



HM Prison & Probation Service

HQ Job Description (JD)

Band 9

Directorate: Generic - Policy

Job Description: Senior Policy Manager

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JD Evidence	

Job Description

Job Title	Senior Policy Manager
Directorate	Generic - Policy
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Overview of the job	The job holder provides strategic leadership and is responsible for planning and managing the work of the policy unit.
Summary	<p>The job holder will be a member of Senior Management Team within the Group, focusing on developing and advising on policy and improving organisational performance across a range of issues, as well as leading on briefing for the whole group.</p> <p>Responsible for agreeing operational policy priorities with Ministers and senior HMPPS officials, ensuring delivery of agreed outputs and business plan targets and develop strategic relationships with internal and external partners and stakeholders at a CEO and Director level.</p> <p>The job holder will be required to represent HMPPS in meetings with outside organisations and stakeholders and Other Government Departments.</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"> • Ensure that all policies are safe, legal, decent and affordable, remain compliant with relevant legislation and are sensitive to the needs of the operational line. • Responsible for the delivery of well researched, quality assured and timely policies that support identified business need. • Draft replies to more complex ministerial submissions, ministers' cases, PQs, IMB and HMIP recommendations. • Work closely with strategic policy holders within the MoJ and other Government Departments and their Agencies to deliver Ministerial ambition through operational policies. • Build strong working relationships with Ministers' Private Offices, senior officials, external non-departmental public body stakeholders and third sector partners. • Accountable for writing and implementing policy strategy that is appropriately tailored and conforms HMPPS business plan and wider organizational objectives. • Developing and implementing a relevant business plan that addresses how HMPPS can meets its responsibilities in advancing; including the staffing and budgetary resource required and delivery costs. • Setting up projects, with appropriate governance

	<p>arrangements to support the project, identifying risks and mitigating action and reporting on progress to senior managers and stakeholders.</p> <ul style="list-style-type: none"> • Oversee and approve draft business cases and impact assessments arising from policy development / modification. Ensure requirements for any central monitoring arrangements have been discussed with relevant stakeholders and have been set up and are fit for purpose. • Quality assure and approve all advice to Ministers and senior HMPPS officials related to policies. • Oversee projects within team, ensuring appropriate governance arrangements to support the project, identifying risks and mitigating action and reporting on progress to senior managers and stakeholders. • Develop and manage projects relationship with key external stakeholders/policy holders at senior level to ensure value for money. • Represent HMPPS in responses and defence to legal challenges brought by prisoners / staff or other external factors in relation to the full range of policies. Brief Treasury Solicitors and Counsel on policy and law underpinning decisions, and, where necessary, brief Ministers on the implications of possible outcomes. Where necessary, consider remedial policy action and obtain buy-in from Ministers and senior officials. • Interpret relevant performance data and research evidence to develop explanations for disproportionality in outcomes - and other examples of unfairness - for offenders of different protected groups. • Accountable for the delivery of well researched, quality assured and timely responses. <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"> • Changing and Improving • Seeing the Big Picture • Leadership • Working Together • Communicating and Influencing • Managing a Quality Service
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Experience	<ul style="list-style-type: none"> • The role requires relevant experience in the management, review and development of policy at a national level.

Technical Requirements	
Ability	<ul style="list-style-type: none"> • Excellent briefing skills; • Excellent communication skills; • Excellent analytical skills • Excellent inter-personal and presentational skills.

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><i>Leave Blank</i></p> <p>To be used by the JES Team only</p>
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