

# Band 8: Joint Extremism Unit Strategy Lead

The Joint Extremism Unit (JEXU) is the strategic centre for all counter-terrorism work with offenders in England and Wales). Sitting within the HMPPS's Directorate of Security and Home Office's Prevent Directorate, we have oversight of CT delivery across the offender manager journey. We work closely with operational staff, Police, intelligence partners and the broader CT system to identify, manage and reduce terrorism risk in the sector.

The post holder will be a strategy lead in the Joint Extremism Unit. They will be responsible for planning, managing and overseeing strategy development work as well as being the subject matter expert across relevant policies, providing advice to ministers (through the Head of Team), MoJ policy colleagues, senior officials in HMPPS and the operational line. The post holder will be responsible for planning and managing strategy development and other cross-cutting work.

The post holder will on occasions be required to represent JEXU in meetings with outside organisations, stakeholders and Other Government Departments.

## Responsibilities include:

- Developing strategic products that clearly and accurately describe the state of our counter terrorism effort and help diagnose gaps and identify solutions.
- Developing our international engagement strategy, so that it is proactive and benefits policy development and facilitating engagements with international counterparts. This will require close working with colleagues in FCDO and the Home Office.
- Helping coordinate HMPPS' response to Jonathan Hall KC's recommendations for improved management of terrorist risk in prisons. This is a key Deputy Prime Minister priority.
- Brief and report into ministers, seniors, governance boards and finance oversight processes on the unit's work.
- Providing line management and support to the Band 6 (HEO) Strategy Officer.
- Owning HMPPS' relationship with its Independent Advisory Group on counter terrorism, a group of respected academics and practitioners with valuable expertise.

The duties/responsibilities listed above are not intended to be exhaustive. The post holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the post holder.

## Essential Criteria

The post holder will need to demonstrate:

- Ability to diagnose problems, develop well-considered options and resolve conflicting priorities;
- Ability to quickly grasp complex issues and operational detail;

- Strong communication and drafting skills, including with/for seniors or ministers;
- Strong stakeholder management and delivery skills, including working at pace while maintaining high standards of written work.

### **Desirable Criteria**

- Strong line management skills;
- Experience of working effectively with private offices;
- Knowledge of counter terrorism and/or the prisons and probation sector.

### **Technical requirements**

- IT literacy.
- An understanding of the process of Government, including the workings of Private Office.

### **Minimum Eligibility**

- All candidates are subject to security and identity checks prior to taking up post.
- All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS.
- All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.

### **Level of Security Checks Required**

Security Check (SC)

### **Working Arrangements & Further Information**

HMPPS prides itself on being an open and supportive workplace. We actively embrace diversity and promote equality of opportunity, to enable us to reflect the communities that we serve. We do not tolerate any form of discrimination. We have a strong diversity network, and the wellbeing of our staff is of paramount importance to us.

Some of HMPPS' terms and conditions of service are changing as part of Civil Service reform. The changes will apply to staff joining MoJ who are new to the Civil Service. Staff joining MoJ from other civil service employers will transfer onto the new MoJ terms if they are already on 'modernised' terms in their current post or onto 'unmodernised' MoJ terms if they are on 'unmodernised' terms at their current post. Details will be available if an offer is made.

Standard working hours for this post are 37 hours per week, excluding breaks which are unpaid.

The Loan/Secondment is subject to the approval of successful candidates' Business Units, which should be obtained before confirmation of appointment.

### **Benefits**

#### **Annual Leave**

The holiday year runs from 1 March. If you work a non-standard work pattern your leave entitlement may be expressed in either hours or days as appropriate. Leave entitlement is calculated on a pro-rata basis and you will be advised of your actual entitlement on appointment. If you were appointed internally and your leave was previously calculated in days, this will continue to be the case.

#### **Bank, Public and Privilege Holidays**

You are entitled to 9 days (66 hours 36 minutes) in recognition of bank, public and privilege holidays. These hours are added to your annual leave allowance. There is a requirement to work some public and bank holidays subject to your shift pattern and the operational needs of the establishment.

### **Pension**

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

### **Work Life Balance**

HMPPS is keen to encourage alternative working arrangements. Work life balance provides greater opportunities for staff to work more flexibly wherever managers and establishments can accommodate requests to do so. HMPPS offers flexible working subject to completion of a satisfactory probationary period and NVQ.

### **Season Ticket Advance**

After two months' service, you'll be eligible to apply for a season ticket advance to purchase a quarterly or longer-period season ticket for travel between home and your place of work.

### **Childcare Vouchers**

Moves across the Civil Service may have implications on your ability to carry on claiming childcare vouchers.

### **Training**

HMPPS is committed to staff development and offers a range of training and development opportunities, including areas such as Equality and Diversity, Dealing with Challenging Behaviour, Suicide Prevention and Anti Bullying Programmes.

There are opportunities to access promotion programmes and HMPPS provide a variety of training appropriate to individual posts.

All staff receive security and diversity training and an individual induction programme into their new roles.

### **Applying**

Please do get in touch if you would like to know more about the role or what it is like working in our team.

Contact: Imran Fazal at [imran.fazal@justice.gov.uk](mailto:imran.fazal@justice.gov.uk)

Applicants who are successful at reaching the interview stage are advised that these will be assessed on a blend of Behaviours and Strengths. They will all either be conducted using video conferencing or in person in London – to be determined by vacancy manager.

### **Application**

As part of the selection process you will be asked to complete a Personal Statement of up to 500 words. Candidates should use their statements to show how they meet the Essential Criteria as set out above.

### **Behaviours**

Candidates will be required to provide examples of the following behaviours, both in their written application and, if successful at reaching interview stage, verbally.

- Making Effective Decisions
- Seeing the Big Picture
- Delivering at Pace

- Communicating and Influencing

If a large number of applications are received the panel may assess applications on the lead behaviour only. The lead behaviour is Seeing the Big Picture.

More information on Civil Service Behaviours can be found [here](#).

### **Strengths**

We will also assess you against strengths at the interview stage. Information on strengths can be found [here](#).

### **Sift/interview dates and location**

We hope to sift applications in the w/c 3 April. Interview dates and location are to be confirmed.

### **Further Information**

A reserve list may be held for a period up to 12 months from which further appointment may be made.

Appointments in the Civil Service are governed by the Civil Service Commission's Recruitment Principles, which can be found online here:

<https://civilservicecommission.independent.gov.uk/recruitment/recruitment-principles/>

If you feel these principles have been breached, and would like to raise a complaint, please contact SSCL ([Moj-recruitment-vetting-enquiries@gov.sscl.com](mailto:Moj-recruitment-vetting-enquiries@gov.sscl.com)) in the first instance.