Job Description (JD)

Band 5

Group Profile – Hub Manager (HM)

Job Description – HM : Activities

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Job Description

Job Title	HM : Activities
Group Profile	Hub Manager
Organisation Level	First Line Management
Band	5

Overview of the job	This is an administrative managerial job within an establishment. All staff have a responsibility to safeguard and promote the welfare of children. The post holder must undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.
Summary	The job holder will be responsible for managing the administrative processes within the Activities Hub, ensuring that administration support is provided to the relevant pathways to assist in reducing reoffending through the provision of opportunities from reception to release. This is a rotational, 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: Manage the transactional activity associated with the Activities Hub and the administrative staff within this area. This includes ensuring the following paperwork is complete, checked and ready for onward transmission where applicable: - Pathways - Student applications - Monitoring contract delivery and performance - Procurement of Goods for unit - Regime Monitoring - Management Information Systems - Industries/Manufacturing - Education Provision - Activity/Labour Allocation - Authorise prisoner pay amendments - Healthcare - Promote the work of the Unit and provide opportunities for prisoners by organising: - Job club - Exit interviews - Housing Clinics - Induction Assessments

	• Healthcare Clinics Undertake other administrative management tasks including: • Contribute towards the development of local policy, procedures and practice and ensure consistency of application • Manage devolved budgets in accordance with the financial procedures outlined in the budget delegation • Manage the achievement of Service Delivery Indicators (SDIs) and standards within the work area, verifying and signing off documentation as appropriate • Attend relevant unit meetings as and when required to provide feedback on good practice examples, to promote awareness for better and more efficient ways of working • Analyse and act on data collected by the Hub and produce any relevant reports to show findings • Ensure that data entered into local and national systems is accurate and in accordance with agreed timescales • Monitor performance of the Hub • Draft all external and internal communications on behalf of the Hub • Provide Head of Function with management information relating to the relevant area • Be responsible for the management of all staff within their area. This includes staff performance, development and annual appraisal through to sickness absence management • Act as first point of contact for relevant external stakeholders • Act as requisitioner or approver dependant on local policy 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

Behaviours	• Changing and Improving • Communicating and Influencing • Working Together • Managing a Quality Service • Making Effective Decisions • Leadership
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	Able user of MS Word and MS Excel Information collation and analysis
Technical Requirements	**Internal applicants** Newly promoted staff to the following Band 5 first line manager roles (Hub Managers, Custodial Managers and Facilities & Services Managers) in Establishments are required to complete a qualification as part of their work objectives where these training packages are available Staff that have mapped or re-graded to Band 5 who have

	previously worked at an equivalent level will not be required to undertake the qualification. **External applicants** All external staff joining as a Band 5 Hub Manager or Facilities and Services Manager in an Establishment are required to complete the qualification where available.
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.

Hours of Work (Unsocial Hours) Allowances	**37 hour working week**