



## **Candidate Brief Inspector**

**Start date: August/September 2020**

### **HM INSPECTORATE OF PRISONS**

Successive Chief Inspectors have summarised the Inspectorate's purpose as follows:

*'We ensure independent inspection of places of detention, report on conditions and treatment and promote positive outcomes for those detained and the public.'*

This statement of purpose derives from HM Chief Inspector of Prisons' legislative powers and duties and the UK's obligations arising from its status as a party to the Optional Protocol to the United Nations Convention Against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (OPCAT).

These powers and duties require the Chief Inspector to prepare an inspection programme and inspection framework, on which the relevant Secretary of State and other specified bodies must be consulted, and report independently on the treatment of prisoners, police and immigration detainees and the conditions in which they are held. The Chief Inspector jointly inspects police custody with HM Chief Inspector of Constabulary as part of the programme of work with other criminal justice inspectorates undertaken under the auspices of the Police and Justice Act 2006.

The Chief Inspector's responsibilities have been extended to court custody and, jointly with HM Chief Inspector of Constabulary, Border Force customs custody. By invitation HM Chief Inspector of Prisons also carries out inspection of military detention facilities, prisons in Northern Ireland (on behalf of Criminal Justice Inspection Northern Ireland), prisons on the Isle of Man and Channel Islands and some other overseas prisons in jurisdictions with links to the UK.

HM Inspectorate of Prisons coordinates and forms part of the National Preventive Mechanism (NPM), by which the UK delivers its obligations as an OPCAT signatory to ensure the regular, independent inspection of all places of custody to prevent the ill-treatment of detainees. At a national level, OPCAT requires States Parties to:

*'... set up, designate or maintain at the domestic level one or several visiting bodies for the prevention of torture, inhuman or degrading treatment or punishment... These visits shall be undertaken with a view to strengthening, if necessary, the protection of these persons against torture and other cruel, inhuman or degrading treatment or punishment.'*

In addition, OPCAT creates an obligation for NPMs to use the experience from their inspections to prevent ill-treatment by, for example, commenting on policy and legislative proposals.



## **HM Inspectorate of Prisons' Values**

The established values of the Inspectorate are:

- Independence, impartiality and integrity are the foundations of our work.
- The experience of the detainee is at the heart of our inspections.
- Respect for human rights underpins our Expectations.
- We embrace diversity and are committed to pursuing equality of outcomes for all.
- We believe in the capacity of both individuals and organisations to change and improve, and that we have a part to play in initiating and encouraging change.

## **HM Inspectorate of Prisons' Equality and Diversity Statement**

We are committed to creating and maintaining a working environment that is positive about and supportive of all equality and diversity issues. We believe that difference and diversity within our workforce strengthens the work we do and the influence we have.

We are committed to becoming an employer of choice by creating an inclusive and supportive working environment where people are treated with dignity and respect and where discrimination and/or exclusion are not tolerated. Our goal is to ensure these commitments, reinforced by our values, are embedded in our day-to-day working practices.

Our long-term vision is to:

- have a workforce with the necessary expertise and sufficient diversity to reflect the community in which it operates;
- develop a more flexible and supportive working environment which always seeks to include difference;
- continue to build a confident and competent workforce who feel valued and heard;
- deliver learning and development opportunities to our staff so they are equipped to understand, inspect and make valid and relevant recommendations relating to equality and diversity.

We expect commitment and involvement from all our staff and partners in working towards the achievement of our vision and to that end we have developed an equality and diversity action plan



## Strategy

The Inspectorate's recent Corporate Plan sets out five strategic themes:

- **An independent inspectorate**

We will fulfil our statutory duty. Our primary task to report accurately, impartially and publicly concerning the treatment and conditions for detainees will continue. Our values-based approach, our independent Expectations and our methodology will support us in ensuring human rights standards are maintained and outcomes for detainees improve across the different custodial settings we inspect.

- **An influential inspectorate**

We will inspect and report in an open way, challenging constructively those responsible for the institutions we inspect. We will ensure that evidence from our inspections informs policy and practice and contributes to improving outcomes for those held in custody. Our communications strategy will ensure that findings from our inspections are made accessible to a wide range of stakeholders, including the public.

