



HM Prison & Probation Service

Job Description (JD)

Band 6

Group Profile - Activities Unit Manager (AUM)

Job Description – AUM : Learning, Skills and Employment

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Job Description

Job Title	AUM : Learning, Skills and Employment
Group Profile	Activities Unit Manager
Organisation Level	First Line Management
Band	6

Overview of the job	This is a management job in an establishment.
Summary	<p>The job holder will be responsible for a range of activities within the Learning, Skills and Employment function. Staffing numbers will vary depending on the size of the establishment and the nature of work undertaken. The job holder will be implementing national policies to suit local needs within the function and will contribute to revisions of local policies and procedures.</p> <p>The job holder will ensure that the establishment regime meets the needs of offenders and contributes to reducing the risk of re-offending. The function provides a strategic focus on the learning, skills and qualifications in all areas of activities, with an emphasis on employability, education and training on release. The job supports both Offenders' Learning and Skills Service (OLASS) and non-OLASS learning.</p> <p>This is a non-operational job with line management responsibilities.</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"> • Responsible for ensuring all staff within Learning Skills and Employment provide a respectful, safe decent environment for all prisoners and staff. • Responsible for managing Offenders Learning and Skills Service (OLASS) and non-OLASS including industries, gymnasium. • Responsible for assisting in the planning and implementing of quality assurance frameworks within the establishment. • Co-ordinate Self-Assessment Reports (SARs) for the establishment. • Responsible for managing, promoting, developing and co-ordinating all learning and skills activity, (including education, vocational training, physical education, library provision) in order to provide a comprehensive and coherent learning and skills programme for all prisoners. • Assist in the planning and co-ordination of Offenders Learning and Skills Service (OLASS) and all other types of learning to form a learner journey from reception to release. • Responsible for administration of distance learning, further education and Open University and monitoring the quality assurance of prisoners managing their own Individual Learning Plan (ILP). • Work with other resettlement services, the risk management unit and other functions, to encourage offenders to continue their learning on release – ensuring that appropriate Offenders Pathways are arranged/notified prior to release. • Responsible for monitoring the Service Level Agreements (SLA) for education, library services and training providers operating within the establishment, to ensure that quality standards are achieved. • Responsible for the delivery of industries vocational training ensuring the screening assessment and referral processes that determine suitability of prisoners to access learning material and tutor to deliver required skills to achieve target qualification.

	<ul style="list-style-type: none"> • Responsible for ensuring that the Service commissioned is agreed with SFA, Education provider and Advice and Guidance Agency. • Responsible for chairing quarterly Quality Improvement Group/OLASS Partnership Meetings and attend meetings as required. • Maintain good working relationship with groups that provide funding including the Learning and Skills council and Youth Justice Board (if in Young Offender Institution (YOI) or Juvenile in estates). • Responsible for the accuracy of figures generated i.e. hours delivered, to enable the release of funding. • Responsible for the preparation of material for internal and OFSTED audits and act as OFSTED nominee for the establishment. • Contribute to prisoner reports including Assessment, Care in Custody and Teamwork (ACCT) reports and parole reports. <p>Undertake other management tasks including:</p> <ul style="list-style-type: none"> • Manage devolved budgets in accordance with the financial procedures outlined in the budget delegation. • Responsible for the management of all staff within their area. This includes staff performance, development and annual appraisal through to sickness absence management. • Ensure all HMPPS standards and Service Delivery Indicators (SDIs) are implemented and managed within the relevant work area. • Ensure all national and local policies and procedures are implemented and compliant e.g. National Security Framework (NSF), Local Security Strategy (LSS), Finance Manual. • Attend as directed any relevant boards/meetings and actively contribute, either as chair or team member. • Provides leadership and direction to managers and staff within their defined work area through briefings, building informal and formal relationships and effective communication. • Produce relevant reports as required and ensure all correspondence is replied to within agreed timescales. • Liaise and form good relationships with internal and external stakeholders. • Manage resources to deliver the activities within the defined work area, and contribute to the mid-to-long term business planning process. • Ensure the defined work area 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 ensuring Health and Safety compliance. <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>
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Behaviours	<ul style="list-style-type: none"> • Making Effective Decisions • Communicating and Influencing • Working Together • Managing a Quality Service
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	

Technical Requirements	<p>The job holder will have relevant qualifications in area of work, or be working/ studying towards, including recognised training qualifications/or be a NVQ assessor and have specialist knowledge/ experience in relevant Industry.</p> <p>Will need to keep up to date of knowledge/working practices in areas of expertise.</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>
Ability	

Minimum Eligibility	<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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Hours of Work (Unsocial Hours) Allowances	37 hour working week
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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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Making Effective Decisions				The job holder will have relevant qualifications in area of work, or be working/studying towards, including recognised training qualifications/or be a NVQ assessor and have specialist knowledge/experience in relevant Industry.
Communicating and Influencing				Will need to keep up to date of knowledge/working practices in areas of expertise.
Working Together				<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>

				<u>External applicants</u> 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
Managing a Quality Service				