



Candidate Brief
Head of Research, Data and Thematic Inspection – HM
Inspectorate of Prisons
Start date: Autumn 2021

HM INSPECTORATE OF PRISONS

Her Majesty's Inspectorate of Prisons for England and Wales (HMI Prisons) 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 police and 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

The Head of Research, Data and Thematic Inspection will have a significant influence on the overall direction of HMI Prisons and its reputation with its stakeholders and the general public. They will develop and lead a Research and Data Strategy, which delivers the vision of transforming the way the inspectorate uses thematic reporting and data to focus on ways that the performance of prisons can be improved.

This role will be accountable for the robust collection, collation and interpretation of data and research from a range of sources. As an expert in their field, the Head of Research, Data and Thematic Inspection will champion best practice and be viewed as the leading voice in the management and use of research and data. They will play a key role in driving change and improvement both across the organisation and externally across the prison system. They will be accountable for the provision of clear and accountable guidance and making sure all research is conducted to the highest professional and ethical standards.

This role is open to:



- Existing Government Operational Research Service (GORS), Government Statistician Group (GSG) and Government Social Research Service (GSR) members either on level transfer or on promotion. You must be a member of a profession to be eligible to apply.
- Other candidates who would like to join GORS/GSG/GSR through the interview process must meet the minimum criteria for each profession. (For more details, please access the links included in the essential knowledge, experience and skills section below).

The Head of Research, Data and Thematics will be an experienced leader with the ability to coach, support and lead a team of 11 staff. They must have the confidence and expertise to represent the Chief Inspector and Deputy Chief Inspector on matters relating to research and data, be influential among senior stakeholders and be comfortable with making presentations to internal and external audiences.

The Head of Research, Data and Thematic Inspection is a member of HMI Prisons' senior leadership team accountable for delivery of the Inspectorate's strategic priorities and business plan objectives in their area of responsibility. They must be a self-starter, with the ability to work autonomously on all stages of the research process including managing research design, delivery, write-up, dissemination and evaluation.

This is a fantastic role for a Grade 7 on promotion or current Grade 6 officer seeking to develop their leadership, organisational and change management skills. While the role is office-based, there are also frequent opportunities to visit prisons and other establishments and to support the inspection process, including through direct engagement with those detained in custody.

Responsibilities

The Head of Research, Data and Thematic Inspection has the following responsibilities:

Corporate

- Setting and delivering the research and data programme for the organisation including the design and delivery of a Research and Data Strategy informed by good practice.
- Making sure that HMI Prisons adheres to the highest professional and ethical standards in relation to the design, delivery and dissemination of research projects and findings.
- Member of HMI Prisons' leadership team taking responsibility for delivery of the Inspectorate's strategic priorities and business plan objectives in relation to research, data and thematic inspection.



- Responsible for project managing and quality assuring the Inspectorate's annual report.
- Manage the provision of information and analysis to feed into the annual report, business plan, Ministerial and stakeholder briefings, policy consultations, presentations and speeches etc.
- Maintain oversight of the collection, collation and analysis of feedback from inspected bodies and other stakeholders to continually improve our inspection approach.

Delivery

- Maintain oversight of the development and maintenance of various key systems for holding information related to inspections (including recommendations made in published reports and Healthy prison assessments).
- Lead the production of the annual inspection programme, identifying the resource required based on establishment size and complexity, other risk assessments, chronology and the inspector resource available. Maintaining oversight of ongoing monitoring systems to provide background information for inspection staff and inform the development of the annual inspection programme.
- Maintain oversight of the development and delivery of research support to the Inspectorate's programme of inspections and thematic reviews including methodologies for gathering the views of detainees and staff.
- Lead the planning, management and delivery of the inspectorate's programme of thematic reviews.
- Lead the negotiation, planning and delivery of joint thematics and projects with the other criminal justice inspectorates, including contributing to joint strategic and business planning.
- Responsibility for overseeing research and data projects being led by the Research, Data and Thematic Inspection Team (RDT) and also independently planning and managing their own portfolio of high level and complex projects as required.

Support to the Chief Inspector and Deputy Chief Inspector

- Provide advice to HM Chief Inspector and Deputy Chief Inspector on matters relating to research, data and thematic inspection, taking into account the strategic context, balancing competing priorities, and identifying risks.



- Lead on high priority issues on behalf of HM Chief Inspector and Deputy Chief Inspector, working with Team Leaders and other senior managers within the Inspectorate to identify effective resolution.

Stakeholders

- Manage key stakeholder relationships, including with the Ministry of Justice, Home Office, other criminal justice inspectorates and academics.
- Support the Chief Inspector in meetings with Ministers and Senior Officials as required.
- Represent the Inspectorate externally as required.
- Membership of relevant external research and data forums to maintain awareness of good practice in these areas to deliver professional leadership by modelling and promoting excellence in social research and the use of data.

