



# HM Prison & Probation Service

## HQ Job Description (JD)

### Band 8

### Group Family: Generic - Policy

### Job Description: Subject Policy Lead

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| <b>Authorised by</b>  | Reward Team                                    |
| <b>JD Evidence</b>    |  |

## HQ Job Description

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| <b>Job Title</b>   | Subject Policy Lead |
| <b>Directorate</b> | Generic - Policy    |
| <b>Band</b>        | 8                   |

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| <b>Overview of the job</b>                       | The job holder will have a well-developed understanding and knowledge of the detail of policies as well as a strategic understanding of them.   |
| <b>Summary</b>                                   | <p>The job holder is responsible for planning, managing and overseeing the policy development work as well as being the subject matter expert across relevant policies, providing advice to Ministers (through the Head of Team), MoJ policy colleagues, senior officials in NOMS and the operational line. The job holder will be responsible for planning and managing policy development and implementation for a group of policies, which may change rapidly.</p> <p>Job Holder will on occasions be required to represent NOMS in meetings with outside organisations and stakeholders and Other Government Departments.</p>   |
| <b>Responsibilities, Activities &amp; Duties</b> | <p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>• Ensure that a high quality and accurate service is provided to stakeholders, including operational prison staff, other NOMS subject leads, the Prisons and Probation Ombudsman and HM Chief Inspector of Prisons, prisoners' legal advisers, professionals from other government departments and wider stakeholders.             <ul style="list-style-type: none"> <li>• Act as a business as usual consultant (will be seen as a subject matter expert) and will be required to provide advice and guidance on all elements of the relevant policy to all stakeholders (e.g. Directors, senior managers, trade unions, Shared Services staff)</li> <li>• Responsible for commissioning contributions for Government's evidence from various stakeholders across the organisation, ensuring accuracy of the information from both policy and data provision perspective.</li> <li>• Devise the most effective and efficient way of developing and implementing national policies, communicating, engaging and consulting with a wide range of policy and operational stakeholders across the broader criminal justice system as well as within NOMS in order to maintain their confidence. Taking responsibility for driving it forward</li> <li>• Oversee the drafting of business cases and impact assessments</li> <li>• Consider requirements for any central monitoring arrangements for implementation working with relevant stakeholders to set up these up and ensure these are fit for purpose before final approval by the section head</li> <li>• Draft briefing to NOMS senior leaders and Ministers.</li> <li>• Oversee the drafting of responses to Ministerial correspondence and Parliamentary Questions and Freedom of Information (FOI) requests in relation to policies ensuring work is delivered according to deadlines and to an appropriate standard.</li> <li>• Manage, coordinate and draft the response and defence to legal challenges concerning policies and their implementation liaising with relevant teams, legal advisers and Treasury Solicitors.</li> <li>• Manage, coordinate and draft advice to Ministers and senior NOMS officials about issues connected to the Team's policies, identifying issues that could damage the reputation of Ministers and the department and liaising with Press Office colleagues appropriately.</li> <li>• Setting up projects, with appropriate governance arrangements to support the project, identifying risks and mitigating action and reporting on progress to senior managers and stakeholders.</li> <li>• Undertake statistical analysis of data for reporting and briefing purposes.</li> </ul> </li> </ul> |

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|                               | <ul style="list-style-type: none"> <li>• Provide support to the Head of Policy Team on the most complex and sensitive issues as required.</li> <li>• Oversee the drafting of formal instructions and practical guidance</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> |
| <b>Behaviours</b>             | <ul style="list-style-type: none"> <li>• Seeing the Big Picture</li> <li>• Changing and Improving</li> <li>• Working Together</li> <li>• Delivering at Pace</li> <li>• Communicating and Influencing</li> <li>• Managing a Quality Service</li> </ul>  |
| <b>Strengths</b>              | It is advised strengths are chosen locally, recommended 4-8.   |
| <b>Essential Experience</b>   | <p>N.B. Converting job descriptions to the new Success Profile format means areas captured in experience could also be assessed as a strength. Vacancy managers should use their own judgement to decide where best to assess these.</p> <ul style="list-style-type: none"> <li>• Excellent written skills</li> <li>• Excellent analytical skills</li> <li>• Experience of policy development</li> <li>• Data analysis skills</li> <li>• Excellent communication and people management skills</li> </ul>   |
| <b>Technical requirements</b> | <ul style="list-style-type: none"> <li>• IT literacy</li> <li>• An understanding of the process of Government, including the workings of Private Office. Experience of writing briefings, submissions, and PQs.</li> </ul>   |
| <b>Ability</b>                |  |

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| <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> |   |

### Success Profile

| Behaviours                    | Strengths  | Ability | Experience<br>N.B. Converting job descriptions to the new Success Profile format means areas captured in experience could also be assessed as a strength. Vacancy managers should use their own judgement to decide where best to assess these | Technical  |
|-------------------------------|--|---------|--|--|
| Seeing the Big Picture        | It is advised strengths are chosen locally, recommended 4-8. |         | Excellent written skills   | IT literacy  |
| Changing and Improving        |  |         | Excellent analytical skills  | An understanding of the process of Government, including the workings of Private Office. |
| Working Together              |  |         | Experience of policy development   |  |
| Delivering at Pace            |  |         | Data analysis skills   |  |
| Communicating and Influencing |  |         | Experience of writing briefings, submissions, and PQs.   |  |
| Managing a Quality Service    |  |         | Excellent communication and people management skills   |  |