



**Candidate Brief  
Head of NPM Secretariat  
HM Inspectorate of Prisons  
Start date: December 2022/ January 2023**

## **THE NATIONAL PREVENTIVE MECHANISM (NPM)**

The UK's National Preventive Mechanism (NPM) was established in March 2009 after the UK ratified the Optional Protocol to the Convention against Torture and other Cruel, Inhuman or Degrading Treatment or Punishment (OPCAT) in December 2003. It is made up of 21 statutory bodies that independently monitor places of detention.

The NPM was set up to ensure regular visits to places of detention in order to prevent torture and other ill-treatment, as required by OPCAT. OPCAT recognises that people in detention are particularly vulnerable and requires States to set up a national level body that can support efforts to prevent their ill treatment. The NPM must have, as a minimum, the powers to:

- regularly examine the treatment of persons deprived of their liberty in all places of detention under the UK's jurisdiction and control;
- make recommendations to relevant authorities with the aim of improving the treatment and conditions of persons deprived of their liberty;
- submit proposals and observations on existing or draft legislation

The UK government designated HM Inspectorate of Prisons (England and Wales) to host the co-ordination of the NPM. The NPM publishes an annual report of its work which is presented to Parliament by the Lord Chancellor and Secretary of State for Justice. For further information on the role and work of the NPM, please visit [\*\*National Preventive Mechanism – National Preventive Mechanism\*\*](#).



## About The Role

The National Preventive Mechanism is looking for an exceptional candidate to fill the role of Head of NPM Secretariat. This is a key post working in collaboration with 21 NPM-member organisations, their heads and senior staff to provide policy, research and secretarial support to the NPM. This role will manage a large network of relationships and work closely and collaboratively with NPM members and the Chair. They are responsible for driving and managing the work of the NPM, liaising closely with all members to develop consensus on joint priorities and work across the NPM. They will assist the Chair and NPM members to develop NPM objectives and will lead the development and delivery of an NPM business plan and the production of the NPM annual report.

The role involves facilitating collaborative working, balancing competing demands, juggling priorities, and defining clear objectives between different organisations and senior stakeholders. The post holder will draw on the different views and experiences from across the NPM, supporting its 21 member bodies to work together in pursuit of common objectives and influence detention policy and practice in line with international obligations.

The post-holder will liaise, on behalf of the NPM, with a wide range of high-level external stakeholders and relevant international human rights bodies such as the UN treaty body the Subcommittee on the Prevention of Torture (SPT) and the Council of Europe's Committee for the Prevention of Torture (CPT).

This role is task managed by the chair of the NPM (currently rotated between NPM Steering Group members) and is ultimately accountable to the NPM Steering Group. Due to the hosting arrangements between the NPM & HMIP and civil service reporting purposes, the post is process line-managed by a Grade 6 Senior Manager within HMIP. HMIP provide HR, finance and administrative support to the NPM. The post-holder is required to work with minimal supervision over the substantive elements of the role and is responsible for managing a Band C assistant coordinator.

## Grade

Grade 7

## Responsibilities

The Head of NPM Secretariat has the following responsibilities:

### Coordinate and support joint NPM activity

- Support members to set the strategic direction of the NPM through consultative business planning, identifying opportunities for future collaborative work and ensuring OPCAT compliance.
- Monitor and report to the Steering Group on the implementation of the NPM business plan and budget, to ensure appropriate governance of all activities.
- Work with NPM members to develop and publish NPM-related reports and publications (including the NPM annual report and submissions to international committees), as agreed in the NPM business plan.
- Maintain overview of external environment for strategic NPM work, which includes identifying the specific OPCAT responsibilities of members and the themes and issues that need to be progressed by the NPM.
- Together with the Chair of the NPM, set agendas for the NPM Steering Group and Business meetings and ensure the production of supporting papers.
- Lead a programme of work with the NPM Chair and Steering Group, to implement the recommendations from a recent strategic review to strengthen the NPM's governance, structure and resource base.
- Provide strategic advice and input into on the effective implementation of OPCAT in the UK to NPM members and committees.
- Assist NPM members to develop their policies and working practices by supporting them to implement international standards and best practice, encouraging collaboration and advising on human rights approaches.
- Develop and oversee substantive projects to work on implementation of human rights standards



- Work with individuals and groups of NPM members to build consensus on issues related to the prevention of ill treatment.
- Encourage collaboration and the sharing of information and good practice between UK NPM members.
- Work with NPM members to identify opportunities for staff to develop and build their human rights expertise and competence.

