



HM Prison &
Probation Service

Probation Workforce Programme (PWP)

Role: Policy Advisor

Location: National

Grade: Band 6



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Ian Barrow

Executive Director
& Programme
Director Probation
Workforce
Programme
(PWP)

Thank you for your interest in this role within the Probation Workforce Programme (PWP), HMPPS. It is an exciting time to be joining the PWP which will introduce a number of changes to strengthen our probation workforce, which will help us take advantage of opportunities to develop a joined-up approach to addressing some of the very real issues facing our workforce, as well as ensuring real alignment and coordination with other key areas of work.

The probation service has a 100-year plus history in rehabilitation and public service. As someone who joined the service in the 1990s, I have observed many changes in roles and responsibilities; however, one aspect of probation which remains constant is our belief that offenders can change, if they are provided with support, hope and opportunity. Over the years NPS' work has been extended to providing support for victims of serious crime: this challenging work also requires a high degree of skill and professionalism.

Our greatest asset in providing an effective service to victims and offenders is our staff, which is why the PWP has an extraordinary purpose in ensuring we drive forward the changes and reforms required to ensure we have the most effective, futureproof and inclusive workforce system possible for our staff members and to deliver our core purpose of protecting the public. With a complete workforce with highly skilled and trained staff who are motivated, rewarded and provided with access to comprehensive training and professional development whilst working in the right places across the service, I believe the NPS can achieve the best results in reducing offending and protecting the public.

We welcome people from a wide range of backgrounds and with varied experience and are committed to being a great employer. We look forward to receiving your application and wish you all the best with it!

Working in HMPPS

Our Vision

Working together to protect the public and help people lead law-abiding and positive lives.

Our Principles

Enable people to do their best

The relationships we develop are critical to helping those across our service.

An open, learning culture

Our work is affected by changes in technology and society.

Transform through partnerships

Strong partnerships with other public and third sector organisations.

Modernise our estates and technology

Ensure our prisons are decent and support our efforts to rehabilitate those in our care.

Our Outcomes

- Public protection
- Decent and safe prisons
- Reduced reoffending
- High-quality sentence management
- Diverse, skilled and valued workforce

Vacancy Description

Job Title

Policy Advisor

Grade

Band 6

Location and terms of appointment

The Probation Workforce Programme is due to end in April 2025.

Any loan is subject to the approval of the selected candidate's home department.

If appointed on loan from your home department for up to 24 months, you will remain on existing Terms & Conditions.

This position is based nationally, and some travel may be required.

Currently programme staff are required to work from a national office base for a minimum of two days a week.

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

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Vacancy Description

Introduction

The Ministry of Justice's (MoJ) priorities include improving public safety and reducing reoffending by reforming prisons, probation and youth justice, and building a justice system which makes access to justice swifter and more certain for all citizens whatever their background. Policy professionals in the MoJ help to improve the government's ability to protect the public and reduce reoffending, and to provide a more effective, transparent and responsive criminal justice system for victims and the public.

HM Prison and Probation Service (HMPPS) is responsible for the delivery of probation services in England and Wales, and in January 2020 it launched an ambitious five-year programme to deliver the vision of a strengthened, innovative and professional probation workforce which is leading the criminal justice system to protect the public and reduce re-offending, and respond to the impact of increasing numbers of police officers and sentencing reform.

The Probation Workforce Programme (PWP) recognises that to make sure our probation workforce is fit for the future, resilient and able to respond to upcoming challenges we must do more to ensure we attract the right people to the profession; support every member of the workforce to build their capability and skills on an ongoing basis; allow those working across probation the opportunity to develop and further their careers; and make sure that our workforce feels valued and appreciated.

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Vacancy Description

The roles

The Probation Workforce Programme is a transformation programme which looks specifically at making positive changes for the probation service workforce. We are recruiting for two policy advisors – one within the Transition workstream and one within the Strategy, Improvement, Benefits, Engagement and Research (SIBER) workstream. Both workstreams form part of the Strategic Delivery and Architecture Team.

The Strategic Delivery and Architecture Team is responsible for setting the strategic direction of PWP, from initiation through to programme legacy. Activities include strategy development, benefits realisation, stakeholder engagement, supporting transition from the programme into business as usual and delivery impact. We work with all teams across PWP to ensure the effective development and deployment of products and services to benefit the probation service (and those people who access support from the probation service) and wider HMPPS.

