

HQ Job Description Template

Job Title	HMPPS Regional RIPA Manager
Directorate	Directorate of Security, Order and Counter Terrorism
Group Profile	<i>Leave Blank</i>
Organisation Level	<i>Leave Blank</i>
Band	<i>Leave Blank</i>

Overview of the job	<p>This is a regional based role, delivering services at a national, regional and local establishment level. The role holder will report to the nationally based HMPPS Covert Activity Team.</p> <p>This role provides support to establishments by ensuring compliance with the statutory requirements of the Regulation of Investigatory Powers Act (RIPA), In particular, ensuring that all of the statutory requirements of RIPA Authorising Officer (CHIS and Directed Surveillance) are completed satisfactorily and in compliance with the Act and it's associated Codes of Practice.</p> <p>The role holder will need to engage directly with establishment senior management to discuss relevant covert opportunities and undertake risk management. This will entail close and frequent liaison with the relevant establishment Governors (Deputy Governor/Governing Governor) to ensure that such applications demonstrate / contain the justification and lawful basis underpinning such activity and to ensure that effective risk assessment and management takes place.</p> <p>Where required they will also need to engage with senior law enforcement counterparts in covert policing to ensure that a balanced cross government approach to case management is applied.</p> <p>The role holder will also be required to liaise with the HMPPS Central Authorities Bureau and ensure that authorities are in place where appropriate. This will include ensuring that timely reviews, renewals and cancellations are submitted for all of the regions RIPA applications.</p> <p>The role holder's RIPA statutory duties provide the oversight and compliance functions in relation to HMPPS RIPA applications for the prison establishments (as set out in the Regulation of Investigatory Powers Act (RIPA)). The role holder's oversight functions include ensuring that all RIPA applications are evidenced as being proportionate, necessary and lawful.</p> <p>The role holder will have to supervise and manage all of the staff within their Regional RIPA Unit, performing all of the required HMPPS line management functions. As head of the Regional Unit they will also be responsible for managing any financial aspects of running the unit and ensuring that all required management information is captured effectively.</p> <p>This role will also include management oversight of all their regions HMPPS structured debriefing, targeted communications monitoring, chis status drift management and proactive CHIS recruitment activities</p> <p>The role requires some travelling across the region and throughout the country and the post holder will be required to perform on call duties.</p>
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Summary	The role holder will be regionally based reporting to the HMPPS Covert Activity Team.
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Responsibilities, Activities & Duties	<p>The jobholder will be required to carry out the following responsibilities, activities and duties:</p> <p>Principal responsibilities include:</p> <ol style="list-style-type: none"> 1. Managing all HMPPS RIPA applications on behalf of the establishments within the area of their geographic responsibility. 2. Ensuring that all of the statutory responsibilities of RIPA Authorising Officers (CHIS and Surveillance within their regions are carried out effectively. 3. Challenging poor performance effectively and supporting good practice, this will involve sensitive dialogue with the most senior prison managers in their regions and often involve demonstrating to them that their RIPA compliance performance may need to be improved. 4. Ensuring that all applications demonstrate why they are proportionate, necessary and lawful (in accordance with RIPA and other relevant Human Rights legislation 5. Acting as strategic tactical RIPA adviser to DDCs, Heads of Groups, Governing Governors and Deputy Governors within their region. 6. Strategic supervision of CHIS use and conduct applications and associated risk assessments (including ensuring that risk assessments and risk management plans are comprehensive, relevant and up to date). 7. Ensuring that all meetings/contacts are properly authorized and that appropriate authorisations for use and conduct are in place. 8. Ensuring that all reporting (accurately and in good time) all information supplied by the source and has been evaluated objectively. 9. Ensuring the welfare of the source is properly considered and reported on. 10. Ensuring the source is properly tasked and thoroughly briefed regards their personal security. 11. Ensuring that appropriate levels of tradecraft are applied across their region. 12. Ensuring that all information obtained through RIPA activity is sanitized appropriately and properly entered onto Mercury. 13. Ensuring that the unit caters for the intelligence requirements of all establishments within their region. 14. Attendance at Regional / Group - Gov Governor, Dep Governor and tasking meetings as required 15. Liaison with associated law enforcement agency Dedicated Source Units at a strategic level to develop partnership agreements, identify ways of working together and developing sound operational inter-agency practices 16. Strategic oversight of all regional Structured Debriefing operations, CHIS status Drift, Targeted Communications Monitoring within their region. 17. Monitoring and ensuring regional compliance to the HMPPS Policy, RIPA CPIA legislation and other relevant legislation 18. Dealing with and reporting to the CAB and RIPA SRO any suspicions of RIPA/Prison Rule breaches or instances where a source is acting as an agent provocateur or otherwise exceeding their tasking. 19. Continually monitoring the potential for exposure and in particular, any liability issues that may accrue for HMPPS. 20. Line management of all staff within the Regional RIPA units, and acting as regional 'Head of Profession for establishment CHIS Handlers 21. Management of any financial reporting for the regional RIPA units including CHIS rewards and expenses
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Expectations	<i>Leave Blank</i>
Competencies	<p>Working Professionally 1B. Showing resilience 1C. Acting with integrity.</p> <p>Working with Others 2A. Persuading and influencing 2C. Communicating effectively</p> <p>Working to Achieve Results 3A. Problem solving and decision making</p>
Minimum Eligibility	<p><i>Please do not alter this box</i></p> <ul style="list-style-type: none"> • All members of the Civil Service must fulfill the nationality criteria and be free from immigration control and have indefinite leave to remain in the United Kingdom • 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 the Prison Service consider to be racist

