



HM Prison & Probation Service

Job Description (JD)

Band 7

Group Profile - Head of Function Standard

Complex (HOFSC)

Job Description - HOFSC: Offender Management Services

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Job Description

Job Title	HOFSC : Offender Management Services
Group Profile	Head of Function Standard Complex
Organisation Level	Head of Function 7-9
Band	7

Overview of the job	This is a functional management job within an establishment.
Summary	The job holder will be responsible for managing a number of work area(s) within the Offender Management Function and aspects of Public Protection for the establishment. As a member of the senior management team, they will contribute and implement their Functions objectives as defined in the establishment's business plan. This is either an operational or non-operational job with line management responsibilities.
Responsibilities, Activities and Duties	The job holder will be required to carry out the following responsibilities, activities and duties: • Ensure all managers and staff within the Function provide a respectful, safe decent environment for all prisoners and staff • Accountable for the performance of the Function and the staff within it. Manage the achievement of qualitative and quantitative standards, including Service Delivery Indicators (SDI's) within the Function verifying and signing off documentation as appropriate. Analyses and acts upon data which is relevant to their Function • Accountable for the administration of all offender management systems and processes. This Includes: • Public protection Manual • Violent Sex Offender Register (VISOR) • OASys • Prisoners who present a Risk to Children • Prisoners disqualified from working with Children. • Safer Guarding • Prisoners subject to Harassment Procedures • Specified processes relating to • Prolific Priority Offender (PPOs) • Indeterminate Sentenced Prisoners • Foreign National Offenders • Parole • Recall Prisoners • Offender Management processes such as • Offender management administration hub • HDC and ROTL • Categorisation • Sequencing of the prisoners sentence. • Key worker allocation process. • Establishing a Rehabilitative culture across the establishment.

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- Accountable for the timely completion and submission of parole reports and dossiers.
- Accountable for managing Parole hearings including via video link.
- Responsible for initiating MALRAP meetings within the agreed times lines and that minutes are taken of the meeting.
- Accountable for the Management of the Custodial sentence specification
- Accountable for countersigning and approving 14 and 2 day calculation checks.
- Chair Release On Temporary Licence (ROTL) and Home Detention Curfew (HDC) boards in conjunction with the Head of OM Delivery.
- Accountable for the recall process
- Accountable for the categorisation and allocation process
- Responsible for putting in place monitoring systems to ensure the fairness and consistency of categorisation and allocation decisions and provide an assurance of quality control i.e. ensure that random sampling of completed forms is carried out to ensure that consistency and fairness is maintained.
- Accountable for liaison with Courts and organising video court appearances.
- Accountable for the secure storage of all records.
- Ensure Category A procedures are adhered to
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- Dependant on operational experience will undertake some or all other management tasks including:
- Act as the Governor's representative by chairing adjudications and taking charge of day-to-day establishment operations as Duty Governor
- Promote Prison Service policy in all activities and behaviours e.g. promote diversity, decency, safety and reducing re-offending agendas
- Review open Assessment Care in Custody teamwork (ACCT) as and when required in line with audit baselines
- Provide leadership and management of the Function. Will have the skills to apply all Human Resources (HR) related policies and practices and be able to carry out all aspects of people management such as Attendance Management, Disciplinary Investigations, Performance Management and Staff Appraisals
- Manage Prisoners Complaints Process within the Function
- Responsible for ensuring all litigation claims relevant to the area have been dealt with in accordance with policy
- Oversee the compilation and regular progress reporting of performance improvement programmes
- Manage the appropriate authorisation of Financial Compliance Statements
- Manage devolved budgets in accordance with the financial procedures outlined in the budget delegation
- Ensure that the Function produces and analyses audit and establishment performance management information identifying variances and areas requiring improvements
- Contribute to the establishment's overall achievement of (SDIs) and standards and be accountable for the performance and delivery of targets relating to the budget; People Plan for the Function.
- Accountable for all local and national policies relating to the Function, and ensure procedures implemented are compliant, including the development of new policies
- Contribute to the development and delivery of the medium-to-long term strategic and business plan for the establishment, with overall responsibility for implementation within their Function
- Attend relevant boards/meetings and actively contribute either as chair or team member
- Responsible for ensuring the defined work areas and associated activities comply with Health and Safety legislation. Ensure all risk assessments are undertaken and staff are made aware of their personal responsibility towards Health and Safety compliance
- Work collaboratively and provide constructive challenge to colleagues to ensure that their own and other Functions are joined up and together

	contribute towards the overall delivery of the establishment's performance • Contribute to the preparation of the establishment contingency and emergency plans and ensure implementation when required. • Ensure the effective use of staff resources and the provision of training and annual leave opportunities • Produce relevant reports as required and ensure that the response to all correspondence are within agreed timescales • Carry out investigations and administration in relation to incidents of potential discrimination and report on findings • Accountable for ensuring actions arising from Standard Audit, Her Majesty • Inspectorate of Prisons (HMIP) Action Plans and Managing Quality of Prison Life (MQPL) surveys, including local Self Audit action plans and Resettlement strategies, are delivered • Deliver and implement projects as directed by the Governor • Actively encourage staff engagement within the Function to ensure objectives are met 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.
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Behaviours	• Delivering at Pace • Leadership • Communicating and Influencing • Working Together • Managing a Quality Service • Changing and Improving • Making Effective Decisions
Strengths	NB: The below are for guidance only. It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	
Technical Requirements	If Operational Must be successfully accredited as an Operational Manager (or in post as a G5 prior to 1999).
Ability	

Minimum Eligibility	• 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	37 hour week Required Hours Allowance – TBC by Recruiting Manager This role requires regularly working unpredictable and unsocial hours and be on call to attend their place of work at anytime. 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 evening, 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 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.
Delivering at Pace				Must be successfully accredited as an Operational Manager (or in post as a G5 prior to 1999).
Leadership				Successful completion of the workbook
Communicating and Influencing				
Working Together				
Managing a Quality Service				
Changing and Improving				
Making effective Decisions				