#### External influencing and stakeholders

- Liaise with government officials across UK on implementation of OPCAT, in close consultation with NPM members. Act as first point of contact on all NPM matters, triaging enquiries and seeking input from NPM members where appropriate.
- Work with NPM members to develop policy and external briefing documents, training materials and manage communications and social media to further NPM work and increase awareness of the UK NPM.
- Liaise with and advise international actors (UN Sub-Committee for the Prevention of Torture, the Committee for the Prevention of Torture, OSCE and other NPMs) to ensure UK NPM experience informs and reflects international best practice.
- Develop and maintain external relationships with NGOs, human rights commissions, academics, parliamentarians, select committees and other senior stakeholders.
- Attend relevant conferences and events as directed by the NPM Steering Group.

#### Resource management

- Responsible for NPM budget (approx. £135,000), financial reporting and bids for resources.
- Directly line manage Band C Assistant NPM Coordinator
- Recruit and oversee external consultants to deliver specific NPM projects.



- Work collaboratively with the NPM Coordinator in Scotland.

### **Knowledge, Experience and Skills**

#### **Essential:**

You will have:

- Experience of managing high-level, complex, multi-stakeholder networks or organisations, including coordinating meetings, business planning and leading work to strengthen governance frameworks.
- Experience of leading high-level partnerships across organisations and with senior external stakeholders, effective and robust relationship management.
- Excellent written and verbal communication skills and the ability to communicate confidently with a wide range of audiences and stakeholders.
- Experience of successfully managing change, introducing and embedding new ways of working.
- Proven experience of applying human rights law to practice, policy and interpreting this information for a wide range of audiences.
- Strong people skills and emotional intelligence.
- Excellent time-management skills and the ability to work autonomously and to tight deadlines
- Thorough understanding of United Nations human rights frameworks, including in relation to the prevention of torture.
- Proven experience of the specific issues associated with the prevention of torture in detention settings.

#### **Desirable:**

- Demonstrable understanding of working independently of government and dealing with the conflicts and tensions that often result.
- Knowledge and understanding of devolved administrations within the UK.



- Understanding of law-making processes.
- Experience of working internationally.
- Masters degree in international human rights law, public policy or related field.

### **Success Profiles**

You will be tested against the Success Profiles used across the Civil Service at application and/or at interview stage.

### **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.

**Leadership** - Inspire and motivate teams to be fully engaged in their work and dedicated to their role. Seek out shared interests beyond own area of responsibility, understanding the extent of the impact actions have on the organisation.

**Seeing the Bigger Picture** – understand how your role fits with and supports organisational objectives.



## **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 email [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

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.

## **Conditions of service**

The successful candidate will be expected to take up post in December 2022/January 2023.

The appointment will be made on permanent 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.

## **Location of post**

The HM Inspectorate of Prisons office is based in London at 10 South Colonnade, Canary Wharf E14 4PU or this role can be based at a national MoJ Hub.

## **Salary**

The Grade 7 salary range(s) start at:

- Inner London £55,720 (Min) - £64,135 (Max)

The MoJ expectation is that new starters will join at the bottom of the pay range. Starting salary will be confirmed at the point of job offer and could be subject to uplift based on skills and experience. Progression up the pay range will depend on MoJ Pay and Rewards Policy (under review at present).



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**

This is a full-time role, contracted at 37 hours a week.

### **Flexible working hours**

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

### **Probation**

If you are already an established civil servant who has satisfactorily completed a probationary period, you will not have any probation period.

### **Annual leave**

There are generous allowances for paid holiday starting at 25.5 days per year (for a full-time role; pro-rata for a part-time role), 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.

### **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**

#### **Success Profiles online application**

The online application form will ask you to demonstrate how you meet the required success profiles described above. Bearing in mind the job specification for this role, please ensure you provide relevant examples for each success profile

### **CV**

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

### **Assessments & Interviews**

Candidates who are successful at the sift stage will be invited to interview. These may take place over Microsoft Teams or face to face, but this will be confirmed at a later date.

### 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.

For further information about the application process, please contact Lesley Young, Head of Finance, HR and Inspection Support on Lesley.Young@hmiprisons.gov.uk or 07889 414840.