HM Prison & Probation Service

NPS Job Description (JD)

NPS Band 5

Directorate: National Probation Service/ Development & Business Change

Job Description: Partnership and Stakeholder Lead

Document Ref.	NPS-JES-0026_Band 5 Partnership and Stakeholder Lead_v2.0
Document Type	Management
Version	2.0
Classification	Unclassified
Date of Issue	3/7/2019
Status	Baselined
Produced by	Head of Group
Authorised by	Reward Team
JD Evidence	

Job Title	Partnership & Stakeholder Lead
Directorate	National Probation Service/ Development & business change
Band	5

Overview of the job	The Partnership & Stakeholder Lead is responsible for the development of the systems capability to build senior stakeholder relationships between the NPS, CRCs and other partnerships. NPS has a diverse range of programme and policy areas, most of which are delivered with other partners – this diversity can make it challenging for us to co-ordinate our activities and to avoid confusion. The job holder will not 'control' NPS partnership and stakeholder activities, but will act as adviser to Deputy Directors and their Divisions, helping them to target their input and find the best routes through. The role is also responsible for delivering business change partner support to NPS Divisions and Deputy Directors at a regional level as directed by the System Integration Senior Manager
Summary	The System Integration team will be responsible for ensuring the NPS works as effectively as possible with CRCs and other delivery partners. The roles will include identifying and coordinating delivery to improve effectiveness of operations. In Wales these roles will go further than Probation – they will also include Prison / Probation integration.
Responsibilities, Activities & Duties	The job holder will be required to carry out the following responsibilities, activities and duties: **Partnerships & stakeholder development** • Provide key strategic insight, to enable ministerial briefing, on effecting change and engaging key stakeholders • Lead NPS' work on developing a professional approach to managing networks and key stakeholders in order to provide a key delivery mechanism for the NPS and its relationships with Partners • Take an authorship and commissioning role to establishing new and effective partnerships for the NPS • Develop a relationship management approach for the NPS, in line with HMPPS approaches • Experiment with new relationship management ideas and processes across the NPS • Coordinate other Divisions' developments related to relationship management • Co-ordinate NPS' input into cross-Whitehall processes and systems. **Implementing associated change management** • Plan and design the change required to make partnerships with delivery partners as effective as possible • Coordinate operational input to HQ projects to improve the interfaces between stakeholders and partners **Use communication effectively** • Providing information, feedback and advice • Influencing and persuading • Using appropriate skills, styles and approaches **Enhance own performance** • Manage own resources and professional development **Use information to take critical decisions** • Liaise with staff to receive, collate and analyse information, developing

	systems and compiling reports as necessary • Develop and utilise data to identify trends and take appropriate action to maintain and enhance performance • Plan, implement and manage systems for the exchange of sensitive information, data and intelligence **Manage Diversity and Quality** • Contribute to a culture and systems that promote equality and value diversity • Implement the diversity policies of the service and collaborate effectively with the Equalities and Diversity Unit 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 alternations 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.
Behaviours	• Managing a Quality Service • Working Together • Changing and Improving • Seeing the Bigger Picture • Leadership • Communicating and Influencing
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	• Demonstrate experience of stakeholder management, • Demonstrate experience of implementing successful change projects, • Operational experience of working in a Probation setting
Technical requirements	NVQ Level 4 or equivalent in a relevant subject (or appropriate practical experience) Microsoft: Word, Excel, Outlook, and PowerPoint
Ability	

Minimum Eligibility	• 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.

Hours of Work (Unsocial Hours) Allowances	

Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
Managing a Quality Service	.		Experience of stakeholder management	NVQ Level 4 or equivalent in a relevant subject (or appropriate practical experience)
Working Together			Experience of implementing successful change projects	IT Skills; Microsoft: Word, Access, Excel, Outlook, and PowerPoint (or equivalent i.e. Lotus Notes)
Changing and Improving			Operational experience of working in a Probation setting	
Seeing the Bigger Picture				
Leadership				
Communicating and Influencing				