



HM Prison & Probation Service

NPS Job Description (JD)

NPS Band A

Directorate: National Probation Service

Job Description: Head of Programmes

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NPS Job Description

Job Title	Head of Programmes
Directorate	National Probation Service
Band	A

Overview of the job	<p>The Head of Programmes leads the delivery of a suite of Accredited Programmes and Structured Interventions, excluding extremism, within the region.</p> <p>They will support the Head of NPS Interventions by providing dedicated leadership and management for a suite of Accredited Programmes and Structured Interventions and Senior Attendance Centres.</p>
Summary	<p>The post holder will provide management, with responsibility for resources and the strategic and operational direction, for a suite of Accredited Programmes and Structured Interventions within the region.</p> <p>Provision of targeted, timely and evidence-based Accredited Programmes and Structured Interventions for all service users, which provides a pro-social environment that promotes compliance and supporting achieving outcomes on reducing reoffending.</p> <p>Improves performance and quality of Accredited Programmes and Structured Intervention delivery on a continuous basis to ensure service is responsive to the needs of Service Users and the wider business.</p> <p>Develop and maintain effective relationships with stakeholders and partners to meet statutory responsibilities and reduce reoffending.</p>
Responsibilities, Activities & Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Develop service delivery through the use of evidence-based practice to reduce re-offending and build confidence in public protection and reducing the risk of harm. • Contribute to delivery of national strategy for accredited programmes and structured interventions, ensuring regional strategy influences and aligns with the HMPPS approach. • Make recommendations based on needs analysis around commissioning and decommissioning of structured interventions. • Improve the targeting of accredited programmes and structured interventions, matching the right service users to the right programme through robust suitability and eligibility checks, working with court and sentence management leads. • Ensure sufficient availability and appropriate scheduling of accredited programmes and structured interventions, with the necessary staffing in place to deliver timely commencements and completions. • Management of partner link worker service. • Undertake quality assurance of service delivery, including promoting and supporting the quality assurance arrangements framework. • Ensure relevant staff have access to appropriate structured professional support. • Improve compliance and attendance through data analysis and service user and probation practitioner feedback. • Ensure compliance with relevant legislative requirements, statutory duties and health and safety policies.

	<ul style="list-style-type: none"> • Develop new and innovative ways of working to adapt to emerging and diversity of needs and demand. • Ensure all staff are appropriately trained and undertake continuous professional development. • Ensure delivery meets appropriate standards set by Correctional Service Accreditation and Advice Panel and Effective Interventions Panel. • Maintain up-to-date knowledge of evidence and literature around what works. • Facilitate external scrutiny through Interventions Integrity Framework, Operational and System Assurance Group and HMI Probation, and responding to recommendations. • Work collaboratively with sentence management to support the overall management of risk and successful delivery of sentence of the court. • Ensure there is appropriate engagement or promotional material for sentencers and court staff. • Continuously review internal and external operating environments, including identifying and developing suitable partnerships to support Accredited Programme and Structured Intervention delivery. • Ensure appropriate recording systems are in place to quality assure delivery. • Support alignment of accredited programme and structured Intervention delivery in prisons and community. <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>
Behaviours	<ul style="list-style-type: none"> • Managing a Quality Service • Seeing the Big Picture • Making Effective Decisions • Developing Self and Others • Delivering at Pace • Leadership
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	<ul style="list-style-type: none"> • Experience within Accredited Programme or Structured Interventions delivery. • Experience of planning and managing delivery over large geographical areas. • Experience of effectively and efficiently managing financial and physical resources. • Extensive experience of effectively leading, managing and motivating staff. • Experience of successfully building and managing strategic and working relationships with internal and external stakeholders and partners. • Experience of successfully managing the performance of teams and individuals to achieve high working standards. • Experience of making complex risk management and public protection decisions
Technical requirements	<p>Probation Qualification Framework Graduate Diploma/ Honours Degree in Community Justice integrated with Level 5 Diploma in Probation Practice. Or a qualification which was recognised at the time of qualification by the Secretary of State for Justice as per Section 10 of the Offender Management Act 2007. The following qualifications gained in England and Wales were previously recognised as providing such eligibility:</p> <ul style="list-style-type: none"> • Diploma in Probation Studies • Diploma in Social Work (with Probation Option) • CQSW (with Probation Option)

Ability	
Minimum Eligibility	<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.
Hours of Work (Unsocial Hours) Allowances	<i>Leave Blank</i> To be used by the JES Team only

Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
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Managing a Quality Service			Experience within Accredited Programme or Structured Interventions delivery.	Probation Qualification Framework Graduate Diploma/ Honours Degree in Community Justice integrated with Level 5 Diploma in Probation Practice. Or a qualification which was recognised at the time of qualification by the Secretary of State for Justice as per section 10 of the Offender Management Act 2007. The following qualifications gained in England and Wales were previously recognised as providing such eligibility: Diploma in Probation Studies Diploma in Social Work (with Probation Option) CQSW (with Probation Option)
Seeing the Big Picture			Experience of planning and managing delivery over large geographical areas.	
Making Effective Decisions			Experience of effectively and efficiently managing financial and physical resources.	
Developing Self and Others			Extensive experience of effectively leading, managing and motivating staff.	
Delivering at Pace			Experience of successfully building and managing strategic and working relationships with internal and external stakeholders and partners.	
Leadership			Experience of successfully managing the performance of teams and individuals to achieve high working standards.	

			Experience of making complex risk management and public protection decisions	
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