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Vacancy Description

The role - Transition

The Transition Team supports the movement of products/services from PWP to business as usual. We provide quality assurance at regular intervals, ensuring that projects are planning for transition of their products appropriately. We have developed a framework to promote best practice and ensure consistency of approach. We also assess the initial impact of products after they have been launched. This is designed to ensure that PWP's products are effective and continue to be so post-programme.

As a policy advisor working within Transition, you will be responsible for supporting projects with their transition planning. You need to be highly organised and capable of building strong working relationships with colleagues of all backgrounds and grades. You also need to be self-motivated and capable of working independently in a fast paced environment. Typical tasks will include (this list is not exhaustive and is subject to change):

- Working with projects to ensure transition planning and activities are completed to a high quality standard at the appropriate time during the transition process.
- Ensuring that we have an accurate, programme-wide view of all products and their progress through the transition process.
- Drafting reports for senior management on the impact of products post launch.
- While the role does not require line management, you may be required to provide oversight of colleagues, delegating tasks and supporting them as necessary.

Vacancy Description

The role - Strategy, Improvement, Benefits, Engagement and Research (SIBER)

Strategy Improvement Benefits Engagement & Research (SIBER) is a functional team within the Strategic Delivery & Architecture Team (SDAT). SIBER oversees the implementation of the Probation Workforce Strategy, ensuring a PWP-wide approach to effectively measuring progress and realising our benefits. We provide an umbrella view, supporting longer-term planning, strategic alignment, evidence-based, responsive stakeholder engagement and effective continuous improvement.

We are a friendly, hard-working team looking for positive self-starters who enjoy problem solving and are interested in supporting and helping to develop solutions ranging from urgent short-term work to longer term policy development, collaborating with colleagues across probation, MoJ and HMPPS of all backgrounds and grades.

As a Policy Advisor within the SIBER team you will be expected to be knowledgeable about and involved in all aspects of the teams work and to work flexibly with all team members.

You need to be highly organised and capable of building strong working relationships with colleagues both within the team and the programme

You will need to be self-motivated and capable of working independently in a fast paced and constantly changing environment.

You will also need to communicate clearly and be able to draft reports and prepare presentations regarding all aspects of the teams work

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Vacancy Description

Essential Experience – for both positions:

- Demonstrate experience of problem solving skills.
- Demonstrate the ability to maintain information and administrative systems.
- Strong communication skills with the ability to present.
- Ability to work both independently and collaboratively.

Desirable Experience

- Operational experience of Probation.
- Experience of using Microsoft Power BI and Miro.

Technical Experience – for both positions:

- Experience of using Microsoft Office, including Word, Excel and PowerPoint.

Minimum Eligibility - for both positions:

- 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 or the wider Civil Service.

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Vacancy Description

Application Process

- CV
- Statement of suitability (up to 750 words)

You will also be asked to provide evidence against the Civil Service behaviour 'Changing & Improving'.

Structure of interview

Successful candidates will then be invited for interview and the interviews will take place remotely on MS Teams. The interview will be comprised of three parts; a 5 minute presentation (topic will be emailed to candidates before the interview), competency-based questions and strength-based questions.

Feedback will only be given to candidates who attend an interview.

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To apply for this post please apply through the [Civil Service Jobs website](#) or directly through [MoJ external Jobs](#).

Once you have completed some basic personal details you will be invited to provide evidence of how you meet a behavioural competency.

The STAR Approach may also help you to present your evidence more successfully, providing structure and focus to your answers to questions about what you have done in the period the review covers.

In your response you should briefly introduce the **context**, but focus the majority of your word allocation to describe the **actions** you took, with a short conclusion describing the result.

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Selection for appointment to the Civil Service is on merit, on the basis of fair and open competition, as outlined in the Civil Service Commission's [Recruitment Principles](#).

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The Probation Workforce Programme PMO will manage the recruitment process in conjunction with our Shared Service Centre (SSCL) and can be contacted through SSCL.

