HM Prison & Probation Service

Job Description (JD)

Band 6

Group Profile: Programme Manager (PM)

Job Description: PM: Programme Manager

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Job Description

Job Title	PM: Programme Manager
Group Profile	Programme Manager
Organisation Level	First Line Management
Band	6

Overview of the job	This is a management job in an establishment.
Summary	The job holder will plan, manage and oversee the delivery of accredited offending behaviour programmes, to achieve agreed performance outcomes, whilst ensuring compliance with the Interventions Integrity Framework, organisational policies and HMPPS accreditation standards. They will ensure delivery aligns with the organisation's strategic aims, promotes lawful behaviour in custody and on release, and supports reducing reoffending. At times they will oversee non accredited delivery provided through the same team structures. They will manage a group of facilitators and administrative staff to ensure that all protocols, procedures and routines associated with Programmes are planned, prepared, operated and developed in line with standards. They will work alongside colleagues within the prison, psychology services, HQ and probation to ensure that delivery is efficient, effective and aligned with other departmental aims. This is a non-operational job with line management responsibilities and will ordinarily report to the Head of Reducing Reoffending. This role is non-rotational.
Responsibilities, Activities and Duties	The job holder will be required to carry out the following responsibilities, activities and duties: • Responsible for managing and overseeing the administration and facilitation team to ensure programmes staff are supported, given appropriate guidance, provided CPD and have full participation in the intervention planning and supervision process. • Responsible for creating an annual delivery plan that ensures sufficient programme spaces to meet agreed performance targets, with clear milestones, consideration of prisoner needs and staff training, and ensures best value of departmental resources. • Responsible for monitoring and maintaining the performance and execution of the delivery plan, providing data and feedback on progress to Senior Leaders and National teams.

	• Work in collaboration with regional and national Psychology teams, to support delivery planning, identify delivery resources, and to provide and maintain a high-quality service. • Work within a network of Programmes Managers and strategic leads to support local, regional and national agendas that align to the HMPPS Rehabilitative Strategy. • Attend and engage in all relevant and appropriate meetings, both at local and national level; and relevant training for Programmes Managers. • Develop and monitor productive working relationships with all staff, including ensuring that treatment managers are effectively supported. • Liaise with the establishment Senior Management Team and ensure that they are updated on policies set by HMPPS in respect of Offending Behaviour Programmes; acting as a consultant with regard to both accredited and non-accredited programmes, in line with the HMPPS National Framework for Interventions, • Contribute to the Programme Department performance by ensuring that all Programme work is delivered in line with the baselines identified in the programme manuals, the IIF document and HMPPS accreditation standards. • Promote opportunities for integrating programmes with other establishment processes, contributing to the overall risk management process and building whole staff awareness of Offending Behaviour Programmes. • Contribute to improvements and compliance of any issues raised as part of action plans arising from Quality Assurance Feedback, His Majesty's Inspectorate of Prisons (HMIP), Measuring the Quality of Prison Life (MQPL) and any other relevant action plans including managing and overseeing continuous local self-assessment review and action plans. • As lead for the AIM team, is responsible for ensuring process and systems are in place to support a multi-disciplinary approach to the management of group members and their specific treatment needs. The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job 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 job holder. An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.

Civil Service Success Profile Criteria

Behaviours	• Making Effective Decisions • Changing and Improving • Communicating and Influencing • Working Together • Managing a Quality Service • Developing Self and Others
Strengths	**Note:** we recommend you choose 4 to 8 strengths locally – select from the list of Civil Service strength definitions on the intranet.
Experience	• Job holders will need to be highly organised and committed to treatment and rehabilitation work. • Will require experience of managing both staff and processes.
Technical requirements	Internal applicants All newly promoted staff to the following Band 6 first line manager roles (Activities Unit Manager, Facilities and Services Unit Manager, Facilities and Services Business Manager, Programme Manager, Specialist Treatment Manager or Equality Advisor) in Establishments will be expected to complete the New Manager Programme on Civil Service Learning within three years of promotion. Staff that have mapped or re-graded to Band 6 who have previously worked at an equivalent level will not be required to undertake the qualification. External applicants All external staff joining as a Band 6 Activities Unit Manager, Facilities and Services Unit Manager, Facilities and Services Business Manager, Programme Manager, Specialist Treatment Manager or Equality Advisor in an Establishment will be expected to complete the New Manager Programme on Civil Service Learning within three years.
Ability	

Minimum Eligibility	*Please do not alter this box* • 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.

Hours of Work (Unsocial Hours) Allowances	37 hour working week