



**Policy and Secretariat Officer**

**Start date: February/March 2019 (or as soon as possible thereafter)**

## **ABOUT THE ROLE AND PERSON SPECIFICATION**

Her Majesty's Inspectorate of Prisons (HMI Prisons or HMIP) is looking for someone to join the Secretariat team as Policy and Secretariat Officer on a full-time basis on a temporary contract for up to 12 months (which may be extended). The post holder will play a key role in the Policy Team, assisting the Chief Inspector in his engagement with policy makers and Parliament and in his responses to public correspondence.

This is an exciting role for someone who would like to develop their skills and knowledge in policy and parliamentary work and gain exposure to human rights issues and inspection methodologies. The post holder will work closely with the Chief Inspector and Deputy Chief Inspector and with a range of staff across the inspectorate. The post holder will also have opportunities to work with HMI Prisons' key stakeholders and be given the responsibility and autonomy to lead on significant pieces of work.

## **ABOUT HMI PRISONS**

HMI Prisons is an independent inspectorate which reports on conditions for and treatment of those in prison, young offender institutions, secure training centres, immigration detention facilities, police and court custody suites, customs custody facilities and military detention. The role of HMI 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 support prisoners and detainees to reduce reoffending and achieve positive outcomes for those detained and for the public.

HMI Prisons is led by a Chief Inspector and Deputy Chief Inspector and employs inspectors and research staff to carry out inspections of places of detention.

HMI Prisons works jointly with a number of other criminal justice inspectorates and is a member of the National Preventive Mechanism (NPM), established by the government as part of its requirements under the Optional Protocol to the United Nations Convention against Torture and other Cruel, Inhuman or Degrading Treatment of Punishment (OPCAT), which include designating one or more bodies as an NPM. The role of the NPM is to contribute to efforts to prevent torture and other ill-treatment by undertaking regular inspection and monitoring of places of detention. The NPM Secretariat is housed at HMI Prisons and works closely with the Policy Team.

More information about HMI Prisons can be found on our website at <https://www.justiceinspectorates.gov.uk/hmiprison/about-hmi-prison/>.

## **HMIP SECRETARIAT TEAM**

The Secretariat team is made up of the Policy Team, the NPM Secretariat, the HR, Finance and Inspection Support Team, the Publications Team and the Chief Communications Officer.

The post holder will be line managed by the Senior Policy Officer. The work of the Secretariat as a whole is managed by a Head of Secretariat.

## **MAIN DUTIES AND RESPONSIBILITIES**

This role is split (roughly equally) between policy work and assisting the Chief Inspector with replying to correspondence. Duties will include:

- Monitoring and tracking policy and legislative processes to ensure the Chief Inspector and HMIP colleagues are briefed on relevant developments;
- Providing policy support to the Chief Inspector, Deputy Chief Inspector, Senior Policy Officer and other inspectorate staff, including supporting and drafting briefing papers, consultation responses and ad hoc requests;
- Attending stakeholder meetings, including to put forward the views of HMI Prisons on behalf of the Chief Inspector;
- Drafting replies to correspondence from detainees and other stakeholders for the Chief Inspector;
- Assisting with identifying possible safeguarding issues relating to detainees (this may include managing HMI Prisons' work to protect detainees from reprisals) and providing advice to colleagues who communicate with detainees and other stakeholders; and
- Supporting the work of HMI Prisons' Secretariat as necessary.

## **PERSON SPECIFICATION**

Essential skills and knowledge:

- Experience of analysing government policy, drafting policy submissions and/or contributing to policy debates;
- Demonstrable interest in detention related issues and the welfare of those detained;
- Strong research skills;
- Experience of preparing reports, presentations and other written materials;
- Excellent drafting skills and attention to detail, including the ability to draft in plain English for a range of audiences;
- Excellent oral communication and interpersonal skills, including the ability to work with people from a range of backgrounds;
- Ability to prioritise, work under pressure and meet deadlines; and
- Proficiency in use of Microsoft Word, Microsoft Excel and Powerpoint.

Also highly desirable:

- A degree in a relevant field (such as social sciences, politics, law);
- Understanding of legislative processes;
- Understanding of safeguarding;
- Experience of working with parliamentary committees; and
- Awareness and understanding of detention related issues and/or criminal justice.

## **START DATE**

If possible, the successful candidate will take up post in late February or early March 2019, but we are willing to consider later starting dates for the right candidate. The exact start date will be dependent on the timescales for interviews and security clearance processes.

## **TO APPLY**

Please send a cover letter (of no more than 2 pages) and a CV (of no more than 3 pages) to [jade.glenister@hmiprisons.gov.uk](mailto:jade.glenister@hmiprisons.gov.uk), with the subject line 'HMIP Policy Officer'. Your cover letter must address each of the essential criteria listed above (and the desirable criteria if applicable). Please include the names of two referees in your CV (referees will not be contacted until after an offer is made to the successful candidate) and your preferred contact details.

Applications will close on **Monday 18 February at 11.55am**. However, applications will be reviewed as they are received and if a successful candidate is identified prior to this date, we may close applications early.

The second stage of the application process will involve an interview and may involve an exercise to demonstrate competencies in the essential criteria listed above or a second interview if necessary. Candidates selected for interview will be informed by email or phone. We are unable to offer feedback to candidates who are not selected for interview.

## **CONDITIONS OF SERVICE\*\***

**\*\*NB: The Ministry of Justice is currently going through a process seeking to change terms and conditions. The following may be subject to change.**

The appointment will be made on a temporary contract basis for an initial period of between 9 and 12 months (to be agreed with the successful candidate). There is the possibility that the contract will be extended after this period or that this role will become a permanent position (for which the post holder would be able to apply).

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 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 Band C (HEO) will be offered. You will revert to your current grade when you return to your employer.

### **Existing Civil Servants**

Existing Civil Servants are welcome to apply for this post but you should note that you will be subject to the same selection process as all other applicants.

As you will already have completed your probationary period you may 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 Band C/Civil Service Grade – HEO

### **Salary**

The starting point on the Band C salary range is: £30,389.

Progression up the pay scale will depend on Moj Pay and Rewards Policy. In addition to salary, performance related bonuses (taxable) can be paid throughout the year up to maximum of £2,500.

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.

## **Flexible working hours**

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

## **Probation**

You will be on probation for a period of up to six months unless you are already an established civil servant who has satisfactorily completed a probationary period.

## **Annual leave**

There are generous allowances for paid holiday starting at 25.5 days per year, 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.

## **Location of post**

Our office is based at 10 South Colonnade, Canary Wharf, London, E14 4PU.

## **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.

### **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 3334 0356.

### **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.

## **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 currently 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;
- take positive action to secure equality of opportunity.

## **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.