Essential Skills Qualifications, accreditation & Registration	<p>Knowledge of and attendance on appropriate courses for the following areas:</p> <ul style="list-style-type: none"> • Covert Policing Management of CHIS – HMPPS Handlers course • National CHIS in Prison Course • Structured Debriefing Course, • Criminal and Civil Court Public Interest Immunity procedure, <p>Post holder must be vetted to SC, Strap level 2.</p> <p>The jobholder must have good knowledge of custodial operational practice.</p> <p>The jobholder must have in depth knowledge of the principles, legislation, rules, policies and tools of RIPA and intelligence management.</p> <p>The jobholder will have in depth knowledge of RIPA 2000, OSC guidance, Operational Guidance Documents, Offender Management Act (PSO 1100), - Request for Productions. (PSO 1801) NPIA Guidance Documents on Covert Operations, Knowledge of Word, Excel, PowerPoint. IIS and PINS-Saadian</p> <p>The jobholder will have in depth knowledge CHIS and Covert Surveillance practices both theoretical and practical application. The new prison National Intelligence Model and basic analysis awareness. The management of Covert Human Intelligence Sources (CHIS) in prisons is complex and requires thorough assessment and risk management, the job holder requires the highest level of skills and knowledge to make decisions which will invariably impact on risk and may if not handled sensitively adversely impact on human safety</p> <p>The jobholder will have experience of completing intelligence reports on Mercury</p> <p>The jobholder will have extensive experience of overt and covert criminal investigation in a prison, intelligence management, interviewing techniques, structured debriefing and understanding of disclosure (CPIA, Parole Board and other Civil Law Jurisdictions)</p> <p>The jobholder will recognise the sensitivities around undertaking HMPPS and law enforcement covert activity in a prison environment and be able to liaise with LEA/Police partners particularly in relation to the use of CHIS within Prisons.</p>
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Hours of Work (Unsocial Hours)	<i>Leave Blank</i>
Benefits	<i>Leave Blank</i>
Allowances	<i>Leave Blank</i>

Factor Examples

Please provide as many job-specific examples as possible to support the factors below (please refer to Annex B for completion). For each factor, you are encouraged to be as detailed as you can and where possible, provide details of how often you carry out the activity:

Factor	Examples
Skills & Knowledge	<p>The management of covert human intelligence sources (CHIS) in prisons is highly technical and involves complex issues and professional risk management to manage the CHIS safely. If not handled professionally the level of risk involved may adversely impact on human safety. As strategic lead for HMPPSS RIPA applications the job holder is responsible for ensuring that systems and processes are in place to manage risks effectively. To do this the job holder requires exceptional levels of specialist practical and theoretical knowledge to perform these functions effectively.</p>
	<p>The jobholder needs practical operational experience in Prisons. Will demonstrate knowledge of RIPA 2000, OSC guidance, The Offender Management Act (PSO 1100), requests for Prisoner Productions (PSO 1801), Criminal Procedure and Investigations Act 1996, cognitive and conversational management interview training techniques (PEACE), Operational Guidance Documents, The Management of Police Information (MoPI), SOCPA provisions on Assisting Offenders, NPIA Guidance Documents on covert operations and the management of covert human intelligence sources, knowledge of IIS and PINS-Saadian. The jobholder will need to have some knowledge of partner Criminal Justice Agencies working practices and operating procedures. The jobholder will have knowledge of:</p> <ul style="list-style-type: none">• the principles of prison intelligence handling and management, including covert human information sources (CHIS);• LEA operational practice as it interfaces with HMPPS, e.g. law enforcement CHIS deployment in prisons, criminal investigation, intelligence management, searching, disclosure of unused material, and the sensitivities and risk management of RIPA covert activity in the custodial environment;• relevant legislation (Regulation of Investigatory Powers Act, Criminal Procedures & Investigation Act, Offender Management Act) and operational guidance (relevant PSOs

