

HM Inspectorate of Probation



Job description HM Inspectors

MoJ Pay Band	Band A
Reporting To	Heads of Programmes
Line Management	n/a
Contract Type	Three-year secondment <i>or</i> Three-year fixed term contract <i>or</i> permanent
Last Updated	29 August 2017

Overview

HM Inspectors (HMIs) play a key role in HMI Probation's inspections of adult and youth offending work. They lead inspections in a designated sector [NPS, CRC, YOTs] and are responsible for the assessment of the organisation being inspected, including making recommendations for the rating they receive.

HMIs are responsible for the planning, fieldwork and preparation of the report for each inspection and are accountable for the judgements, rating, grading and recommendations arising from the inspection.

Key Responsibilities

- Lead inspections in a designated sector of probation or youth offending work, taking responsibility for planning, fieldwork and the preparation of reports
- Be responsible for the assessment of organisations being inspected, including making recommendations for the rating they receive
- Be accountable for judgements, ratings, gradings and any recommendations arising from the inspection
- Lead and facilitate meetings with senior managers and staff from probation and youth sectors, as well as staff from partnership organisations.
- Analyse and interpret data to make judgements and facilitate the writing of high quality reports
- Lead and contribute to discussions about inspection findings with colleagues in the MoJ, HMPPS, YJB and other relevant organisations

- Contribute to HMI Probation's work on policy areas, based on inspection findings
- Act as deputy lead, support or duty inspector as required
- Undertake assessments of front-line practice, providing feedback to individual case managers/ responsible officers about their work
- Undertake work on joint inspection programmes, working collaboratively with colleagues from other Inspectorates
- Recognise and promote diversity issues in all aspects of work
- Undertake other work as allocated by HM Chief Inspector

Person Specification

Civil Service Competency Framework	
Setting Direction – Changing and Improving Taking initiative, being responsive and seeking out opportunities to create effective change. Being open to change and improvement, and working in smarter, more focused ways	
Setting Direction – Making Effective Decisions Using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. Being careful about the use of and protection of government and public information to ensure it is handled securely and with care	
Engaging People – Leading and Communicating Communicate purpose and direction with clarity, integrity and enthusiasm. Champion difference and support principles of fairness of opportunity for all. Establish a strong direction and persuasive future vision, managing and engaging with people in a straightforward, truthful and candid way	
Engaging People – Collaborating and Partnering Working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and stakeholders. Having the confidence to challenge assumptions	
Delivering Results – Managing a Quality Service Valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. Plan, organise and manage time and activities to deliver a high quality, secure, reliable and efficient service. Applying programme, project and risk management approaches to support service delivery	
Delivering Results – Delivering At Pace Focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. Working to agreed goals and activities and dealing with challenges in a responsive and constructive way	
Skills and Abilities	
Proven strong relationship-building skills, at a senior management level	Essential
Ability to produce clear well written reports to tight deadlines	Essential

Personal resilience and stamina to spend considerable time away from home, including lone working	Essential
Good level of IT skills	Essential

Knowledge and Experience	
Experience of assessing the quality of work being delivered to those who have offended	Essential
Relevant probation or youth justice qualification	Desirable
Experience of analysing and interpreting data	Desirable
Good general understanding of the criminal justice system	Desirable