



HM Prison &
Probation Service

Risk and Capabilities Unit

Role: Security Practice Manager

Location: National

Grade: Band 7



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and click for more information



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Who We Are

The **Risk and Capabilities Unit (RaCU)** was designed in October 2020 by the merging of Security Countermeasures Unit and Security Risk Unit to form a single unit dedicated to identifying and prioritising security risk and providing and enhancing capabilities in prisons, probation and youth custody to counter them. RaCU sits within the Directorate of Security.

The term 'Capabilities' covers a wide spectrum of support and interventions. For example, our technological or physical advances to detect, prevent usage of, or disable illicit items; our formal training and skilling; our clear and constant learning communications; as well as our contemporary security procedures and practice improvement to enable staff to perform their duties consistently well.


These are all 'Capabilities' and give people the tools to achieve.





RaCU's Purpose

RaCU's purpose is to identify and prioritise live and future risks, and in turn provide a range of creative and effective capabilities to support others to manage, mitigate or remove them.

We will achieve our purpose by:

 Ensuring that our capabilities, in whatever form, meet the needs of risk owners and practitioners.

 Influencing and driving capabilities principles across all of the Directorate of Security, in every element of our work.

 Valuing others and recognising the collective strengths of our diverse people and partners.

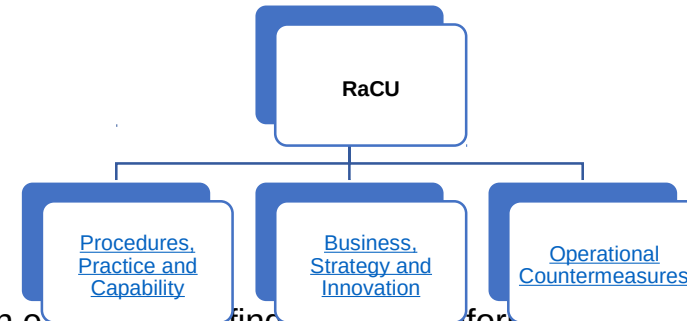
“Enabling people to build a firm foundation for security”

Three Pillars

RaCU has three delivery pillars to support the needs of the organisation; all working collaboratively to ensure maximum benefit for the business.

These pillars are:

- ❖ Procedures, Practice and Capability
- ❖ Business, Strategy and Innovation
- ❖ Operational Countermeasures



Click on each pillar to find out more information:

Procedures, Practice and Capability



Procedures

- ❖ Develop and deliver procedures across HMPPS, providing a national security framework that helps the organisation effectively respond to and manage security risks.
- ❖ Ensure procedures are routinely reviewed and updated, allowing staff to confidently manage changes in security risks.
- ❖ Work in partnership with prisons, the Police and Crown Prosecution Service to effectively address crimes in prison.



Practice

- ❖ Develop a centre of excellence in security standards and ensure HMPPS becomes a learning organisation.
- ❖ Ensure evidence informs our decision-making and security delivery.
- ❖ Lead the way in reviewing and evaluating security interventions and ensuring this learning helps the organisation to optimise security management.



Capability

- ❖ Develop a strategic, cross-Directorate approach to security capability building.
- ❖ Enhance and develop staff undertaking security duties through bespoke, targeted and tailored skilling interventions.
- ❖ Lead the way in being response to local and national capability needs, ensuring each product supports security professionalisation.

Business, Strategy and Innovation



Personnel Vetting

- ❖ Deliver a quality personnel vetting service across MOJ.



Cyber Strategy

- ❖ Help HMPPS assess, understand and manage its inherent digital security risk by developing effective measures to manage cyber enabled individuals.



Control Strategy

- ❖ Produce, develop and maintain the National Prisons Control Strategy, and work on its continued development across



Business Hub

- ❖ Manage the unit's central, internal business. Ensure commissioning and governance processes are adhered to to enable greater control over decision making and prioritisation of work.

Operational Countermeasures



Risk Management

- ❖ Support operations to confidently identify, monitor and manage live operational security risks across prisons and probation premises.
- ❖ Systematically analyse emerging trends and current risks, and build operational resilience to prioritised and emerging/future risks, providing opportunities to build mitigations.



Physical Countermeasures

- ❖ Based on effective risk identification and business knowledge, work across HMPPS and CCMD to deliver physical security technology to detect or disrupt identified risks.
- ❖ Ensure physical countermeasures in the estate remain fit for purpose, working with key areas of business across HMPPS.

RaCU's Staff Charter

This charter, created collaboratively and democratically by everyone within the unit, reflects who we are as people and our underpinning values, enabling us to shape our everyday practices and culture. The charter is a live document, being refreshed regularly.

RaCU are...



