



# HM Prison & Probation Service

## HQ Job Description (JD)

### Band 5

#### Directorate: Public Sector Prisons

### Job Description: Litigation Manager, Regional Litigation Team

<b>Document Ref.</b>	HQ JES 2076 Litigation Manager, Regional Litigation Team
<b>Document Type</b>	Management
<b>Version</b>	2.0
<b>Classification</b>	Official
<b>Date of Issue</b>	16 August 2023
<b>Status</b>	Baselined
<b>Produced by</b>	Job Evaluation Assurance and Support Team
<b>Authorised by</b>	Reward Team
<b>JD Evidence</b>	

## HQ Job Description

<b>Job Title</b>	Litigation Manager Regional Litigation Team
<b>Directorate</b>	Public Sector Prisons
<b>Band</b>	5

<b>Overview of the job</b>	<p>The post holder is responsible for ensuring HMPPS litigation from offenders, staff and third parties is managed effectively and in the best interests of the Service. The post holder manages their own caseload and reports to the RSL: Health, Safety, Fire and Litigation or an identified CL: Health, Safety and Fire who leads on litigation within the Regional Public Sector Prisons structure.</p> <p>The post holder will be responsible for managing the administrative processes within the Regional Litigation Team, assisting the management of litigation processes ensuring data integrity, adhering to financial principles, policy and procedures. They will provide accurate and reliable litigation management information to support performance measures within Region.</p> <p>This is a non-operational job with line management responsibilities.</p>
<b>Summary</b>	<p>The post holder is responsible for managing and maintaining oversight of litigation against HMPPS. Many of these cases will be high profile matters that present significant financial, operational and reputational risks for the Service.</p> <p>The post holder will need to liaise with numerous stakeholders in HMPPS and the wider MOJ, including prison and probation staff, policy colleagues and HMPPS appointed legal advisors. In addition the post holder will be required to liaise on a daily basis with lawyers, claims handlers and, on occasion, barristers. The post holder will be expected to ensure, so far as is possible, that a consistent and coherent approach is adopted to litigation and the right instructions are provided to lawyers and claims handlers to protect the interests of the Service and deliver savings.</p> <p>The post holder will also be required to identify high risk cases, potential trends and information gaps and bring these to the attention of their managers and/or other stakeholders.</p>
<b>Responsibilities, Activities and Duties</b>	<p>You will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>Contribute toward the development of Regional policy, procedures and practise and ensure consistency of application.</li> </ul>

	<ul style="list-style-type: none"> <li>• Manage devolved budget in accordance with the financial procedures outlined in the budget delegation.</li> <li>• Manage the achievement of Service Delivery Indicators (SDIs) and standards within work area, verifying and signing off documentation as appropriate.</li> <li>• Attend relevant team meetings as and when required to provide feedback on good practice examples, to promote awareness for better and more efficient ways of working.</li> <li>• Be responsible for the management of all staff within the Regional Litigation Team. This includes staff performance, development and annual appraisal through to sickness absence management.</li> <li>• Act as first point of contact for relevant external stakeholders.</li> <li>• Act as requisitioner or approver dependant on policy.</li> <li>• Personally manage litigation cases. The job holder will have to consider evidence, along with legal advice and provide instructions to claims handlers and lawyers to ensure a consistent and proportionate response to claims brought against the Service in an attempt to reduce litigation spend.</li> <li>• Seek approval in line with delegated authority levels within the Finance Manual.</li> <li>• Represent the Service at case conferences with Counsel ensuring that the interests of the Ministry of Justice are protected.</li> <li>• Act as a source of advice and assistance for colleagues managing litigation (HMPPS appointed solicitors and the relevant managers within establishments/Region). Provide support and advice to ensure a consistent approach and share learning.</li> <li>• Personally manage a caseload that includes some high risk and occasionally high profile cases, ensuring that the reputation and interests of the Service are protected. Brief Governors, Deputy Directors and Directors as required through the management chain.</li> <li>• Assess claims and make recommendations with regard to evidence collected, business risk, cost and expected outcomes.</li> <li>• Provide advice on policy changes following analysis of litigation case outcomes and Judicial Reviews.</li> <li>• Instruct/liase with HMPPS appointed legal advisors to provide support and advice on the prison environment.</li> <li>• Analyse caseloads within Regional Litigation Team and prepare reports on trends and case outcomes.</li> <li>• Disseminate learning from litigation on a case by case basis so as to promote best practice within the team and across the Service.</li> <li>• Contribute to improving the efficiency of the team by actively participating in team meetings, contributing ideas and views.</li> <li>• Engage with a range of business areas across establishments, Region, the Service and in MOJ, raising litigation awareness and maintaining the good reputation of the Team.</li> <li>• Ensure the approved IT case management system is updated</li> </ul>
--	--

	<p>and accurate so as to enable accurate reports to be generated on numbers, outcomes and spend.</p> <ul style="list-style-type: none"> <li>• Provide input and support to ensure the Regional and national business plan objectives are achieved.</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>• Making effective decisions</li> <li>• Communicating and Influencing</li> <li>• Leadership</li> <li>• Developing Self and Others</li> <li>• Working Together</li> <li>• Changing and Improving</li> <li>• Managing a Quality Service</li> </ul>
<b>Strengths</b>	It is advised strengths are chosen locally, recommended 4-8.
<b>Experience</b>	Will be assessed at interview
<b>Technical Requirements</b>	N/A
<b>Ability</b>	N/A

<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>	
--	--