



HM Prison & Probation Service

Job Description (JD)

Band 11

Group Profile: Governor Complex(GC)

Job Description: GC: Governor Complex

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Job Description

Job Title	GC : Governor
Group Profile	Governor Complex
Organisation Level	Senior Management
Band	11

Overview of the job	This is a senior management job within an establishment.
Summary	<p>The job holder will provide leadership, vision and strategic direction for an establishment, holding overall accountability for ensuring it is secure and operationally stable, whilst maintaining decency and compliance with performance measures and targets, this may include the Offender Management in Custody Model by taking accountability as Governor to deliver the custodial phase of the sentence including, involving the line management of a Senior Probation Officer .</p> <p>This is an 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"> • Accountable for ensuring a safe, decent and secure environment is maintained for prisoners and staff • Accountable for providing leadership and direction for staff including coaching and mentoring for managers • Lead on the development and communication of a decency strategy for the establishment that encompasses staff, prisoners and visitors • Accountable for the promotion of prison service policy in all activities and behaviours by promoting diversity, decency, safety and reducing re-offending agendas • Accountable for strategic planning and assessing particular needs of establishment prisoner population and making changes to regimes accordingly • Accountable for ensuring the establishment has effective contingency and emergency plans in place • Accountable for local employee relations maintaining and building relationships and partnerships where possible to facilitate negotiations with trade unions • Accountable for the establishment's overall achievement of Service Delivery Indicators (SDIs) and standards, leading on the performance and delivery of targets relating to the budget and People Plan • Accountable for promoting and sustaining a performance management culture within the establishment • Accountable for the performance and development of the Senior Management Team (SMT), actively addressing underperformance whilst valuing the positive contributions of staff • Accountable for ensuring the Deputy Governor and Heads of Functions comply with HR policies including Governor and will be required to manage Heads of Function within the prison which may include the SPO within the new OMiC process/model in conjunction with the Deputy Directors of the Local Divisional Units in probation services. • Accountable for ensuring that Deputy Governor and Heads of functions comply with action plans as a result of Her Majesty's Inspectorate of Prisons (HMIP), Standards Audit Unit (SAU) and Measuring the Quality of Prison Life (MQPL) findings/reports • Accountable for active participation of the establishment in national working groups, maintaining a current awareness of political, social, legislative and policy changes affecting HMPPS

	<ul style="list-style-type: none"> • Accountable for chairing local grievance appeals, conduct and discipline and capability hearings • Accountable for ensuring that appropriate jobs are undertaken in the establishment during serious incidents when required • Accountable for the management prioritisation and allocation of resources to deliver the Establishment strategic plan • Accountable for fostering and progressing open and positive external relationships with stakeholders to the mutual benefit of the establishment and the community, ensuring the delivery of these services through Service Level Agreements (SLA) • Accountable for ensuring key messages are delivered to all staff through appropriate levels of communication e.g. full staff briefings, presentations and staff notices • Accountable for reviewing and sanctioning impact assessments for policies before local implementation • Accountable for representing the establishment in any litigation claims • Accountable for overall monitoring and control of the establishment budget, prioritising expenditure with budget holders • Accountable for the completion of ad-hoc projects or initiatives on behalf of Deputy Director of Custody (DDC) • Accountable for facilitating and escorting important visits, including Ministers and MPs • Accountable for ensuring SMT are visible throughout the establishment and personally carry out regular visits to all areas • Accountable for managing media interest in the establishment, ensuring that any messages released are appropriate • Undertake investigations on behalf of the DDC as required • Accountable for devising a response to delivering a method of efficiency savings • Accountable for the submission of compliance statements as required by Audit Corporate Assurance (ACA) • Accountable for ensuring a programme of compliance for covert testing • Provide leadership, direction, and manage the risk associated with the 3 escape risk classifications of Category A prisoners, ensuring they are supervised and managed between establishment staff and partner agencies at all times both within the Establishment and when being escorted • Liaise with and make recommendations to the Director of High Security on categorisation changes, while maintaining effective communication with other Directorate of High Security (DHS) establishments and Police response teams to ensure the safe dispersal of complex and dangerous prisoners who require the highest level of security conditions • Chair Category A reviews when required • Act as Strategic lead for succession planning for the establishment • Chair Diversity Race, Equality Action Team meetings • Accountable for authorising actions required under RIPA, taking responsibility for the local corruption prevention contact <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>
Behaviours	<ul style="list-style-type: none"> • Delivering at Pace • Leadership • Communicating and Influencing • Seeing the Bigger Picture • Managing a Quality Service • Developing Self and Others • Making Effective Decisions

Strengths	It is advised strengths are chosen locally, recommended 4-8.
Experience	
Technical requirements	<p>The job holder must have either been successfully accredited at the Senior Operational Manager (SOM) assessment or been successfully accredited by passing both the Governor Assessment Centre (GAC) and the Deputy Governor & Governor Incident Management Silver Command (IMSC) Assessment.</p> <p>(or i.e. those that have passed national Governor 3 Board prior to July 2000)</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>
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	<p>37 hour working week</p> <p>Required Hours Allowance</p> <p>This role requires working regular unsocial hours and a payment at the current approved organisation rate will be made 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.</p>
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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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Delivering at Pace				The job holder must have either been successfully accredited at the Senior Operational Manager (SOM) assessment or been successfully accredited by passing both the Governor Assessment Centre (GAC) and the Deputy Governor & Governor Incident Management Silver Command (IMSC) Assessment. (or i.e. those that have passed national Governor 3 Board prior to July 2000)
Leadership				An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh
Communicating and Influencing				
Seeing the Big Picture				
Managing a Quality Service				
Developing Self and Others				

Making Effective Decisions				
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