- **An accountable inspectorate**

We will manage our resources efficiently and undertake our work in a professional manner. We will account for our performance and continue to demonstrate value for money.

- **A capable inspectorate**

We will be a multidisciplinary, values-based organisation committed to equipping our staff with the skills they need to fulfil our purpose. We will strive to increase the diversity of our workforce. We will use our resources efficiently to maximise the quality of our inspections and improve treatment and conditions for detainees.

- **A collaborative inspectorate**

We will meet our statutory obligation to work collaboratively with our criminal justice partners, as well as other key stakeholder partners, to better promote conditions for detainees. As the coordinating body for the National Preventive Mechanism (NPM), we will work with the NPM membership to increase OPCAT compliance and coordinate joint working.



## The Inspectorate in 2019/20

During 2019/20 HM Inspectorate of Prisons carried out 66 inspections reporting publicly on our findings. These included inspection of prisons, young offender institutions and secure training centres, immigration removal centres and a range of holding facilities and escorts associated with immigration removal arrangements. Jointly with HM Inspectorate of Constabulary and Fire & Rescue Services, we also inspected custody in eight Police Force areas.

We assess prisons against four tests of a healthy prison (which are slightly amended for different types of custody):

- **Safety:** prisoners, even the most vulnerable, are held safely.
- **Respect:** prisoners are treated with respect for their human dignity.
- **Purposeful activity:** prisoners are able, and expected, to engage in activity that is likely to benefit them.
- **Rehabilitation and release planning:** prisoners are prepared for their release back into the community. Their risk of harm is effectively managed and they are helped to reduce their likelihood of reoffending.

Each test is underpinned by 'expectations' or inspection standards that set out the outcomes we expect to see, based on relevant international human rights standards and norms.

Inspection teams consist of a team leader and a number of full-time, sessional and specialist inspectors. They are assisted by researchers and will be joined as appropriate by inspectors from other inspectorates such as Ofsted, the Care Quality Commission, HM Inspectorate of Constabulary and Fire & Rescue Services and HM Inspectorate of Probation. All teams inspect a range of establishments but each has a specialist role, including children, young adults, women, adult male prisoners, immigration and police custody.

The logistics of each inspection are complex. Most inspections are unannounced, to make our visits more responsive to risk and our inspection programme more unpredictable and flexible. During this business year all but four of our inspections will be unannounced. A prison inspection lasts about seven or eight working days over two weeks. About 12 inspectors and researchers are present for the whole or part of the inspection.

In addition to our programme of individual inspections, we carry out thematic inspections of cross-cutting issues. Some of these are conducted jointly with other inspectorates.

We also undertake between 15-20 Independent Reviews of Progress each year to assess the progress a prison is making in meeting our recommendations. These are shorter announced visits to an establishment and involve a smaller team of inspectors.



The Inspectorate is led by the Chief and Deputy Chief Inspector. There are currently 70<sup>1</sup> staff working for the Inspectorate, including full-time staff, secondees and a number of fee-paid associates such as editors and health inspectors. The Inspectorate is currently organised into five specialist inspection teams, a research, development and thematic team and a support team. Each is headed by a team leader who, together with the Chief and Deputy Chief Inspector, forms the corporate management of the Inspectorate. The small office-based teams consist of the Chief and Deputy Chief Inspectors and their personal secretaries, as well as the research, development and thematic team and secretariat team.

Office-based staff are accommodated in a HM Government shared hub building in Canary Wharf, London.

In 2020/21, the budget for HM Inspectorate of Prisons is £5,248,000

For further information on HMIP, please visit our website at:  
<https://www.justiceinspectorates.gov.uk/hmiprisons/>

We are also on Twitter at @HMIPrisonnews

## **ABOUT THE ROLE**

HM Inspectorate of Prisons are looking for an Inspector to inspect predominantly in police and court custody.

HMIP inspect a range of custodial establishments: prisons, young offender institutions, immigration removal centres, court custody and police custody suites. On behalf of the Chief Inspector, we assess outcomes against our published healthy prisons tests which reflect the criteria or Expectations against which we inspect. We also follow up the responses to the recommendations we make. Each team consists of a team leader and several core inspectors. Teams are assisted by researchers and specialist inspectors, examining such issues as education and training, health and drugs. The candidates will be allocated to a team according to their skills but will also routinely inspect all types of prison and other forms of custody.

