



HM Prison & Probation Service

HQ Job Description (JD)

Band 6

Directorate: Reducing Reoffending, Partnerships & Accommodation

Job Description: Interventions Training Specialist (Business Continuity Team)

Document Ref.	HQ-JES-1709 Interventions Training Specialist (Business Continuity Team) v4.0
Document Type	Management
Version	4.0
Classification	Official
Date of Issue	4 March 2022
Status	Baselined
Produced by	Job Evaluation Assurance and Support Team
Authorised by	Reward Team
JD Evidence	

HQ Job Description

Job Title	Interventions Training Specialist (Business Continuity Team)
Group / Directorate	Reducing Reoffending, Partnerships & Accommodation
Band	6

Overview of the job	<p>The Interventions Unit (IU) are world leading providers of accredited interventions for a range of offender segments. The specialist training team play a crucial role in disseminating knowledge in the use of these programmes to ensure the appropriate use of IU programmes in a way that maintains IU corporate identity, reputation and credibility. They will deliver training in highly specialist subject matter to facilitators and to trainers who will then be licensed to deliver training in HMPPS products within national and international markets. They are personally and individually accountable for ensuring that all users of our intellectual property are proficient and able to deliver treatment as intended. They will deliver a range of training to support delivery of cognitive skills programmes, recovery focused treatment, sex offender treatment and treatment of violent offenders to achieve and support reducing re-offending outcomes.</p> <p>The post holder will deliver IU training products to HMPPS employees, commercial providers delivering to HMPPS, Associate trainers and Licensed trainers.</p> <p>The post holder will be responsible for overseeing the quality of training delivered by licensed and associate trainers through the development and management of training quality assurance systems. They will provide support to IU National Specialist Leads in the production of training manuals and materials and give specialist training advice to support them. They will deliver training to both HMPPS commissioned providers and to a range of commercial customers in the UK and internationally.</p> <p>All programmes delivered by the Interventions Unit must adhere to the 'What works' principles and delivered 'as intended' in order to be effective in reducing reoffending and supporting HMPPS strategy. The quality of Training delivered by IU is fundamental to the integrity of all Programmes delivered by sites commissioning our products and in the commercial market. HMPPS reputation is dependent on their ability to work at the highest standards and to demonstrate integrity and detailed understanding of the full range of products.</p> <p>Responsibility extends to:</p> <ul style="list-style-type: none"> • The development and implementation of a marketable delivery model for IU Training products. • Delivery of training in specialist subject matter on a range of offending behaviour programmes. • The ongoing development, design and delivery of training manuals to support offending behaviour programmes, sex offender treatment, public protection and extremism risk assessment systems and non- accredited interventions. • The robust monitoring and evaluation of training products to ensure they meet national Skills Mark standards. • The planning and delivery of training practice events for HMPPS facilitators and licensed/associate trainers. • Management of Training Quality Assurance processes for all training delivered by IU in HMPPS and commercial markets. • Managing Assessment centres for associate and licensed trainers, and facilitator practitioners.
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	<ul style="list-style-type: none"> The development and management of a pool of associate Trainers and Licensed Trainers. <p>This is a non-operational role with no line management responsibilities.</p>
Summary	<ul style="list-style-type: none"> The development and implementation of a marketable delivery model for IU Training products. Delivery of training in specialist subject matter on a range of offending behaviour programmes. The ongoing development, design and delivery of training manuals to support offending behaviour programmes, sex offender treatment, public protection and extremism risk assessment systems and non-accredited interventions. The robust monitoring and evaluation of training products to ensure they meet national Skills Mark standards. The planning and delivery of training practice events for HMPPS facilitators and licensed/associate trainers. Management of Training Quality Assurance processes for all training delivered by IU in HMPPS and commercial markets. Managing Assessment Centres for associate and licensed trainers, and facilitator practitioners. The development and management of a pool of associate Trainers and Licensed Trainers. The post holder will have a pivotal role in the delivery to, and continued accreditation of licensed and associate trainers across commissioned, commercial and national and international delivery sites. The post holder is responsible for the effective research, design, delivery and development of Specialist IU training events relating to Accredited Interventions. All training events are required to meet national educational standards and meet 'Skills Mark' criteria. They will be required to provide support, advice and guidance to IU National Offence Specialist Leads with the development of training manuals and delivery materials. The critical work of the post holder directly impacts on the quality of work supporting effective rehabilitation for offenders thus aiming to reduce re-offending rates. Accredited Interventions are carried out across HMPPS and on both a National and International scale and must be delivered in a way which complies with appropriate CSAAP, HMPPS and Commissioning governance, standards and targets. The post holder will have responsibility for the planning and delivery of assessed and experiential Core Training products and accredited programme specific intervention work, to both facilitators and trainers of such interventions within the custodial, community, private sector within both national and international locations in accordance with contract deliverables. The post holder will be part of a geographically dispersed team, working remotely at various locations across the UK and internationally, with private providers and in commercial environments as a representative of OSIG.
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"> The post holder is required to manage and deliver National and International Training, Assessment Centres and observations of licensed and associate trainers. This requires the post holder to work unsupervised and independently for long periods of time as part of a geographically dispersed team. Research, design, deliver and evaluate a specialist and complex range of Core and Clinical training events in collaboration with IU National Specialist Leads to meet the diverse needs of learners who are involved in the delivery and management of licensed accredited intervention programmes including: <ul style="list-style-type: none"> sex offender programmes violence programmes cognitive and motivational programmes drug treatment programmes <p>This may include delivery of courses designed to provide learners with a nationally recognised qualification.</p>

