

## **Job Specification**

### **Secondment: Grade 7 Policy Lead – Prison Leavers Project**

Contract type: Secondment

Duration: ASAP to November 2022, with optional extension to March 2023.

Salary: Successful candidates will continue to receive their existing salary from their home organisation (reimbursed in full by the Ministry of Justice).

Time commitment: Successful applicants will be expected to work four days per week on the Prison Leavers Project for at least the first twelve months (with potential reduction thereafter), and continue working at their 'home organisation' one day per week. We welcome applications from candidates who work part-time or job-share.

Location: The role requires regular travel to a shared working space in a central London location (when appropriate given COVID-19 restrictions). Candidates will have the option to work from home for part of each week. Arrangements for travel and home working will be flexible, with each team encouraged to set their preferred working practices (e.g. two days in a co-working space per week/fortnight). For candidates not based in London, or if travel is required to other locations, reasonable expenses will be covered.

#### The Prison Leavers Project

Prison Leavers is a new project to improve the social inclusion of people leaving prison, and reduce reoffending. It has received £20million funding from the HMT Shared Outcomes Fund, which supports innovative approaches to complex challenges which 'cut across' multiple departments.

When people leave prison they face a wide range of inclusion challenges, such as securing employment and financial security; improving and maintaining their physical and mental health; obtaining safe and stable accommodation; and building positive relationships with family, friends and the wider community. These issues are complex, and many individuals will have multiple, connected needs.

A huge number of departments, agencies, local authorities, charities and others play important roles in delivering services to prison leavers, but often these services are not as joined-up as the challenges they seek to address. If we cannot address prison leavers' overall needs – recognising that they may also be job seekers, patients in treatment, or sleeping rough – we risk a cycle of missed opportunities, social exclusion and reoffending.

The Prison Leavers Project recognises that to solve such intractable and interconnected challenges, we need to work in new ways. It adopts a systems-led approach, bringing together more than 30 organisations including government departments, local authorities, police and charities, to establish joint ownership of the problems and solutions for people leaving prison. By building a better understanding of the entire system, we aim to identify key points of leverage where interventions might have a wider ripple effect, and adopt new approaches which address the barriers which people face on release, increasing their ability to participate and feel included in their communities. In doing so, we will improve the experience and outcomes for our service users, and support key Government priorities such as reducing reoffending, ending rough sleeping, supporting people to enter work and enhancing social mobility.

## The team and role

As part of the Prison Leavers Project, we have established four new teams, each focusing on a different area:

- Employability and skills;
- Community ties and relationships;
- Health and wellbeing;
- The day of release from prison.

Over the next 18-22 months, each team will:

- Develop our understanding of their challenge area, and of the wider system it sits within;
- Co-create solutions with a range of experts, including people with lived experience of prison, frontline staff, colleagues across Government, the third sector and academics;
- Prototype and test these new approaches, learning from initial implementation in order to adapt and scale the model over time;
- Collaborate with evaluation leads to maximise learning from all stages of the work, taking opportunities to identify best practice and 'what works'.

**We are currently seeking a Grade 7 Policy Lead within the Employability and Skills team.** This is a multidisciplinary team drawn from across the public and third sectors, including experts in policy, operational policy, service design, user research and delivery management.

Teams will act as 'innovation hubs', with responsibility for developing and testing new approaches to solving the complex challenges facing people leaving prison. They will be expected to adopt and test new ways of working, including systems thinking, and to put our service users at the heart of their work, co-creating solutions with people with lived experience of prison. Each team will take the lead on a different challenge area, but they will need to collaborate closely to ensure the project takes a 'whole system' approach rather than seeing issues in isolation.

We are a friendly, enthusiastic and collaborative team with a strong emphasis on ensuring team members feel happy, supported and engaged in their work; and supporting everyone to play their part in improving outcomes for people leaving prison. We have a strong commitment to personal and career development, helping everyone to grow and fulfil their potential.

## Key responsibilities

The successful candidate will be expected to:

- Define the long-term vision for the team, and the roadmap to achieve it.
- Provide strategic oversight to the work of their team, ensuring they take a systems-led approach to the challenges and solutions, focusing on opportunities where a small intervention could lead to a large impact.
- Lead a problem diagnosis for their challenge area, working closely with specialists in the team to develop problem statements and a theory of change.
- Work closely with specialists in the team on idea generation, drawing on policy and subject expertise to assess input from different stakeholders, balance competing needs and prioritise and prototype solutions with most potential.

- Lead on the development and implementation of at least one intervention, including monitoring, testing and iterating the model following early learnings.
- Work closely with analysts and social researchers to ensure a robust evaluation of the team's work.
- Oversee the team's engagement with key stakeholders from the public, third and private sector and academia.
- Work closely with a diverse range of specialists within the team, setting objectives and direction, ensuring work is cohesive and follows key design principles (e.g. user-centred policymaking), and is on track to deliver scalable interventions focused on key outcomes.
- Line manage at least two policy officers.
- Have responsibility for a c.£1million budget for the work of the team.
- Act as the point of contact for the broader Prison Leavers Project, ensuring strategic alignment and appropriate join-up with other teams and workstreams.

### Skills and experience

#### *Thinking strategically*

We are looking for enthusiastic, strategic thinkers who are proactive in identifying opportunities to innovate and work in new ways, and able to identify policy gaps and opportunities. Successful candidates will be comfortable seeing challenges within their wider context, and looking across the system to identify potential knock-on impacts, points of leverage and opportunities for collaboration.

#### *Working together*

The successful candidate will be comfortable working in a highly collaborative environment, and open to trying new ways of working in order to get the best out of a diverse team with different backgrounds, professions and experience.

#### *Stakeholder engagement*

Our work involves constant collaboration with a wide range of stakeholders across the public, private and third sectors, and so the skills to develop relationships with and encourage input from a wide range of people, each with different styles and approaches, is essential.

#### *Adaptable approach*

Successful candidates will have a strong focus on delivery, but be comfortable taking an agile approach to policy development and implementation, adapting and iterating plans based on early implementation and learning.

#### *Subject expertise*

Successful candidates are likely to have prior knowledge or experience of the challenge area of the team they are leading (employability and skills), and an existing network they can draw on to ensure the project joins up with other related work, and is informed by the latest thinking.

### Application process

1. To apply, please confirm your line manager supports your application, before completing the 'Expression of Interest' form and returning it to [Joanna.Southerden@justice.gov.uk](mailto:Joanna.Southerden@justice.gov.uk) by 5pm on Wednesday 16<sup>th</sup> June.
2. Following the deadline, we will arrange video interviews with a shortlist of candidates w/c 21<sup>st</sup> June.

3. We hope successful candidates will join the project within 6 weeks of receiving an offer, but appreciate flexibility may be required. If necessary, we will discuss a delayed or staggered start with the candidate and their line manager.