Applications will be sifted to select those demonstrating the best fit with the post. The short list candidates will be invited to an interview. It will assess both what candidates are good at but also how they do it.

The panel interview will be held in virtually via Ms Teams. You will be advised of these details and of the format in advance of the interview.

Feedback will only be made available to candidates who make it through to the interview stage.

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All interviews are currently taking place on MS Teams. You will be sent an MS Teams link prior to your interview date.

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If we receive applications from more suitable candidates than we have vacancies at this time, we may hold suitable applicants on a reserve list for 12 months, and future vacancies requiring the same skills and experience could be offered to candidates on the reserve list without a new competition.

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You must submit your application by the closing date as stated in the advert.

Applications received after this date for this campaign will not be considered.

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If you wish to receive a hard copy of this information, or in an alternative format e.g. Audio, Braille or large font then please contact MoJ Recruitment & Vetting Enquiries at MoJ-recruitment-vetting-enquiries@sscl.gse.gov.uk

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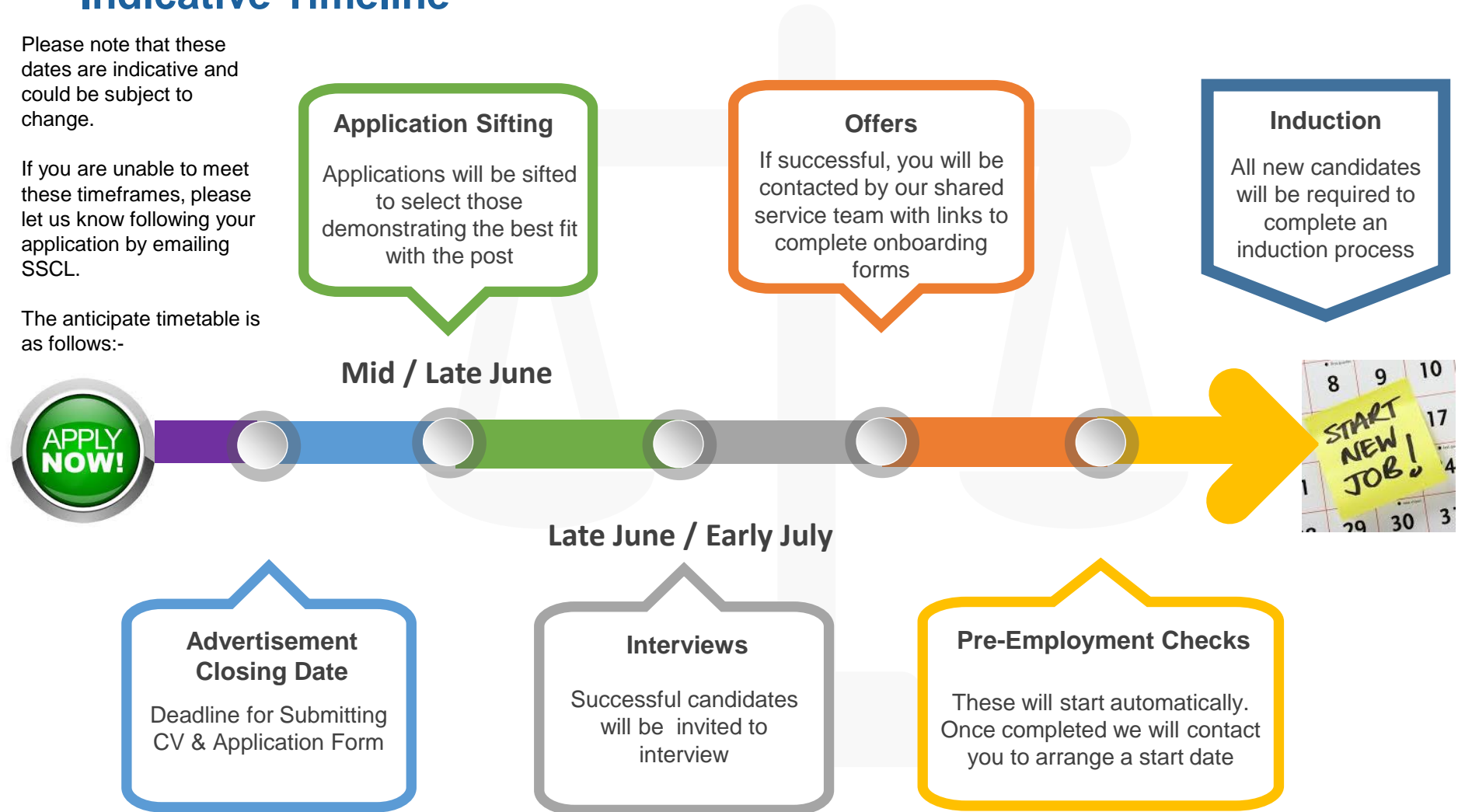
If you have any questions about the role or would like to discuss the post further, contact the Probation Workforce PMO at probationworkforcePMO@justice.gov.uk

