



Candidate Pack
HMI Prisons, Inspector
Start date: March 2023

HM INSPECTORATE OF PRISONS

HM Inspectorate of Prisons (HMI Prisons) for England and Wales is an independent inspectorate which reports on the treatment of, and conditions for, those in prison, young offender institutions and court custody suites in England and Wales, and immigration detention facilities in the United Kingdom. HMI Prisons also inspects Border Force customs custody (jointly with HM Inspectorate of Constabulary and Fire & Rescue Services) and secure training centres (jointly with Ofsted). By invitation, HMI Prisons inspects some military detention facilities, as well as prisons in Northern Ireland and in other jurisdictions with links to the UK, such as the Isle of Man.

The role of HM Inspectorate of Prisons is to provide independent scrutiny of the conditions for and treatment of prisoners and other detainees, promoting the concept of 'healthy establishments' in which staff work effectively to achieve positive outcomes for those detained and for the public.

The Inspectorate's work constitutes an important part of the United Kingdom's obligations under the Optional Protocol to the United Nations Convention against Torture and other Cruel, Inhuman or Degrading Treatment or Punishment. This Protocol requires signatory states to have in place regular independent inspection of places of detention.

HM Inspectorate of Prisons is an Arm's Length Body (ALB) of the Ministry of Justice (MoJ). The Chief Inspector of Prisons is a Crown Appointee, while the staff of the Inspectorate are civil servants employed by the MoJ. 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.

About the role

HM Inspectorate of Prisons are looking for Inspectors to inspect all types of prison and other forms of custody. Our Inspectors play a pivotal role within the organisation inspecting the conditions and treatment of prisoners and detainees against our Expectations criteria, which describe the standards establishments should achieve.

Inspectors must be confident interacting with detainees and staff throughout inspections. They must be able to analyse complex information from a range of sources and come up with accurate and objective conclusions under time pressure. They also need the ability to write up key findings in a clear, concise and evidence-based way. These roles require excellent team players who can support colleagues when working as part of an inspection team but are also able to spend long periods inspecting and working alone.



Most inspections take place over two weeks, so the role of an inspector requires a considerable amount of time working away from home. For example, if you are coordinating an inspection for your team, you might be away for two nights on the first week, and then four or five nights on the following week. This will sometimes include leaving on Sunday afternoon to start work early on a Monday. If you are just attending the full inspection week, rather than coordinating, you will only be required to attend the second week. It is essential that inspectors are 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 or 20 weeks away on inspection. When not inspecting, time will be used for report writing, project work and other tasks as required.

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.

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 significant 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 jailcraft and carrying keys)
- at speed, interpret complex information and draw accurate and objective conclusions from a range of evidence sources
- draft key findings in a clear, defensible and evidence-based way
- discuss, evaluate and debate findings with the team leader and other team members
- need to be an excellent team player throughout the inspection weeks, Support colleagues throughout the inspection weeks and constructively contribute 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 evidence-based 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 up to date on 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 prisons
- 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 evidence-based reports at pace
- Sound interpersonal, communication and relationship building skills
- The ability to thrive working as part of the inspection team, but also able to spend long periods inspecting and working alone

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

- Think in an objective and analytical manner with the ability to analyse a range of oral, written and statistical evidence
- Make accurate judgements under pressure and support their findings with evidence
- Be committed to continuous improvement, in an environment where performance matters
- Adhere to HMIP's code of conduct and core values at all times
- Be flexible, adaptive and creative in solving problems and dealing with change
- Be resilient in the field and meet tight deadlines
- Deliver difficult messages in a constructive manner
- Be able to manage confidently potentially difficult and challenging situations
- Be able to engage constructively with prisoners and other detainees
- Be extremely flexible and supportive to colleagues
- Work closely with colleagues, custodial staff and detainees throughout inspections



Desirable:

- Understanding of policy, debates associated with detention and custodial environments
- A background in inspection or investigation
- Extensive understanding of immigration detention policy and debates
- Legal understanding of detention and immigration issues
- An ability to work across very varied detention environments, including detention centres, small holding facilities and overseas escorts.

Success Profiles

You will be tested against the Success Profiles used across the Civil Service at application and/or at interview stage. Please note that as part of the selection process, candidates invited to interview will also be required 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.

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);
- 2- To Ministry of Justice Resourcing (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 March 2023.

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.

Grade

MoJ Grade 7

Location of post

The HM Inspectorate of Prisons office is based in London at 10 South Colonnade, Canary Wharf E14 4PU. 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.



Salary

MoJ Grade 7 salary:

- Inner London £55,720 - £64,135
- National £51,767 - £59,590

The MoJ expectation is that new starters will join at the bottom of the pay range.

Progression up the pay scale 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

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

Flexible working systems are in operation, subject to the business needs/inspection programme requirements. You will normally be required to work a 37-hour week excluding meal breaks. However, you will be expected to work longer hours during inspection activities, which will require overnight stays and working outside normal hours. These extra hours will be offset by the possibility of working shorter hours or taking time off in lieu at other times, with line manager's agreement.

You will be expected to work away from home conducting inspection surveys and can anticipate being on a survey visit on average every two weeks (for one or two days, generally commencing on a Monday). When not on a survey visit you will be based at our head office with some home working if desired.



Probation

If you are already an established civil servant who has satisfactorily completed a probationary period, you will not have any probation period. However, if you are not then you will be required to have a probationary 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 7340 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.

Online application process

The online application form will ask you to demonstrate how you meet the required behaviours described above. Considering the job specification for this role, please ensure you provide relevant examples for each success profile (Behaviours) mentioned on the online application.

Experience

As part of the online application process, please submit an up-to-date CV / work history which should include relevant qualifications and experience and demonstrate how you meet the essential and desirable (where applicable) criteria for the role.

Assessments / Interviews

Candidates who are successful at the sift stage will be invited to sit an assessment. Candidates that pass the assessment will be invited to the interview stage which will be held in-person at 10 South Colonnade, Canary Wharf.

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 role, please contact Jane Boys on Jane.Boys@hmiprisons.gov.uk or if you require further information around the application process please contact Lesley Young on Lesley.young@hmiprisons.gov.uk.