



HM Prison & Probation Service

Job Description (JD)

Band 9

Directorate: AED

Job Description: AED Strategic Intelligence Partnership & Capability Lead

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Job Description

Job Title	Strategic Intelligence Capability & Partnership Lead
Directorate	AED
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Overview of the job	<p>The Area Model brings the Probation regions and Prison groups together under geographical areas in England and Wales. These operational structures provide the organisation to deliver Prison and Probation services focusing on supporting and adding value to partnership working at local, regional and sub-regional levels.</p> <p>The job holder is responsible for strategic partnership and capability oversight within the Area Executive Director (AED) for Intelligence and information sharing. The AED model increases 'join up' between Prisons and Probation by bringing responsibility for both together at the area level, not just at HQ, with shared processes and governance in support of a more seamless journey for people with convictions.</p> <p>The purpose is to help Prisons, Probation and Approved Premises stay safe and secure. We want to support people through custody into the community to give them the best possible chance of turning their lives around.</p> <p>The job holder will regularly liaise and provide specialist professional advice to Prison Group Directors, Regional Probation Directors and the Area Executive Director, as well as other internal and external stakeholders, with the aim to ensure that threats and risks are managed appropriately.</p> <p>The job holder is line managed by the Head of AED Office, who in turn is managed by the AED.</p> <p>This is an operational role with line management responsibilities.</p>
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Summary	<p>The job holder will provide strategic management and oversight of the following areas for Prisons and Probation within AED area:</p> <p>Counter Terrorism Corruption Prevention Serious and Organised Crime Intelligence Physical Security Procedural Security</p> <p>The job holder will be responsible for work conducted by the AED area, ensuring that it contributes to the safe and secure operational environment, whilst maintaining decency and compliance with performance measures and targets.</p> <p>The job holder will represent the AED at national level intelligence forums with law enforcement partners. The job holder will be the primary interface for AED office with HQ.</p> <p>The job holder will be required to provide briefing upwards and ensuring these high-risk and high-profile areas are managed accordingly.</p> <p>Regular travel to local bases, Prison group and Probation regional offices as well as law enforcement partner offices will be required.</p>
Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Provide strategic leadership and delivery of business objectives in partnership across the AED area in relation to Intelligence and information sharing. Building and maintaining productive working relationships with senior internal and external stakeholders. • Provide assurance to the PGD, RPD and AED that risks are being appropriately managed and within policy guidelines. • Deliver a new capability to assist the National Probation Service with intelligence development and the appropriate use of intelligence as part of the risk assessment process to support risk management decisions. • Analyse products from Director of Security to consider whether a sustained, tactical response to the identified threats is required. These products include for example Area Threats Assessment, Weekly Security and Order briefings. • Engage with the Probation Service CT lead/s by liaising and supporting through the gate information flows and offender release management within and across estate. • Represent AED and engage with Multi Agency Response to Serious Organised Crime (MARSOC), the Regional Organised Crime Unit (ROCU) and Multi Agency Pathfinder Governance Meeting. • Oversee the operational delivery of intelligence systems and provide advice and support to the operational line in the strategic delivery of intelligence.

	<ul style="list-style-type: none"> Engage at a senior and strategic level with the Operational and System Assurance group (OSAG) to ensure risk management approaches are appropriate and adhered to. Provide strategic oversight for Corruption Prevention Strategy within the AED area and have oversight of PREVENT across the area. Provide strategic oversight of the Prison/Probation Intelligence Hubs for AED area supporting prison groups when coordinating the tactical management and transfer of terrorist/Serious Organised Crime (SOC) nominals within and between regions, liaising with prisons, Joint Extremism Unit (JExU), Security, Order and Counter Terrorism (SOCT) and Police to best manage the risks posed. Provide out of hours cover for the AED office, providing advice, responding to urgent requests (i.e., press releases) and escalate as appropriate as required 24 hours a day 365 days a year. <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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Civil Service Success Profile Criteria

Behaviours	<ul style="list-style-type: none"> Seeing the Big Picture Changing and Improving Making Effective Decisions Leadership Communicating and Influencing Working Together
Strengths	<p>Note: we recommend you choose 4 to 8 strengths locally – select from the list of Civil Service strength definitions on the intranet.</p>
Experience	<ul style="list-style-type: none"> Knowledge of intelligence structures, working practices and operating environment of HMPPS and law enforcement partners. Ability and skills to represent HMPPS to stakeholders at senior management level and clearly demonstrated understanding of the role of HMPPS related to stakeholders.
Technical Requirements	<ul style="list-style-type: none"> Must be successfully accredited by passing the Head of Function Assessment Centre (HFAC), or prior to 2016 be accredited as an Operational Manager (or in post as a G5 prior to 1999).

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	<ul style="list-style-type: none"> • Where HFAC accreditation was gained from 2018, the Incident Management Silver Command (IMSC) assessment must also be passed to be eligible for operational Head of Function roles. • Successful completion of the workbook • When transferring to a Young Persons establishment the job holder will be required to successfully undertake an assessment to demonstrate suitability to work with Young People • Must have or be vetted to SC level
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>37 hour working week.</p> <p>RHA – to be confirmed by Recruiting Manager</p> <p>This role requires working regular unsocial hours and a payment at the current approved organisation rate will be made 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>
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