Our Values

- Passionate about helping the frontline
- Create a safe and supportive environment
- Be open minded and respectful
- Treat people with empathy and kindness
- Commitment to fairness
- Constant learning opportunities
- Knowledge sharing
- Integrity in all we do

Our Practices

- Collaborative
- Support healthy, open discussions
- Take time for thinking and preparing
- Share learning and skills
- Open and respectfully honest
- Empower people
- Embrace innovation
- Support each other
- Encourage, praise and be grateful
- Champion effective ways of working

Work Culture

- Joint problem solving
- Regular communication
- Utilise different communication channels
- Work flexibly
- Considerate of well-being
- Be prepared and punctual
- Practice inclusive meeting etiquette
- Foster trust and autonomy

Safety Valves

- Everyone's voice is heard
- Respectfully honest
- Frequent discussions with line managers
- Acknowledge and learn from mistakes
- Healthy ways of coping with frustration
- Treat sensitive information appropriately
- Enabling people
- We can count on each other

Vacancy Description

Job Title

Security Practice Manager

Grade

Band 7

Location and Terms of Appointment

This is a National post. Attendance to meetings across the country will be required as well as occasional travel to prison and probation establishments, regional offices and law enforcement partners' offices.

This is a permanent post.

This is a non-operational role.

Standard working hours for this post are 37 hours per week excluding breaks which are unpaid.

Vacancy Description

The Role

This role sits in the Risk and Capabilities Unit (RaCU), part of the Directorate of Security. Its objectives are to ensure HMPPS is managing its security risks effectively; identify new and emerging security risks; prioritise and plan responses to those risks; and provide the organisation with a library of knowledge for security practice. Strong risk management, risk resilience and risk practice will support HMPPS in better assessing security risks and the Agency's tolerance to risk.

The Security Practice Team within RaCU seeks to create a centre of excellence in security standards and ensure HMPPS becomes a 'learning' organisation. Our focus is to create a modern security culture throughout the organisation.

The job holder will report directly to the Head of Security Practice and there is the potential to hold responsibility for managing a small number of staff.

The post holder will be expected to lead and direct the implementation of their dossier, as well as supporting the wider design of a proactive and outward looking practice/learning function to ensure effective delivery of operational security.

- The role will be responsible for identifying, researching, assessing, building and communicating effective practice to drive improved outcomes in security performance within HMPPS.
- The post holder will hold responsibility for raising awareness of effective security practice and communicating this effectively to different target audiences at local, regional and national levels.
- The role will also lead on projects and bespoke pieces of work on behalf of RaCU and the Directorate of Security.
- The post holder will require strong written and communication skills to engage with a wide range of customers to promote effective security practice. Excellent organisational skills and the ability to deliver at pace are vital. The individual will be required to develop and support a range of initiatives, whilst maintaining attention to detail and delivering high quality products. The successful candidate will have a passion for making a difference and will enjoy the challenge of learning about current and changing practices. The post holder will feel comfortable to make informed and effective decisions on what the service should do to build its knowledge base on security standards.
- The post holder will be required to demonstrate the values that guide our work when dealing with colleagues and external bodies at all levels, in all transactions. RaCU's values are **creativity, communication, integrity, effectiveness, purpose** and **teamwork**. We continue to be a values-driven organisation and will use these to set a common standard for behaviour and set expectations around how we interact with one another.

Vacancy Description

Key Responsibilities, Activities and Duties

- To effectively drive forward allocated security practice work-stream.
- To promote the work of the Directorate and Unit internally and externally.
- To be a point of contact for all secure settings under HMPPS with regards to operational security practice.
- To lead on identifying, researching, assessing and building security practice standards across HMPPS.
- To drive forwards a corporate security knowledge base to inform strategic decision-making by identifying key trends, reviewing recommendations and sharing procedural or thematic learning.
- To effectively communicate security practice to different target audiences through varying tools such as intranet, bulletins, workshops, learning days etc.
- To develop and undertake a range of security related research activities to support the work of the Directorate.
- To ensure that security practice is underpinned by evidence based learning and ongoing evaluation.
- To lead and develop the security capability needs of frontline staff.
- To provide advice and guidance to the Directorate and other parts of the organisation on all matters of operational security practice.
- To build relationships with the operational line, HMPPS HQ and MoJ teams relevant to designated areas of work.
- To engage with and build a network of internal and external security experts to effectively deal with queries from operational staff.
- To engage with internal and external partners and other government organisations to identify current and new effective security standards and share learning across HMPPS.
- To engage with and build relationships with other jurisdictions, government departments, universities and research centres to identify applicable learning and partnerships for HMPPS.
- To potentially hold line management responsibility for a small number of staff.

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.

Application Guidelines

You must show, through the Application and Interview process, that you have the appropriate level of knowledge, breadth of experience and, where appropriate, professional skill for the post.