	<p>and PSIs, the National Security Framework, the National Intelligence Model, Management of Police Information rules).</p> <ul style="list-style-type: none"> • HMPPS' corruption prevention strategy and practice; • integrated offender management practice and partnership working e.g. around organised crime, gang related offenders and court confiscation orders <p>The jobholder requires this knowledge in order to advise, guide and ensures effective and efficient co-operation/liaison with a number of prison Establishments at a strategic and tactical level to, identify opportunity, prevent infractions and protect HMPPS organisational reputation.</p>
	<p>On a daily basis be personally involved in</p> <ul style="list-style-type: none"> • Managing and advising on all types of Regional HMPPS and law enforcement RIPA applications, • Ensuring that all HMPPS RIPA authorities are lawful, proportionate and necessary : • Ensuring that all authorities are appropriately authorised in accordance with RIPA and its associated Codes of Practice: • • Ensuring that processes are in place to monitor the security and welfare of the source. <p>The jobholder will regularly liaise Senior Prison Managers in prison establishments within their various regions in relation to RIPA applications / authorities and CHIS risk management. This will Include developing a strategic understanding the intelligence requirements of the different Establishments and ensuring the region has the operational capacity to deliver on that intelligence requirement.</p> <p>The jobholder will need to understand the wider HMPPS intelligence set up/structure and liaise, engage with the Regional AIM Manager, prison intelligence units, Technical Support Units, Confidential Unit within HMPPS in relation to intelligence requirements, tasking, debrief operations and recruitment activities.</p>
	<p>The jobholder will have knowledge of the PIO and law enforcement Dedicated Source network and operating methods and knowledge of CAB procedures, intelligence procedures and the National Intelligence Model.</p> <p>The job holder will be responsible for developing strategic links between the Regional Unit and relevant law enforcement counterparts (i.e. Dedicated Source Units Technical Support Units etc.),</p>
	<p>The jobholder will regularly identify the intelligence requirements of the various Establishments and how Surveillance and CHIS can be used to address those needs. This will require a good understanding of the intelligence requirements of the Establishments within the</p>

	Handlers Region.
	The jobholder will have good knowledge, experience and skills around adjudication processes, parole process and understanding of the criminal and civil court processes. The jobholder requires this knowledge to prevent compromise of sensitive covert tactics, assist the interests of justice and reduce the risk to good order, discipline and prison security.
	The jobholder may need to assist in the delivery of Covert Activity Team training courses, particularly CHIS training. The role holder will also act as the Regional Head of Profession for establishment and Regional CHIS Handlers, Controllers and Authorising Officers, ensuring that their continuing professional development and welfare is appropriately catered for.
Accountability & Decision Making	The jobholder will need to understand and make decisions in relation to the day to day management of Surveillance authorities, CHIS, risk management, dealing with welfare needs of CHIS, security and application of tradecraft to protect the confidentiality and wider welfare of CHIS. This may include dealing with any emergency evacuation procedures in relation to CHIS within Prisons (Compromise strategies/risk assessment plans). The level of risk attached to CHIS management can be at the highest levels and if not managed effectively can adversely impact on human safety or create a significant adverse impact on prison good order and discipline. The job holder is accountable for the professional management of all HMPPS CHIS in their region and will be frequently be required to make decisions based on complex (and often incomplete) information about matters that carry the highest levels of risk.
	The role holder will be responsible for making decisions on the appropriate reward to be provided to CHIS who have given valuable intelligence, this may include financial rewards and the post holder will be accountable for any regional CHIS rewards or lifestyle budgets (amount of budgets still to be to be determined by RIPA SRO). Payments from CHIS rewards and lifestyle budgets always attract scrutiny and require the highest levels of financial management to protect HMPPS from criticism.
	The role holder needs to constantly be aware of any welfare issues affecting CHIS in his region and take appropriate action to ensure that any tensions or problems are rectified or managed effectively. This may involve making difficult or unwelcome decisions, for example directing that a CHIS should be de-authorised at a time when an operation is at a critical phase, where such action is required to protect the CHIS. Similarly there will be times where a covert CHIS operation is allowed to continue even though the risks to the individual may have increased. These circumstances will involve difficult and complex decisions for which the job holder will be accountable.

