



HM Prison & Probation Service

Group Profile: Programme Manager Band 6

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JD Evidence	

Group Profile

Group Profile Name	Programme Manager
Organisation Level	First Line Management – Job holders at this level provide leadership and management of the function and will contribute to the strategic planning and implementation of corporate activities. Job holders will be fully accountable for the delivery / performance of the function. They manage staff and resources to deliver activities within their function including medium and longer term planning. They will also manage a delegated budget, determining resources required and actively influence efficiency.
Band	6

Overview	<p>Job holders within this Group Profile will be responsible for programme management of drug, alcohol and offending behaviour programmes in the establishment ensuring they are delivered in line with required standards.</p> <p>These roles will involve contact with prisoners.</p>
Characteristics	<p>Typical tasks associated with this Group Profile include:</p> <ul style="list-style-type: none"> • Responsible for managing and overseeing the facilitation team and the suite of interventions to ensure they are supported and given appropriate guidance • Responsible for ensuring that treatment managers are effectively managed and supported • Responsible for ensuring best value of resources for the department • Responsible for ensuring that all Programme work is delivered in line with the baselines identified in the Accreditation Document • Responsible for ensuring a plan for effective delivery is made for the forthcoming year to ensure that there are enough spaces offered to achieve the establishment's performance target and specifically taking into account the needs of the prisoner population and staff training requirements • Responsible for managing and oversee the delivery of complex/high intensity programmes such as the Sex Offender Treatment Programme • Liaise with the psychological services to ensure that resources are appropriately identified for the delivery of sex offender treatment programmes • Attend all relevant and appropriate meetings, both at local and national as per the Audit requirements • Act as a consultant with regard to the introduction of both accredited and non-accredited programmes • Responsible for ensuring the full participation of staff in the supervision process • Develop and monitor productive working relationships with all staff

	<ul style="list-style-type: none"> • Responsible for managing the delivery of and providing interventions of both, clinical and non-clinical offending behaviour programmes • Liaise with the establishment Senior Management Team and ensure that they are updated on policies set by HMPPS in respect of Treatment Programmes • Responsible for ensuring that all standards contained in the programme specific criterion enclosed within the programme manuals and audit document are met • Promote the concept of multi disciplinary team effort and integration within the Accredited Intervention Meetings (AIMs) teams, in staff awareness sessions and tutor support • As part of the AIM team, is responsible for the management of group members and their specific treatment needs • Promote opportunities for integrating programmes with other establishment processes, particularly with other interventions such as basic skills, Counselling, Assessment, Referral, Advice and Throughcare service (CARATS) and other aspects of drug strategy • Produce data analysis of the local drug strategy for area reports • Contribute to the overall risk management process including sharing information on high risk and dangerous offenders with relevant agencies Contribute to the Programme Department performance as assessed by the audit criteria, with particular reference to all Programme Manuals and to assist with the successful delivery of all audit baselines.
Job Descriptions relating to this Group Profile	<p>The job holder once in post will be in matched to a job description a sample list is attached below.</p> <ul style="list-style-type: none"> • Programme Manager : Programmes
Minimum Eligibility	<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 considers to be racist.
Essential Skills/ Qualifications/ Accreditation/ Registration	<p>No formal training or qualifications are required to undertake role.</p> <p>Job holders will need to be highly organised and committed to treatment and rehabilitation work.</p> <p>They will require experience of managing both staff and processes.</p> <p><u>Internal applicants</u></p> <p>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.</p>

	<p>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.</p> <p><u>External applicants</u></p> <p>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.</p>
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Hours of Work and Allowances	37 hour working week
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Behaviours	<ul style="list-style-type: none"> • Making Effective Decisions • Changing and Improving • Communicating and Influencing • Working Together • Managing a Quality Service • Developing Self and Others
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	Experience of managing both staff and processes
Technical Requirements	N.B these are the technical requirements for the group profile, please check the individual job description relating to this group profile for any job specific requirements and add if required.
Ability	

Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8.	Ability	Experience	Technical N.B these are the technical requirements for the group profile, please check the individual job description relating to this group profile for the any job specific requirements and add if required.
Making Effective Decisions			Experience of managing both staff and processes	
Changing and Improving				
Communicating and Influencing				
Working Together				
Managing a Quality Service				
Developing Self and Others				