



HM Prison & Probation Service

HQ Job Description (JD)

Band 5

Directorate: Public Sector Prisons

Job Description – Physical Education & Employee Wellbeing Manager

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Job Description

Job Title	Physical Education & Employee Wellbeing Manager
Directorate	Public Sector Prisons
Band	5

Overview of the job	This is a management job in a Group Role, reporting to the Prison Governor/ Director.
Summary	The job holder will be responsible for supporting Governing Governors/Head of Reducing Reoffending in establishments to deliver appropriate PE provision to prisoners in custody and co-ordinate and support wellbeing activities for the workforce. The job holder will be a Custodial Manager who will have additional specialist physical education instructor training to carry out this job. This is an operational role. Orderly Officer duties undertaken on request from Governor in agreement with PGD. Promotion to this role will be subject to Fair and Sustainable terms and conditions.
Responsibilities, Activities and Duties	The job holder will be required to carry out the following responsibilities, activities and duties: The role will be split equally between Establishment and Staff Support. • Assist Head of Function in developing PE pathways including supporting offender behaviour programmes through PE, Education, Violence Reduction, IMH, Resettlement, Family Ties to create and sustain a positive culture. • Assist with the preparation and delivery of ADP relating to PE qualifications and activities. • Support drug strategy, substance misuse, social prescribing links and healthcare to reduce demand, build recovery strands and increase positive outcomes for prisoners. • Manage relationships with internal and external stakeholders including sport awarding bodies, PE HQ and associated national innovations. • Work collaboratively with internal and external partners to ensure appropriate communication, engagement and equality considerations are met and embed rehabilitative culture. • Work with establishments to create a sustainable succession plan for the PE function including developing a PEI recruitment programme that is sustainable and diverse. • Monitor delivery and performance of the PE function against the PE and establishment delivery plans, contribute to QIG/QIP, Ofsted and HMIP. • Work in partnership with SMT budget holder through delegated authority with the maintenance and purchase of equipment. • Ensure PE management information is collected and reported. Develop the capacity of the PE Department to capture timeline and survey evidence through UPSHOT/HMPPS systems.

	• Produce relevant reports and data as required and ensure the response to all correspondence is within agreed timescales. • Lead on improvement strategies, quality assurance and yearly evaluations, providing direction to staff within the PE area of responsibility through briefings, building informal and formal relationships and effective communication. • Support activities manager/LM in developing high quality staff appraisals by developing and leading on CPDs for PEIs through supervision, coaching and mentoring. • Responsible for developing innovative approaches concerning the health and wellbeing of staff across the establishments. • Work with stakeholders to maximise the PE offer available to staff through wellbeing and training/structured lunchtime programmes. • Create, develop and lead on a curriculum of enrichment activities for staff to include team building days, wellbeing days and sporting events linking staff wellbeing to Our People Plan and the 4 strands of the Be Well strategy. • Assist HOBAs/People Hub Managers with implementation of national and local staff welfare and engagement initiatives. • Lead on the management of the fitness strategy in partnership with the staff fitness testing team to develop a programme of support for staff preparing for fitness test or who have failed fitness test. 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.
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Behaviours	• Working Together • Leadership • Communicating and Influencing • Managing a Quality Service • Changing and Improving
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Ability	
Experience	It is a requirement of the role that the job holder will have previous experience of working as a PEI in a custodial setting and will hold an IQA qualification for all PE qualifications and will be JSAC Accredited. It will be necessary for the job holder to be aware of HR related policy and practices.
Technical	The job holder will be a fully trained Prison Officer and will have completed SO or CM JSAC Assessment. They will possess a thorough knowledge of PE Policy and Standards as well demonstrable understanding of Equalities Policies.

Minimum Eligibility	<i>Please do not alter this box</i> • 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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Hours of Work (Unsocial Hours) Allowances	Unsocial Hours Working This role requires working regular unsocial hours and a 17% payment will be paid in addition to your basic pay to recognise this. Unsocial hours are those hours outside 0700 - 1900hrs Monday to Friday and include working evenings, nights, weekends and Bank/Public holidays.
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Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
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Working Together			It is a requirement of the role that the job holder will have previous experience of working as a PEI in a custodial setting and will hold an IQA qualification for all PE qualifications and will be JSAC Accredited. It will be necessary for the job holder to be aware of HR related policy and practices.	The job holder will be a fully trained Prison Officer and will have completed SO or CM JSAC Assessment. They will possess a thorough knowledge of PE Policy & Standards as well demonstrable understanding of Equalities Policies.
Leadership				
Communicating and Influencing				
Changing and Improving				
Managing a Quality Service				