You are advised to use the **STAR** model:

- **Situation** (what was the setting and conditions, and what was your role)
- **Task** (what specifically needed to be done –when, why, etc.)
- **Action** (what did you do, how you did it and why)
- **Result** (What the outcome was and how you contributed to it)



Preparing Your Application -Your Checklist

- Have you given yourself enough time to put together a well thought out application form?
- Have you viewed the job description carefully so you have a clear understanding of the role?
- Have you got a copy of the competency framework whilst you're putting your examples together?
- Have you chosen your most powerful and relevant examples?
- Have you included the result and described your contribution/impact?
- Did you draft first then refine?
- Have you avoided jargon? (Don't assume that the sift panel will have knowledge of the situation you are referring to)
- Have you checked for spelling and typos?
- Have you stuck to the word count limit, where one has been set?
- Have you put yourself in the Vacancy Manager's shoes and read your application through from their perspective before submitting?

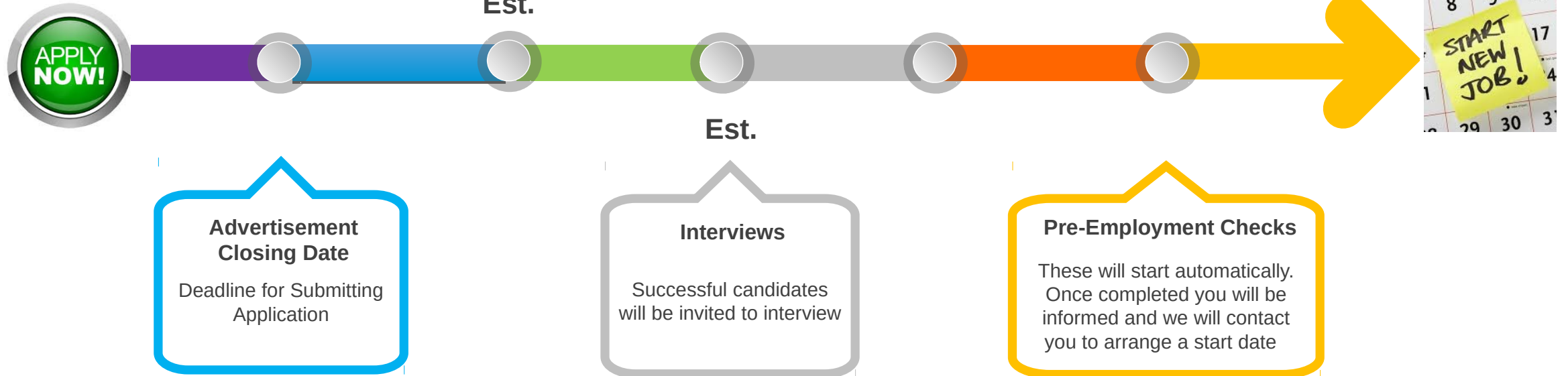
If the answer to each of these question is 'yes' – Well Done

Indicative Timeline

Please note that these dates are indicative and could be subject to change.

If you are unable to meet these timeframes, please let us know following your application by emailing SSCL.

The anticipated timetable is as follows:-



Terms & Conditions

- Before the appointment of the successful candidate can be confirmed, the MoJ will undertake background security checks. As part of this, you will be required to confirm your identify, employment history over the past three years (or course details if you were in education), nationality and immigration status, and criminal record.
- Successful candidates must typically hold or be willing to obtain Security Clearance before taking up post.
- The Civil Service Code sets out the standards of behaviour expected of civil servants.
- We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's recruitment principles. Should you feel that the recruitment process has breached the recruitment principles you are able to raise a formal complaint in the following order:
 - To Shared Service Connected Ltd (0845 241 5358 (Monday to Friday 8am - 6pm) or e mail Moj-recruitment-vetting-enquiries@gov.sscl.com);
 - To Ministry of Justice Resourcing (resourcing-services@justice.gov.uk);
 - To the Civil Service Commission (details available [here](#))
- The Civil Service embraces diversity and promotes equal opportunities. As a Disability Confident employer, MoJ are committed to providing everyone with the opportunity to demonstrate their skills, talent and abilities, by making adjustments throughout all elements of the recruitment process and in the workplace. MoJ are able to offer an interview to disabled candidates who meet the minimum selection criteria, except in a limited number of campaigns.
- You will be able to request reasonable adjustments to the recruitment process within the application form. If you need additional help completing the application form, please contact the SSCL Recruitment Enquiries Team.
- We encourage applications from people from all backgrounds and aim to have a workforce that represents the wider society that we serve. We pride ourselves on being an employer of choice. We champion diversity, inclusion and wellbeing and aim to create a workplace where everyone feels valued and a sense of belonging. To find out more about how we do this visit: <https://www.gov.uk/government/organisations/ministry-ofjustice/about/equality-and-diversity>.