	<p>The job holder will be responsible for implementing processes for strategic management CHIS status drift. This will involve making strategic and high level tactical decisions on CHIS recruitment, welfare and operational issues.</p>
Problem Solving	<p>The job holder needs to be acutely aware of the issues affecting all prisons within their region and ensure that there is the capacity to respond effectively using covert tactics effectively. This requires complex strategic and tactical planning. The job holder will have to consider multiple demands and balance these against existing resources. The will have to make the most difficult and complex urgent decisions in relation to CHIS management, often with incomplete information and respond effectively to uncertain outcomes.</p> <p>The jobholder will need to look at ways of exploiting surveillance opportunities and managing CHIS within the region on a day to day basis within different Establishments where there will be different issues and risks balancing operational demands against individual's rights of privacy. This will require careful considerations of principles of necessity, proportionality and the lawfulness of any proposed activity. The role holder will be responsible for making decision on risk management and risk management plans regarding how to best protect the identity of the source and gather intelligence as required.</p> <p>The jobholder will ensure that this is done in conjunction with especially selected/trained staff within the prisons in which CHIS are operating. This will require careful liaison at a strategic and tactical level to ensure the right balance between protecting the identity/confidentiality of the Covert tactic / Source relationship and a level of inclusion to ensure the best possible protection of the CHIS within an Establishment. This will include liaison with the Establishment and potentially LEA partners across a range of activities, including:</p> <ul style="list-style-type: none"> • covert policing operations in prisons using CHIS and other covert tactics • identifying solutions to complex HMPPS problems in relation to those issues affecting Establishments on a daily basis, • risk management issues around HMPPS CHIS, the protection of covert tactics and reputational issues.
	<p>The jobholder will be required to interview prisoners face to face within establishments on occasions or direct other staff to do so in order to issue instructions and deal with authorization/de-authorisation/breach issues and to establish risk and threat.</p> <p>This then informs and enables effective decision making as to where the prisoner can safely and productively be used as a CHIS in prison and lawful compliance with any relative legislation..</p> <p>A failure to undertake task effectively could seriously impact on prison good order or discipline, adversely impact on risk to life or serious injury and may impact on HMPPS civil liability or organizational reputation. Decisions of this kind would normally be made in a prison establishment by a Governing Governor or Deputy Governor grade.</p>

	<p>The role holder will have to make decisions on how to sanitize material appropriately to protect the integrity of covert policing tactics and individuals. If this is not handled effectively there will almost certainly be issues that undermine the safety of covert human intelligence sources. The job holder will also be routinely required to deal with public interest immunity issues in a wide range of different scenarios, both criminal and civil. They will also be required to attend court and other proceedings to demonstrate the justification for their decisions.</p>
Resources and financial management	<p>The job holder will be responsible for a small operational budget (amount to be determined to cover day to day CHIS management and operational expenses).</p> <p>They will also be responsible for assessing CHIS rewards and CHIS lifestyle spends. They will be responsible for evaluating intelligence from CHIS and assessing the operational benefits of the information and recommending appropriate CHIS rewards. The concept of rewarding CHIS (and in particular CHIS in prisons) is highly politically sensitive and although the job holder will not be ultimately responsible for the Rewards budget they will be able to significantly impact any rewards that are made.</p>
Organising and Planning	<p>As the regional strategic lead the job holder will need to be highly aware of the threats and intelligence requirements across their region. They will be responsible for a wide range of the most complex immediate and long term strategic planning for covert operations in their region that requires careful planning and liaison across a wide range of establishment functional heads.</p> <p>They will need to plan effectively to ensure that they have the required covert response across the region to respond to the any strategic or tactical intelligence requirements that arise. This will require careful long and short term planning, both in terms of the capacity to deploy covert equipment and to ensure that the right human intelligence sources are deployed in the right place to be able to collect any relevant intelligence. In relation to CHIS management this may require extensive consultation with a large number of different establishment functional heads and potentially other criminal justice agency partners. For long term CHIS careful handling of sentence management issues will be required to facilitate tasking requests and intelligence requirements.</p>
People Management	<p>The job holder will be responsible for the management of a small regional team. However they will be responsible as the regional head of profession for all matters relating to covert activity in the region. In this role they will be accountable for leading and directing any establishment staff involved in the management of covert activity in their region. In this role they will be responsible for monitoring their performance, dealing with any performance issues appropriately and ensuring that they have appropriate and continuing professional development in this area of business.</p>