Most inspections take place over two weeks, so role of inspector requires a considerable amount of time working away from home. This will sometimes include leaving on Sunday afternoon to start work early on a Monday. Essentially, inspectors need to be very flexible, but the Inspectorate will offer a balanced workload that provides time at home between inspections. Across the year, you are likely to complete on average 18 to 20 full weeks away on inspection.

Frequent travel within the UK (and possibly abroad) will be required, and you will spend at least one week in three away on inspection, as well as travelling for meetings and other events. You will also need to be available to come to London for internal and external meetings on a regular basis. A preparedness to travel and work away from home is a key requirement of the role.

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<sup>1</sup> Headcount as at September 2019



## **Responsibilities**

You will:

- inspect the conditions and treatment of prisoners and detainees, using HMIP's own Expectations, inspection criteria
- interact with detainees and staff throughout inspections, seeking their views
- work under substantial time pressure during inspections
- spend a lot of your time working on your own each day in the custodial environment (you will be trained in prison awareness and carrying keys)
- draw accurate and objective conclusions from the evidence gathered
- discuss, evaluate and debate findings with the team leader and other team members
- need to be an excellent team player throughout the inspection weeks, supporting colleagues and constructively contributing to on-site discussions and judgements
- brief senior managers in the establishment about your developing findings, and participate in the debrief at the end of the inspection
- write up your findings clearly and concisely the week after an inspection, to tight timescales and wordcounts (and using information technology)
- monitor policy and practice in relation to those in custody and help ensure that your team, and the Inspectorate in general, keeps abreast of these developments
- attend meetings and conferences, where required, on behalf of the Inspectorate
- assist with policy papers, briefings and thematic reviews, as required.

## **Essential Knowledge, Experience and Skills:**

All candidates will need to have:

- Experience of working with people at senior levels
- Experience of developing or influencing policy
- An interest in working across the range of custodial environments but mainly in police and court custody
- Experience that demonstrates support for and understanding of the Inspectorate's work and values
- Experience that demonstrates excellent verbal and written communication skills, including the ability to write high quality reports at pace
- Strong people skills and emotional intelligence

You will be working in difficult and challenging environments. The best candidates will offer a combination of the following skills:

- Ability to analyse a range of oral, written and statistical evidence
- Make accurate judgements under pressure and support your findings with evidence
- Adhere to HMIP's code of conduct and core values at all times
- Be resilient in the field and meet tight deadlines
- Work effectively as part of the inspection team but also able to spend long periods inspecting alone
- Deliver difficult messages in a constructive manner



- Be extremely flexible and supportive to colleagues
- Work closely with colleagues, custodial staff and detainees throughout inspections

### **Desirable:**

- Experience of criminal justice work and custodial settings
- Understanding of policy, debates associated with detention and custodial environments
- A background in inspection or investigation
- Extensive understanding of police and court custody policy and debates
- Understanding of legislation related to police and court detention
- An ability to work across very varied detention environments, including police and court custody and prisons.

### **Behaviours and Strengths**

You will be tested against the Success Profiles used across the Civil Service and its agencies at application and/or at interview stage. Please note that as part of the selection process, candidates may be invited to sit a written assessment.

### **Essential behaviours:**

**Working Together** – Form effective partnerships and relationships with people both internally and externally, from a range of diverse backgrounds, sharing information, resources and support.

**Communicating and Influencing** - Communicate purpose and direction with clarity, integrity and enthusiasm. Respect the needs, responses and opinions of others.

**Making Effective Decisions** - Use evidence and knowledge to support accurate, expert decisions and advice. Carefully consider alternative options, implications and risks of decisions.

**Delivering at Pace** - Take responsibility for delivering timely and quality results with focus and drive.

### **Essential strengths:**

#### **Challenger:**

You can bring a fresh perspective whatever the situation or context. You see other people's views and can appreciate there are many different angles to consider.

**Explainer** - You communicate thoughts and ideas, verbally or in writing. You simplify complexities and adapt communication so others can understand.



**Analytical** - You seek and analyse information to inform decisions based on the best available evidence.

**Adaptable** - You can adapt to variations in work or environment and your effectiveness isn't impacted by change. You are flexible and versatile and act as an advocate for change.

