



HM Prison & Probation Service

HQ Job Description (JD)

Band 7

Directorate: Wales and Public Protection

Job Description – Deputy Head of Casework Team (Mental Health Casework Section)

Document Ref.	HQ-JES-2072 Deputy Head of Casework Team (Mental Health Casework Section) v3.0
Document Type	Management
Version	3.0
Classification	Official
Date of Issue	20 September 2022
Status	Baselined
Produced by	Job Evaluation Assurance and Support Team
Authorised by	Reward Team
JD Evidence	

Job Description

Job Title	Deputy Head of Casework Team (Mental Health Casework Section)
Directorate	Wales and Public Protection
Band	7

Overview of the job	<p>The Mental Health Casework Section (MHCS) is placed within the Public Protection Group of the Wales and Public Protection Directorate.</p> <p>The main function of MHCS is to discharge the Justice Secretary's functions under the Mental Health Act 1983. This involves the transfer of prisoners to and from hospital, and the management of other restricted patients diverted for treatment at the point of sentence who are either detained in hospital or conditionally discharged to live in the community under supervision. MHCS takes decisions on recalls, community leave and transfers and provides advice and training to stakeholders including clinicians on the management of restricted patients.</p> <p>The post holder is one of three identical posts in each of the three current casework teams in MHCS, and takes decisions made on behalf of the Secretary of State in respect of approx 2,500 restricted patients (mentally disordered offenders who present a risk of significant harm to the public). In addition to casework responsibilities, the post holder manages the casework team manager (who in turn manages the caseworkers) and supports the head of casework team to manage litigation arising from the team's caseload, including responding to 'letters before claim'. The post holder also deals with all Treat Official Correspondence.</p> <p>The post holder helps to set the direction for the team, cascading information, guidance and support, and, as necessary, ensuring that the views of the team are represented at Senior Management Team meetings.</p> <p>The post holder reports to the Head of Casework Team to whom he or she acts as deputy.</p>
Summary	<p>The post holder is responsible to the Head of Casework Team (Band 9) for a caseload of 2,500+ restricted patients, and the performance of a team of 15 who take decisions on behalf of the Secretary of State.</p>

	<p>The role involves:</p> <ul style="list-style-type: none"> • Taking key casework decisions as detailed below – for example, whether a mentally disordered offender who has committed a violent offence should have unescorted leave in the community. These decisions require an analysis of clinical and legal reports, including the medical prognosis, and the ability to balance the rights of the patient to rehabilitation against the need to protect the public from harm, within the legal framework of the Mental Health Act 1983 and other legislation. • Helping to develop, direct and manage the Section's engagement with internal and external organisations (including stakeholders). • Developing internal operational policy to ensure the efficient and smooth running of the Section. • Developing and delivering internal and external training concerning the distinct role of MHCS. <p>The post holder will manage their own work and that of the team to deliver casework to targets, and establish good working relationships with other agencies involved in the management of restricted patients. They use management information (such as casework outputs, data on backlogs and quality assurance assessments), to monitor and help manage the performance of the team to ensure that workload and resources are managed effectively, defensible decisions are taken agreed processes followed and quality maintained. They will support and enable their staff to manage and deliver change.</p> <p>The work concerns dangerous mentally disordered offenders and much of the material handled is of a disturbing and sensitive nature. There will be face to face contact with patients and frequent difficult conversations with victims, patients, and the families of patients.</p> <p>In order to undertake their role, the post holder will have an appreciation of the legislative framework, caselaw, Department of Health guidance and the facilities available for the management of restricted patients.</p>
Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <p>Management</p> <p>Act as deputy to the Head of Casework Team, directly managing one casework team manager and overseeing a team of 12, to ensure that:</p> <ul style="list-style-type: none"> • Quantative and qualitative performance targets are met. • Individual staff potential is recognised and developed through coaching. • Potential improvements in efficiency and cost-effectiveness are developed and assessed. <p>The post holder will cover for the Head of Team's absence, receiving the appropriate payment for doing so.</p>

Operational Policy

Work as a supportive and flexible member of the Section's Senior Management Team:

- Taking responsibility for the collective management of the Section.
- Taking overall responsibility of a specific area of operations including the development and implementation of operational policy.
- Acting as change manager in relation to the implementation of large cross-functional organisational change programmes.
- Developing and delivering associated training both internally and externally.

Casework

Take responsibility for the management of approximately 2,500 restricted patients, including direct responsibility for decision making (through the effective use of PPUD (electronic case management database) and by the analysis and assessment of the clinical and other evidence available, ensuring that the risk to the public is identified and appropriately managed) in the following areas:

For Detained patients

- The approval of applications for unescorted leave under section 17 of the Mental Health Act 1983.
- The approval of applications for overnight leave (unescorted and escorted) under section 17 of the Mental Health Act 1983.
- The approval of applications for the remission to prison of patients transferred to Hospital under sections 47-49 of the MHA 1983 and the initial assessment of potentially High Profile patients (in respect of serious offences, media interest and other special concern sentenced by the Courts to Hospital Orders or transferred from Prison).
- Reviewing of First Tier Tribunal (FTT) Hearing Adjournments and Directions decisions.

For Conditionally Discharged patients

- Approval of applications for changes of conditions of discharge.
- Assessing and addressing issues of concern arising from CD Reports.
- Monitoring the progress of patients voluntarily admitted to hospital following issues concerning their mental health.
- Reviewing of FTT Hearing Adjournments and Directions decisions.

For All patients

- Replying to all Treat Official correspondence relating to restricted patients under their management.
- Responding to 'letters before claim'.
- Overseeing the operation of the Victim Liaison Scheme as it impacts upon cases within their Team.

	<ul style="list-style-type: none"> • Drafting replies to MPs' letters to Ministers. • Drafting submissions to Ministers. • Liaising directly with First Tier (Mental Health) Tribunal judges concerning issues of concern raised within their Decisions. • Taking overall responsibility for the management of the MHCS Quality Assessment Framework for the Team. <p><u>Engagement</u></p> <ul style="list-style-type: none"> • Liaising with clinicians, social supervisors, offender supervisors, the Police and any other personnel involved in the management of mentally disordered offenders challenging their decisions as necessary on behalf of the Secretary of State. • Having direct responsibility for liaison with other statutory and non-statutory agencies and organisations. • Building build effective working relationships, including hosting and presenting to external audiences at Section Open Days, visiting hospitals, prisons and other stakeholders in MHCS work. <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"> • Seeing the Big Picture • Making Effective Decisions • Communicating and Influencing • Leadership • Managing a Quality Service • Changing and Improving
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Ability	
Experience	
Technical	

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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Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
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Seeing the Big Picture				
Making Effective Decisions				
Communicating and Influencing				
Leadership				
Managing a Quality Service				
Changing and Improving				