the ability to draw data into reports for this cohort in a meaningful way.</li> <li>• Become proficient in MHCS general casework practices and participate in the MHCS Out of Hours Rota.</li> </ul>

	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.
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<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Seeing the Big Picture</li> <li>• Changing and Improving</li> <li>• Making Effective Decisions</li> <li>• Communicating and Influencing</li> <li>• Leadership</li> <li>• Delivery at Pace</li> <li>• Managing a Quality Service</li> </ul>
<b>Strengths</b>	It is advised strengths are chosen locally, recommended 4-8.
<b>Ability</b>	
<b>Experience</b>	
<b>Technical</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>
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<b>Hours of Work (Unsocial Hours) Allowances</b>	<p><i>Leave Blank</i></p> <p><b>To be used by the JES Team only</b></p>
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## Success Profile

<b>Behaviours</b>	<b>Strengths</b> <small>It is advised strengths are chosen locally, recommended 4-8</small>	<b>Ability</b>	<b>Experience</b>	<b>Technical</b>
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Seeing the Big Picture				
Changing and Improving				
Making Effective Decisions				
Communicating and Influencing				
Leadership				
Delivering at Pace				
Managing a Quality Service				
Choose an item.				