### Working for the Civil Service

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

- 1- To Shared Service Connected Ltd (0845 241 5358 (Monday to Friday 8am - 6pm) or e mail [Moj-recruitment-vetting-enquiries@sscl.gse.gov.uk](mailto:Moj-recruitment-vetting-enquiries@sscl.gse.gov.uk));
- 2- To Ministry of Justice Resourcing ([resourcing-services@justice.gov.uk](mailto:resourcing-services@justice.gov.uk));
- 3- To the Civil Service Commission (details available here)

The Civil Service embraces diversity and promotes equality of opportunity.

There is a guaranteed interview scheme (GIS) for candidates with disabilities who meet the minimum selection criteria.

### Band A Grading Review

The Ministry of Justice is currently undergoing a review of posts which are currently graded at Band A to realign our grading structure with the majority of the wider Civil Service.

This is a G7 role.

### Conditions of service

The successful candidate will be expected to take up post in **August/September 2020**.

The appointment will be made on a permanent contract basis. The post holder will have a contract of employment issued by the Ministry of Justice (MoJ), our sponsoring Government Department, and MoJ civil service terms and conditions will apply.

Secondment might be available subject to approval. Secondees will remain employed by their current employers and the principle terms and conditions of employment will remain unchanged, subject to some additions regarding confidentiality, travel costs and subsistence expenses.

The secondment is subject to the approval of the selected candidate's employer or manager, which should be obtained before applying for the post. If the post is offered on secondment then, if appropriate, temporary promotion to the equivalent of Band A (Grade 7) will be offered. You will revert to your current grade when you return to your employer.





You will be expected to work away from home during inspections, and can work from home when not on inspection. However, you will need to spend a minimum agreed number of days in the Inspectorate office in London that will potentially require overnight stays.

### **Existing Civil Servants**

Existing Civil Servants are welcome to apply for this post but you should note that you will be subject to the same selection process as all other applicants.

As you will already have completed your probationary period you may not have to serve a further period of probation.

If you are not currently employed in the same grade as the post for which you are applying, you must meet the qualifying criteria for that grade.

### **Grade**

Moj Grade 7

### **Salary**

The starting salary will be confirmed at the point of job offer and will be subject to skills and experience.

The Grade 7 salary range(s) start at:

- Inner London £52,845
- National - £43,958

Progression up the pay scale will depend on MoJ Pay and Rewards Policy (under review at present) and performance, which is assessed annually.

Abatement of salary may apply if you are in receipt of a public service pension. In addition, civil servants who have been granted early retirement (under the terms of Compulsory Early Retirement, Compulsory Early Severance, Flexible Early Retirement or Flexible Early Severance) will be required to repay all or part of their lump sum compensation payment if their re-employment commences during the period represented by the payment.

### **Hours**

You will be contracted to work 37 hours a week excluding meal breaks. However, when on inspection, your working week will be much longer and inspectors are encouraged to work shorter hours on the weeks they are not in the field, so as to balance this out.

### **Flexible working hours**



A flexible working system is in operation, with individual arrangements to be agreed with line managers.

### **Probation**

You will be on probation for a period of up to six months unless you are already an established civil servant who has satisfactorily completed a probationary period.

### **Annual leave**

There are generous allowances for paid holiday starting at 25.5 days per year, which rise as your service increases. There is also a scheme to allow qualifying staff to buy or sell up to three days leave each year. There is additional paid time off for public holidays and one privilege day.

### **Pension**

The Civil Service offers a choice of pension schemes, giving you the flexibility to choose the pension that suits you best.

### **Training**

We are committed to staff development and offer a range of training and development opportunities.

### **Support**

- A range of 'Family Friendly' policies such as opportunities to work reduced hours or job share.
- Access to flexible benefits such as salary sacrifice arrangements for childcare vouchers, and voluntary benefits such as retail vouchers and discounts on a range of goods and services.
- Paid paternity, adoption and maternity leave.
- Free annual sight tests for employees who use computer screens.

### **Location of post**

Our office is based in London at 10 South Colonnade, Canary Wharf E14 4PU.<sup>2</sup> You will be expected to work away from home during inspections, and can work from home when not on inspection.