	<p>They will also be required to undertake any investigations of poor performance in relation to RIPA related matters pertaining to any establishment staff within their region and on occasion in other regions.</p>
Information management	<p>The job holder will routinely have to manage highly sensitive information, which they will have to evaluate, and disseminate appropriately to a wide range of establishments and partner agencies. Due to the sensitivities attached to CHIS intelligence this is a difficult and challenging process and any disseminations need to have careful handling conditions attached to them. In many occasions this will also require the job holder to liaise with Governors in establishments to discuss and agree any resulting operational activity that is to take place so as not to compromise the source of the intelligence. Failure to undertake this task effectively can result in risk to life issues or significantly undermine prison good order and discipline.</p> <p>The job holder will also be required to manage the processes for the disclosure of the most sensitive material in a wide range of criminal and civil procedures and represent HMPPS in a wide range of public interest immunity hearings and at the Parole Board.</p>
Influencing & Interaction	<p>The jobholder will be responsible for the management of some highly sensitive information pertaining to highly sensitive covert operations and sensitive sources of intelligence in relation to CHIS and other RIPA tactics. This will include HMPPS and LEA risk assessment updates regarding sources who may be transferred from one organisation to another. The role holder will be required to liaise with the most senior prison and law enforcement managers (up to Governing Governor, Director of Group and NPCC level) to discuss, highlight issues, de-conflict issues and ensure that appropriate decisions are made. This will often involve challenging inappropriate preconceptions, and require sensitivity and substantial levels of sensitive influencing activity to achieve the most appropriate response.</p> <p>The job holder will also be required to undertake face to face meetings with prisoners who are or are about to be CHIS. These individuals are often highly manipulative and almost invariably have an agenda of their own which they may or may not be prepared to share. The job holder will be required to be aware of all of these issues and manage any interactions professionally setting out often complex instructions in a way that the CHIS is able to understand. They will also need to be able to assess and identify any hidden agendas that the CHIS may have and implement appropriate strategies to deal with these.</p> <p>CHIS often also have unrealistic expectations about what level of reward they should be given for providing information and will attempt to take control of the relationship and conversation. The job holder will need to be careful not to create any unrealistic expectations on the part of the CHIS and manage the interaction in a way that the CHIS is completely aware of who is in charge and how the relationship will be managed and progress. This invariably requires the very highest levels of conversational management and influencing activity on the part of job holder.</p>

	<p>The jobholder will need to ensure that all of their staff manage the needs and expectations of the CHIS whilst remaining objective and able to ensure the CHIS understands their role and remit as identified in the Use and Conduct and terms of Engagement.</p>
	<p>The jobholder will have frequent involvement with other intelligence assets within HMPPS and other senior stakeholders, including the police and other law enforcement agencies. The jobholder will need the ability to interact professionally with them, listen to their views and then either agree or seek to influence them while holding true to the aims of HMPPS.</p> <p>The jobholder will:</p> <ul style="list-style-type: none"> • build and maintain effective relationships at a strategic level with external partners, to ensure HMPPS is best placed to work effectively with these partner agencies towards our shared objectives; • represent the HMPPS to partners in policing and wider LEA's, in many cases this will be with other Senior Managers from Police and other LEA's. <p>On occasions the job holder will be required to challenge misconceptions or inaccurate assessments of partner agencies to ensure that the interests of HMPPS are protected.</p>
Emotional Demand & Risk	<p>The jobholder will bear significant individual responsibility for the safety and wellbeing of CHIS. It is the case that in some instances CHIS can be extremely demanding and have significant welfare and other needs. It is particularly the case that managing CHIS in prison can be a high risk activity given the closed nature of the environment and the intense focus that the population can have on each other given the proximity of their relationships and day to day regime life. Whilst this will differ from prison to prison, the fundamentals regarding proximity and all that that involves remains a constant risk.</p>
	<p>The jobholder will have oversight and direct Regional Structured Debrief operations and Regional HMPPS CHIS Management meetings that involve direct prisoner contact. Often HMPPS RIPA authorities will be directed towards the top end of criminality, including murder and terrorism and therefore the role holder is likely to frequently come into contact with material that is unpleasant, emotionally damaging or worrying.</p>
	<p>The role holder will also be required to monitor the welfare of their staff and any staff engaged at an establishment level who are engaged in covert activity management in prisons in their regions. These staff are also likely to be come into sight of material that is unpleasant, emotionally damaging or worrying and the role holder needs to be aware of any issues affecting staff, offering support and providing guidance or help when required.</p>

	<p>The job holder will have face to face meetings with prisoners some of whom will have a violent offending history and be to some extent unpredictable in their behavior. Consequently they will frequently be in situations where there is a personal risk to their safety.</p>
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