



HM Prison & Probation Service

HQ Job Description (JD)

Band 8

Directorate: Public Sector Prisons

Job Description: Prison Group Equalities Lead

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HQ Job Description

Job Title	Prison Group Equalities Lead
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Overview of the job	<p>The Equalities Lead will adapt the national Equality Strategy to respond to the equality and diversity challenges, issues and opportunities and drive progress within the Prisons Group. Ensuring equality legislation and policy compliance, innovation, collaborate and deliver positive outcomes for staff and prisoners.</p> <p>The job holder will be responsible for providing regional equalities advice to establishments within the Region.</p> <p>Providing assurance to the Deputy Director and Executive Director that prisons within the group are adhering to the equalities policies and procedures.</p> <p>The job holder will be regionally based, with no line management responsibility.</p>
Summary	<p>The job holder will be responsible for delivering and driving the national Equality strategy at the group level, by acting as an interface between the national Equalities team at HQ and staff in the Prisons Group.</p> <p>The Equalities Lead will lead and enable Equalities leads in the establishments to improve outcomes, reduce disproportionality and share and encourage learning and innovation.</p> <p>This is a non-operational job with no direct line management responsibilities. There will, however, be regular structured contact with Equality leads in establishments, with a responsibility to provide support and direction.</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"> • Build Group understanding of equality and diversity, to meet the needs of the prisoners in our care and to support the development of inclusive and rehabilitative culture. • Plan, implement and manage the sharing of knowledge and good practice to inform innovation and improve outcomes across the group. • Promote the routine application of the Equality Analysis process consistent with the relevant Instruction. • Provide direction for reducing disproportionate outcomes for staff and prisoners and embed a culture of just and fair treatment. • Lead on all Equality matters within the group and advise and support PGD and Governors on equality implementation and delivery. • Provide policy lead support to all Equality leads within the group on the development of prisoner involvement and engagement, including peer support and prisoner forums. • Develop a strategy for the group, involving each prison with the differing diverse needs of each, ensuring access to rehabilitative activities and processes through taking into account reasonable adjustments when required. • Provide direction and support for the implementation of relevant legislation review including the delivery of recommendations following the Lammy Review. The changes will need to be at group level, ensuring improved outcomes across establishments.

	<ul style="list-style-type: none"> • Work collaboratively with other PSP equality advisors to ensure wider development of improved equality outcomes in establishments. • Champions a group-wide culture that promotes equality and diversity. • Liaise with staff to receive, collate and analyse information to monitor outcomes in all establishments, identifying trends and risks, and engaging and constructively challenging staff to address disparity. • Develop and utilise data to identify trends and themes and take appropriate action to maintain and enhance performance across the group, flagging concerns to Governors and the PGD where appropriate. • Maintain structured regular contact with senior staff and equality leads in establishments to address equality related matters, as well as ensuring effective communication with HMPPS HQ equality leads. • Ensure establishments have proactive equality action plans which are driven by engaged leadership and staff, and set out how the Public Sector Equality Duty will be met. • Develop and maintain effective communication and build alliances with external stakeholders to ensure effective delivery and enhance provision into establishments and share learning and best practice. <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>
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Competencies	<p>For the purpose of selection the following competencies will be measured:</p> <ul style="list-style-type: none"> • Changing and Improving • Making Effective Decisions • Leading and Communicating • Collaborating and Partnering • Building Capability for All
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.
Essential Skills Qualifications, Accreditation & Registration	<p>High level written and oral communication skills.</p> <p>Good data analysis and analytical skills.</p> <p>IT literacy.</p>

Hours of Work (Unsocial Hours) Allowances	
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