Team leadership

- Provide inspirational and motivational leadership to the Research, Data and Thematic Inspection team (currently 11 people). Ensure all staff are supported and developed through objective setting, regular 1-2-1 meetings, team meetings and appropriate professional development opportunities.
- Directly line manage 2 Band B officers and counter-sign for 5 Band C, 2 Band D and 2 Band E officers.
- Ensure appropriate workforce planning within the Research Data and Thematic Inspection team. Maintain oversight of all aspects of the team's work to ensure delivery to agreed standards and timelines.

Knowledge, Experience and Skills

Essential:

- Existing GORS/GSG/GSR members or eligibility to apply for membership. For further information on the eligibility requirements please access the relevant link below:
1) GORS - <https://tinyurl.com/y9q3akcg>.



2) GSG – Eligibility [here](#) (If applicants are not yet GSG members, they will need to complete the GSG online test at application stage).

3) GSR - Eligibility [here](#).

- Significant management experience, including direct line management responsibilities.
- Excellent communication skills, both verbally and in writing with experience of building relationships with a diverse group of stakeholders.
- Excellent inter-personal skills sufficient to deal with authority and tact across a wide range of individuals, including detainees, junior staff and senior internal and external stakeholders.
- Proven track record of delivery, demonstrating an analytical approach to making judgements and decisions.
- Experience in constructing, drafting or contributing to policy, business plans and any project business cases demonstrating good analytical skills and numerical competence.
- Demonstrated ability to quickly grasp new/complex concepts and assimilate information quickly.
- Flexible, and comfortable in managing conflicting priorities and ambiguous contexts.
- Resilient and able to deal with conflict and the requirement to produce work under pressure.
- Demonstrable commitment to the Inspectorate's values and purpose.

Desirable:

- Experience of working in the criminal justice system or with individuals directly affected by it.



Success Profiles

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

Essential behaviours:

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.

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

Changing and Improving - Make changes which add value and clearly articulate how changes will benefit the business.

Professional Competencies

Professional Competency (1) Knowledge & Skills

Please provide a written example demonstrating the following competency from your profession at G6 level:

- GORS - Knowledge and application of OR Skills and Techniques
- GSG - Data Analysis
- GSR - Knowledge and application of GSR technical skills

For more information regarding Professional Competency (1) please refer to the analytical profession links below. Please note that some aspect of the professional competency may overlap with the MOJ competencies listed above. We therefore recommend that in providing written evidence for the professional competency, candidates focus on the technical and methodology aspects of the competencies that are specific to the profession. We will use evidence presented for the MOJ competencies in assessing the wider skills candidates have.

Please only complete one of the above competencies which is applicable to your profession at G6 level.



Professional Competency (2) Influence & Impact

Please provide a written example demonstrating the following competency from your profession at G6 level:

- GORS - Achieving impact with analysis
- GSG - Presenting and disseminating data effectively
- GSR - Using and promoting social research

For more information regarding Professional Competency (2) please refer to the analytical profession links below. Please note that some aspect of the professional competency may overlap with the MoJ competencies listed above. We therefore recommend that in providing written evidence for the professional competency, candidates focus on the technical and methodology aspects of the competencies that are specific to the profession. We will use evidence presented for the MoJ competencies in assessing the wider skills candidates have.

Please only complete one of the above competencies which is applicable to your profession at G6 level.

- **Government Operational Research Service (GORS):** Further information can be found within the link below:
[GORS Competencies](#)
- **Government Statistician Group (GSG):** Further information, including a user guide can be found within the link below:
[GSS Competency Framework](#)
- **Government Social Research Service (GSR):** Further information can be found within the link below:
[GSR Competency Framework](#)

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:

- I- 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 late Autumn 2021.

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

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 Grade 6 will be offered. You will revert to your current grade when you return to your employer.

As you will already have completed your probationary period you will 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 6



Location of post

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

In light of social-distancing requirements during the Covid-19 crisis, the successful candidate may be required to start on a working from home basis. This will be kept under review as national public health guidelines evolve.

Salary

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

The Grade 6 (b) salary range(s) start at:

Inner London £66,325 (Min) - £83,600 (Max)

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

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 complete the relevant assessment for their profession (if required). There may also be assessments required at the interview stage (i.e. presentation), but further details on this will be provided. In light of social-distancing requirements during the Covid-19 crisis, assessments and interviews will be held virtually over video conferencing.

Anticipated Timescale:

Assessments – w/c 19th July (subject to change)

Interviews – w/c 16th August (subject to change)

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 Jane Boys, Head of Secretariat on jane.boys@hmiprisons.gov.uk or 07583 682 140.