	<ul style="list-style-type: none"> • Responsible for the initial assessment and continuing assessment/monitoring of facilitators, managers and licensed/associate trainers including assessing and verifying the continuous professional development of HMPPS staff and renewal of accreditation and/or commercial trainer licenses. • Responsible for the delivery of training for facilitators, managers and licensed trainers of licensed accredited programmes working in Custody, Community Private Sector, international and in non-custodial environments such as schools and health and social care settings. This is in accordance with the commissioning intentions and the commercial sector. • Lead on all aspects of training events including: <ul style="list-style-type: none"> ▪ Responsibility for learner development. ▪ Carrying out defensible initial, formative, summative and holistic assessment of the suitability of the facilitator, manager and licensed trainers to progress into delivering licensed accredited interventions that are measured against the Core Competency Framework. ▪ Managing the behaviour and welfare of learners attending a mixture of five day residential and one day training events, impacting on the full engagement and safe learning environment if not managed effectively. ▪ Liaising with venue staff in ensuring the smooth running of Training events and in managing issues that arise so that the needs of learners and trainers are catered for. • Accountable for managing diversity considerations, individual requirements and other issues appropriately and professionally in both pre-training preparation and during the training to support the inclusion and engagement of all learners. • Responsible for providing continued support and guidance to accredited programme facilitators, managers and licensed/associate trainers following training events, including: <ul style="list-style-type: none"> ▪ Responding to questions and issues relating to the training that supports the delivery of Accredited Programmes. ▪ The communication of updates and recommendations born of Quality Assurance feedback and annual reviews of training packages, procedures and protocols. • Research and identify the need for innovative and creative Core Training interventions that take into account and support developments in up to date research, new and emerging theoretical evidence and incorporating these into existing products. This requires collating the evidence to support these findings where the post holder would be required to create and present a full Business Case or rationale to the Head of Resource and Business Continuity. • Responsibility for providing consultation to OSIG Specialism Leads with the design of training manuals and training delivery. The outcome is for OSIG to present a consistent and professional approach across the organisation where all Training and Training Manuals are fit for purpose; Skills Mark endorsed and meet the requirements for the commercial arm of the organisation. • Accountable for the robust initial assessment process of all staff applying to attend Core Skills Training by assessing the performance of candidates against the Facilitator Core Competency Framework and providing informed written feedback to the candidates, to assist in their ongoing development, thus enabling an objective and fair approach in the recruitment of suitable candidates delivering licensed interventions programmes to offenders. • Accountable for assessing the performance of Learners against the Core Competency Framework, (relevant to the learner's specific role), during training events and providing informed verbal feedback to the learners to assist in their ongoing development. • Responsible for creating a safe learning environment by understanding and applying practical health and safety risk assessments. Identifying individual learning needs and to have in-depth knowledge of the protected characteristics identified by the Equalities Legislation 2010 that enables all learners to access OSIG Training. • Responsible for ensuring full and collaborative preparation is carried out prior to training events taking place, including: <ul style="list-style-type: none"> ▪ preparation of session plans and debrief logs ▪ preparation of flip charts and PowerPoint slides ▪ provision of course materials