However, you will need to spend a minimum agreed number of days in the Inspectorate office in London that will potentially require overnight stays.

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## **Nationality**

The Ministry of Justice is required to meet Civil Service nationality rules for all posts.

You can apply for any permanent or fixed-term job within the Ministry of Justice as long as you are a UK national or have dual nationality, with one part being British. In addition, all posts below that of Senior Civil Servant are open to Commonwealth citizens, nationals of any of the member states of the European Economic Area (EEA) and certain non-EEA family members (such as spouse, descendant or dependent relative) who have moved to the UK for an approved purpose.

During the recruitment process, you will be asked about your nationality at birth, whether you are subject to immigration control, and whether there are any restrictions on your continued residence or employment in the UK.

As the Ministry of Justice is a government department, people have to meet certain legal nationality requirements to become employees. Your application will be considered if you are one of the following:

- a British National
- a National of the European Economic Area (EEA)
- a National of the European Union (EU)
- a Citizen of the Republic of Ireland (Eire)
- a Commonwealth Citizen and have permission to work in the country
- a British Protected Person.
- take positive action to secure equality of opportunity.

## **Criminal Records Bureau disclosure**

The Ministry of Justice uses the Criminal Records Bureau (CRB) disclosure service to assess applicants' suitability for positions of trust and fully complies with the CRB Code of Practice. The Ministry also complies with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of disclosure information. The Ministry's CRB disclosure policy summary is available to all disclosure applicants. If you wish to see a copy of the policy summary, please contact Lesley Young on 020 7 340 0500.

## **Disclosure Scotland**

The Ministry of Justice uses the Disclosure Scotland service to randomly assess applicants' trustworthiness, integrity, and probable reliability and fully complies with the Disclosure Scotland Code of Practice. The Ministry also complies with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use storage, retention and disposal of disclosure information.

## **Data Protection Act 1998**



The Ministry of Justice collects information for purposes related to your application and potential employment. We may check information provided by you, or information about you provided by a third party, with other information held by us. We will not disclose information about you to anyone outside the Ministry of Justice unless the law permits us to.

The information provided by you in this application and the supporting documentation will be used by the panel to consider your suitability for the post. If you are successful, this information will become part of your employment record. If you are unsuccessful, some data will be used for monitoring purposes and will be destroyed after 12 months.

## **Application process**

### **Strengths and Behaviours online application**

The online application form will ask you to demonstrate how you meet the required strengths and behaviours described above. Bearing in mind the job specification for this role, please ensure you provide relevant examples for each strength and behaviour.

## **CV**

As part of the online application process, please submit an up-to-date CV which should include relevant qualifications and experience.

## **References**

Existing Civil Servants – please include a supporting statement from your line manager.

External candidates – please include a name and contact details of two referees, and confirmation of the stage at which we can approach them regarding your suitability for the role.

For further information about the application process, please contact Lesley Young on [Lesley.young@hmiprisons.gov.uk](mailto:Lesley.young@hmiprisons.gov.uk) or 0207 3400 356.

## **Equal opportunities**

We are dedicated to promoting equality, fairness and respect. We will create a working environment where diversity is recognised, valued and celebrated.

HMIP welcomes applications from candidates regardless of ethnic origin, religious belief, gender, sexual orientation, disability, age or any factor unrelated to someone's ability to perform the job. We particularly welcome applications from black and minority ethnic candidates as they are under-represented at HMIP.

In delivering our business to our diverse society, we will take care to assess the impact of our policies on race, religion and belief, gender, gender identity, disability, sexual orientation and age equality.



Specifically, we will aim to:

- employ a workforce that reflects, at all levels, the diversity of society as a whole;
- treat all our staff and customers with dignity and respect;
- develop all our staff to realise their full potential;
- ensure that our recruitment, selection, appraisal, training and career progression processes are fair, objective and free from bias or stereotyping;

### **Disability symbol – guaranteed interview scheme**



We operate a guaranteed interview scheme for disabled people (as defined by the Disability Discrimination Act 1995) who meet the minimum criteria for this appointment as published in these notes. If you wish to apply for consideration under this scheme, please complete the enclosed form and return it with your application form. In addition, if you require any special arrangements at our selection centre, please give details in a covering letter to enable us to make the appropriate arrangements, if necessary.