



HM Prison & Probation Service

Job Description (JD)

Band 6

Group Profile – Specialist Treatment Manager (STM)

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Document Ref.	OR-JES-477-JD-B6: STM: v10.0
Document Type	Management
Version	10.0
Classification	Official
Date of Issue	1 July 2025
Status	Baselined
Produced by	Job Evaluation Assurance and Support Team
Authorised by	Reward Team
JD Evidence	

Job Description

Job Title	Specialist Treatment Manager
Group Profile	Specialist Treatment Manager
Organisation Level	First Line Management
Band	6

Overview of the job	<p>This is a management job based in a prison. The post may be required to provide services at other nearby prisons.</p> <p>The Specialist Treatment Manager will have responsibility for the quality oversight, facilitation and delivery of Accredited Programmes and related interventions in custody which address offending behaviour. This will include moderate and high intensity as well as provision for those presenting with learning difficulties and challenges. It may also include oversight of wider related offending behaviour interventions.</p>
Summary	<p>This is a non-operational job with the capacity to line manage and to provide supervision to staff. This is a non-rotational role.</p> <p>The Treatment Manager is responsible for providing clinical oversight and ensuring the quality of offending behaviour programmes and related interventions, which includes the preparation, engagement, facilitation, assessment, reporting and ongoing support of participants and staff involved in delivering offending behaviour programmes.</p> <p>They will provide professional supervision to Programme Facilitators and professional advice to improve performance, skills and development opportunities.</p>
Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • To co-ordinate, monitor and review the planning and preparation for delivering programmes including management of referrals and waiting lists for offending behaviour programmes, communicating with applicants and those involved in their sentence management. • Responsible for ensuring facilitators are properly selected and trained then providing professional supervision including session monitoring to support the development of skills and maintain the integrity of service delivery. This includes the continuous assessment and support of Groupworkers and other facilitator staff in the development of the skills required to deliver programmes to monitor and identify individual performance and development needs through Treatment Management processes, working with the Programme Manager regarding performance.

	<ul style="list-style-type: none"> • To provide advice, information, training and consultancy as required to staff, prisoners and external organisations to ensure that eligibility and suitability criteria are understood and to support multi-disciplinary approach to reducing reoffending. • Assist in facilitating accredited programmes or one to one work as required. • Responsible for overseeing, allocating and reviewing assessments for the relevant programme, to support effective clinical decision making and maintaining an ongoing review of participants' risks, needs and responsivity, ensuring their needs are met throughout their completion of offending behaviour programmes. • Responsible for the selection and composition of groups, considering risks and responsivity needs and ensuring national guidelines on the assessment and selection of offenders are followed to ensure that only those offenders who require the programme are selected. • Work collaboratively with the Forensic Psychology Service, the Programmes Manager, local SLT, other multi-disciplinary teams and national OBP team. • Chair Post Programme reviews in partnership with the Programme Manager • Respond to any local queries or complaints about the delivery of the programme and maintain records in line with management manual(s) guidance and local protocols • Contribute to the function and activities of the Accredited Intervention Management (AIMs) team and attend regular meetings (minimum of 10 per year). • Contribute to local programme Awareness Training. • Take responsibility for their own Continued Professional Development (CPD). <p>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.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.</p>
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Civil Service Success Profile Criteria

Behaviours	<ul style="list-style-type: none"> • Making Effective Decisions • Leadership • Communicating and Influencing • Working Together • Changing and Improving • Managing a Quality Service
Strengths	<p>Note: We recommend you choose 4 to 8 strengths locally – select from the list of Civil Service strength definitions on the intranet.</p>

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<p>Experience</p>	<ul style="list-style-type: none"> • Experienced and competent Groupworker, trained in the delivery of an Interventions Services Accredited Programme • Experience of working within the Criminal Justice or Social Care sector • A knowledge and understanding of group dynamics and an ability to motivate groups and individuals to participate fully in programmes • Experience of prosocial modelling / motivational interviewing and challenging inappropriate language and behaviour • Experience of supporting others to evidence the ability to support staff in professional practice
<p>Technical Requirements</p>	<ul style="list-style-type: none"> • Evidenced ability to maintain and uphold accredited programme standards, in line with the evidence for effective interventions.
<p>Ability</p>	<ul style="list-style-type: none"> • To have good written and ICT skills • Effective verbal skills to interact and communicate with a range of audiences • Ability to undertake the Intervention Services generic Treatment Management Training

<p>Minimum Eligibility</p>	<p><i>Please do not alter this box</i></p> <ul style="list-style-type: none"> • 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.
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<p>Hours of Work (Unsocial Hours) Allowances</p>	<p>37 hour working week.</p>
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