



HM Prison & Probation Service

Job Description (JD)

Band 6

Group Profile – Activities Unit Manager(AUM)

Job Description – AUM: Industries

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Job Description

Job Title	AUM : Industries
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 activities within the industries, workshops, and land based areas where applicable, and for training within a realistic working environment. 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 be responsible for the revisions of local policies, improvement plans and procedures related to industries.</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 Industries provide a respectful, safe decent environment for all prisoners and staff. • Responsible for advising Senior Management Team (SMT) on industry related areas. • Review and implement local industries improvement plans and reviewing industries policy annually. • Responsible for ensuring staff are fully trained and qualified for the activities they are employed in. • Responsible for setting accreditation targets for the department and monitor targets and progress against them. Visit all areas on a regular basis to check that all required work is being completed to the set standards. • Responsible for the performance of production workshops both in terms of prisoner occupation, production and sales turn over. • Responsible for monitoring performance of suppliers against contracts to ensure that contracts are running to time, cost, quality and all contractual requirements of Industry providers operating within the establishment. • Responsible for ensuring production is scheduled and managed to deliver targets (including income generation levels) and quality standards and maintains delivery of contractual arrangements. • Ensure all industries information and IT systems are kept up to date. • Responsible for managing the income generation targets and compliance within the work area, verifying and signing off documentation as appropriate. • Contribute towards developing and implementing an employment strategy for the Prison working alongside partners in the delivery of employment training, advice and guidance on release. • Seeking local commercial work to fill free production capacity by way of preparing quotations for external stakeholders for potential products to be manufactured within industries. • Manage successful private sector partnerships, Colleges and Training Centres and assist in developing links with internal/external Agencies with a view to prisoner employment and resettlement. • Responsible for ensuring all materials are ordered, received, logged, stored, utilised and disposed of appropriately within the areas of activity managed.

	<ul style="list-style-type: none"> • Responsible for ensuring prisoners are appropriately supervised, inducted, trained and deployed and paid within the industries and that discipline, safer custody and Health and Safety practices are maintained at all times. • Responsible for the efficient and economical use of industries transport. • Managing stock and supervising the annual stock taking process. • Responsible for ensuring the delivery national accredited qualifications and skills to prisoners where appropriate. • Responsible for the provision of management / reports to HQ as required. <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> <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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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	<ul style="list-style-type: none"> • The job holder will have experience in industry or commercial production environment.

Technical Requirements	<ul style="list-style-type: none"> • Must complete specific training to hold the qualifications required for area of specialism outlined on the Job Description. • Will need to keep up to date of knowledge/working practices in areas of expertise. • Qualified to level 4 or above including business management modules. • Awareness of current ISO9001 Standard or an equivalent quality management system, and have a broad understanding of Health and Safety requirements in an industrial setting. <p><u>Internal applicants</u> 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> 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 experience in industry or commercial production environment.	Must complete specific training to hold the qualifications required for area of specialism outlined on the Job Description once they take up post.
Communicating and Influencing				Qualified to level 4 or above including business management modules.
Working Together				Awareness of current ISO9001 Standard or an equivalent quality management system, and have a broad understanding on Health and Safety requirements in an industrial setting.
Managing a Quality Service				Will need to keep up to date of knowledge/working practices in areas of expertise.
				<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
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