Indicative Timeline

Please note that these dates are indicative and could be subject to change.

If you are unable to meet these timeframes, please let us know following your application by emailing SSCL.

The anticipate timetable is as follows:-



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Civil Servants taking up appointment on promotion will adopt the modernised Civil Service Terms and Conditions which came into effect on 1st July 2013. Existing Civil Servants appointed on level transfer may also be expected to adopt the modernised terms if moving on a voluntary basis.

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To be eligible for employment you must be a national from the following countries:

- The United Kingdom
- The Republic of Ireland
- The Commonwealth*
- A European Economic Area (EEA) Member State
- Switzerland
- Turkey

Certain family members of EEA, Switzerland and Turkish nationals are also eligible to apply regardless of their nationality.

*Commonwealth citizens not yet in the UK, who have no right to abode in the UK and who do not have leave to enter the UK are ineligible to apply.

For further information on whether you are eligible, please visit [gov.uk](https://www.gov.uk).

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Before the appointment of the successful candidate can be confirmed, the MoJ will undertake background security checks. As part of this, you will be required to confirm your identify, employment history over the past three years (or course details if you were in education), nationality and immigration status, and criminal record (unspent convictions only).

Successful candidates must typically hold or be willing to obtain security clearance at Baseline level before taking up post. Depending on the assignment or its location, security clearance required may be increased to Counter Terrorist Check (CTC) level, which will be communicated with candidates at the allocation of each assignment.

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Certain posts, notably those concerned with security and intelligence, might be reserved for British citizens. This will not normally prevent access to a wide range of development opportunities within the Civil Service.

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Candidates must declare any relevant business interests, shareholdings, positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies, both for themselves and for their spouses/partners when applying for these roles.

If you believe you may have a conflict of interest, please contact probationworkforcePMO@justice.gov.uk before submitting your application.

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The Ministry of Justice is committed to being an equal opportunities employer. We value and welcome diversity and aim to develop all our staff to enable them to make a full contribution to meeting the Departments objectives, and to fulfil their own potential on merit. We will not tolerate harassment or other unfair discrimination on grounds of sex, marital status, race, colour nationality, ethnic origin, disability, age, religion or sexual orientation. We promote and support the use of a range of flexible working patterns to enable staff to balance home and work responsibilities; and treat people fairly irrespective of their working arrangements.

Under the terms of the Equality Act 2010, the MoJ is legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. we are committed to meeting, wherever possible, any needs you specify in your application and will consider any reasonable adjustments under the terms of the Act to enable any applicant with a disability (as defined under the Act) to meet the requirements of the post.

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MoJ also offer a Guaranteed Interview Scheme (GIS) for all disabled applicants. This means we are committed to interviewing all applicants with a disability who provide evidence of meeting the minimum requirements necessary for the post, as set out in this applicant pack. To be eligible, your disability must be within the definition laid down in the Equality Act 2010. A disabled person is defined by the Act as someone who has a physical or mental impairment, which has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities. For the purposes of this policy, these words have the following meaning:

- 'substantial' means more than minor or trivial
- 'long-term' means that the effect of the impairment has lasted, or is likely to last, 12 months (there are special rules covering recurring or fluctuating conditions)
- 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping.

Should you consider yourself eligible to apply for this post under the GIS, please indicate on your application form.

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All civil servants are subject to the provisions of the Civil Service Code that details the Civil Service values, standards of behaviour and rights and responsibilities.

For further information, visit [gov.uk](https://www.gov.uk).