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	<ul style="list-style-type: none"> ▪ managing and maintaining trainer equipment used to deliver training courses • Responsible for writing and submitting informed feedback reports within the specified timeframes, for learners to Managers of Licensed Accredited Interventions, post training, and for managing delivery of informed verbal feedback as per specified OSIG Training feedback protocols and policies. • Accountable for informing the Managers of Learners, where the decision to progress to the next stage of training has been deemed not ready. This communication has to be set within the specific time frames as per OSIG training protocols. The post holder will support and guide the manager in creating an individual development plan to support the learner's potential return to training. • Responsible for managing workload in a timely and consistent way, recognising boundaries, roles, responsibilities and always representing OSIG in a professional and appropriate manner. • Compile reports and other correspondence as and when required for the head of Resource and Business Continuity relating to training issues. • Advanced knowledge of training evaluation processes, in particular those employed for licensed accredited interventions for the practical management, evaluation and reporting of data gathered from feedback. Accountable for administering and collating the Quality Assurance Questionnaires and using these to complete the Trainers Evaluation Form. • Work closely and communicate with Specialist Support Services colleagues in developing common systems of work that enable effective processing of documentation from training and submitting work to them within the defined deadlines. • To carry out any other work as allocated by the Head of Training Delivery/Head of Training Development. Ensuring full participation and preparation for bi-monthly individual and monthly group supervision sessions. <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>
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Behaviours	<ul style="list-style-type: none"> • Communicating and Influencing • Developing Self and Others • Changing and Improving • Delivering at Pace • Seeing the Bigger Picture
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Experience	<ul style="list-style-type: none"> • The post holder should have extensive experience of delivering/managing licensed accredited offending behaviour programmes. It is essential that the post holder demonstrates an excellent skill level when using Motivational Interviewing (MI) techniques and cognitive behavioural (CBT) techniques. This skill level should be evidenced by high scoring on from video monitoring and completing advanced MI and CBT training courses. • The post holder must demonstrate an excellent level of skill in the following fields; developing training packages, writing reports and giving motivational feedback for the trainers to continue their development. • The post holder must have an advanced theoretical and practical understanding of offending behaviour programmes and what works principles.
Technical Requirements	<ul style="list-style-type: none"> • The post holder must have or be willing to work towards the DTLLS qualification (Diploma in Teaching in the Lifelong Learning Sector – equivalent to PGCE).

Ability	
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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 and Allowances	<p><i>Leave Blank</i></p> <p>To be used by the JES Team only</p>
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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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Communicating and Influencing			The post holder should have extensive experience of delivering/managing licensed accredited offending behaviour programmes. It is essential that the post holder demonstrates an excellent skill level when using Motivational Interviewing (MI) techniques and cognitive behavioural (CBT) techniques. This skill level should be evidenced by high scoring on from video monitoring and completing advanced MI and CBT training courses.	The post holder must have or be willing to work towards the DTLLS qualification (Diploma in Teaching in the Lifelong Learning Sector – equivalent to PGCE).
Developing Self and Others			The post holder must demonstrate an excellent level of skill in the following fields; developing training packages, writing reports and giving motivational feedback for the trainers to continue their development.	
Changing and Improving			The post holder must have an advanced theoretical and practical understanding of offending behaviour programmes and what works principles.	
Delivering at Pace				
Seeing the Bigger Picture				