



HM Prison &  
Probation Service

# Risk and Capabilities Unit

**Role:** Security, Technology and Capability Officer

**Location:** National

**Grade:** Band 5





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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 Security, Order and Counter Terrorism (SOCT) directorate.

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.

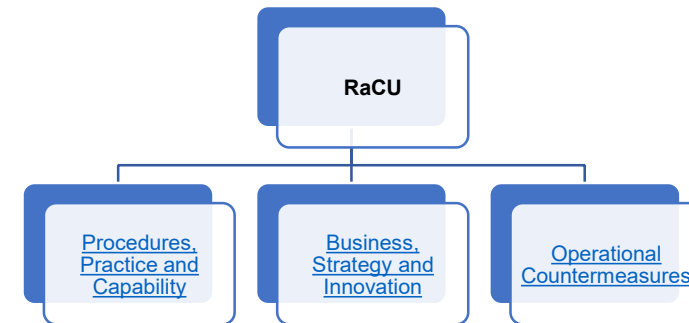
*“Enabling people to build a firm foundation for security”*

## 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

- ❖ Support HMPPS to assess, understand and manage its inherent digital security risk by developing effective measures to manage cyber enabled or cyber dependent individuals, with a focus on disruption and prevention of further crime in prisons.



### Control Strategy

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



### 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.

## Vacancy Description

### Job Title

Security, Technology and Capability Officer

### Grade

Band 5

### 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) in the Directorate of Security.

The Unit's objectives are to ensure HMPPS is robustly managing its live and emerging security risks, developing a learning culture and ensuring those working in operational settings are knowledgeable and trained to deliver effective security. The unit enhances capabilities in prisons, probation and youth custody to counter security risks.

The Security, Technology and Capability Officer will be responsible for assisting the development and delivery of innovative security technology initiatives to staff within operational settings. The role will involve training and advising operational colleagues to improve capability across the estate and promote effective use of specialist equipment.

This is a national role and the postholder may be located anywhere in the UK. Regular travel and overnight stays are required for meetings in London and to provide support across HMPPS establishments.

There is the potential to hold responsibility for managing a member of staff.

The postholder will be responsible for a portfolio of work to support the development and delivery of security capability initiatives for staff based in HMPPS operational settings.

The role has both a development and delivery element. In addition to delivering training, the postholder will provide subject matter expertise to inform training content and support prison staff to learn and develop operational security skills.

The role can be fast-paced and the postholder should possess strong organisational and communication skills.

Security technology includes, but is not limited to, X Ray technology such as baggage scanners and body scanners. Mobile phone detection and blocking equipment. Metal detection equipment and Drone detection technology.

## Vacancy Description

### Key Responsibilities, Activities and Duties

- To assist in the development and delivery of targeted, bespoke, holistic security up-skilling packages and deployments, ongoing developments and initiatives associated with security technology to operational colleagues.
- To provide security technology capability training and support to operational colleagues in prisons to enhance knowledge and competence across the estate and promote best practice.
- To produce, monitor and review training and initiatives within designated work portfolio to ensure they are effective and promote learning objectives.
- To develop their own knowledge in security technology their own area of expertise and other areas of responsibility. This includes keeping abreast of developments in technology or changes in prisoner practice that may impact on advice or training provided.
- To build good working relationships and support operational colleagues to ensure the successful implementation and embedding of security learning.
- To be a point of contact for prison staff for areas of designated responsibility.
- To plan and schedule a variety of delivery programmes in response to demand and business need as required.
- To effectively communicate security practice to the prison estate to promote the learning and development of skills.
- To utilise effective training resources to optimise delivery.

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.

For further information regarding this role please contact [RiskandCapabilitiesUnit@justice.gov.uk](mailto:RiskandCapabilitiesUnit@justice.gov.uk).

## 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:-



### Application Sifting

Applications will be sifted to select those demonstrating the best fit with the post

Est.

### Offers

If successful you will be contacted by our shared service team

Est.

### Advertisement Closing Date

Deadline for Submitting Application

### Interviews

Successful candidates will be invited to interview

### Pre-Employment Checks

These will start automatically. Once completed you will be informed and we will contact you to arrange a start date

### Induction

All new starters will complete an induction period and be introduced to the senior management team



## 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](mailto:Moj-recruitment-vetting-enquiries@gov.sscl.com));
  - To Ministry of Justice Resourcing ([resourcing-services@justice.gov.uk](mailto: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-of-justice/about/equality-and-diversity>.