



# HM Prison & Probation Service

## Job Description (JD)

### Band 5

### Group Profile: Coordinator(CO)

### Job Description: CO: Welfare Delivery

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# Job Description

<b>Job Title</b>	CO : Welfare Delivery
<b>Group Profile</b>	Coordinator
<b>Organisation Level</b>	First Line Management
<b>Band</b>	5

<b>Overview of the job</b>	<p>The post holder will be establishment based and report to the Head of Business Assurance.</p> <p>The post holder will be responsible for implementing and supporting an over-arching Welfare Delivery and Wellbeing Framework within prisons.</p>
<b>Summary</b>	<p>The job holder will be responsible for the coordination and effective delivery of the local reflective practice model within prisons. The post holder will be responsible for providing advice and guidance to Governors, Senior Leaders and Line Managers to ensure effective wellbeing practices are implemented, supporting all staff within the establishment. The post requires collaboration with internal and external stakeholders, ensuring a cohesive approach to staff wellbeing, encapsulating existing and new wellbeing initiatives and processes.</p> <p>This is a non-operational role with no line management responsibility. This is a non-rotational role.</p>
<b>Responsibilities, Activities and Duties</b>	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>• Coordinate and deliver local reflective practice model/ session to identified staff cohort, to improve resilience, confidence, and retention within this group.</li> <li>• Ensure that trained reflective practitioners are released to attend planned reflective practice sessions.</li> <li>• Work collaboratively with People Hub/Detail to ensure optimum attendance on reflective practice timetable.</li> <li>• Engage with reflective practice sponsor, and/or Governor, to highlight any concerns or trends from reflective practice delivery.</li> <li>• Be responsible for the promotion of PAM Reflective session.</li> <li>• Be responsible for driving improvements in local wellbeing activity through the coordination of the local Wellbeing Committee.</li> <li>• Ensure TRiM, Mental Health Allies and the Care Team work collaboratively to support staff.</li> <li>• Post Incident Care - Work collaboratively with Safer Custody colleagues and stakeholders to ensure that timely and appropriate support is in place.</li> </ul>

	<ul style="list-style-type: none"> <li>• Coordination of Wellbeing events, promotion and activities as per a locally published Wellbeing calendar.</li> <li>• Contribute to the Supporting Each Other Framework by delivering a local Wellbeing Induction to new starters.</li> <li>• Work with managers to improve the Wellbeing of staff in their work areas including the delivery of Wellbeing awareness sessions.</li> <li>• Engage with MOJ HR to actively contribute to Wellbeing assurance activity, to drive improvement in Staff Wellbeing.</li> <li>• Be the point of contact to provide specialist advice in relation to staff absences or concerns relating to Mental Health, to include promoting external support.</li> <li>• Work collaboratively with stakeholders to deliver the fitness testing programme.</li> <li>• Work with internal stakeholders to improve the wellbeing of staff (Staff Fitness Team, National Staff Support Leads, MOJ People Group, Health &amp; Safety, D&amp;I).</li> <li>• Work with external stakeholder to improve the wellbeing of staff (for example OH, EAP, Charity for Civil Servants).</li> <li>• Provide regular communications within establishments on national, regional and local wellbeing initiatives including Disability Passports, Carers Passport, Menopause Framework.</li> <li>• Identify and share good practice across the region.</li> <li>• Work with relevant stakeholders to ensure joined up effective working practice.</li> </ul> <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.</p>
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## Civil Service Success Profile Criteria

<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Communicating and Influencing</li> <li>• Developing Self and Others</li> <li>• Delivering at Pace</li> <li>• Working Together</li> </ul>
<b>Strengths</b>	We recommend you choose 4 to 8 strengths locally.
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Strong organisational skills, planning and attention to detail</li> <li>• Proficient in the use of MS Word and MS Excel</li> <li>• Able to deliver training effectively and assertively with staff at all levels</li> <li>• Information collation and analysis</li> </ul>

<b>Technical requirements</b>	
<b>Ability</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Ability to facilitate discussion</li> </ul>

<b>Minimum Eligibility</b>	<p><i>Please do not alter this box</i></p> <ul style="list-style-type: none"> <li>• All candidates are subject to security and identity checks prior to taking up post.</li> <li>• 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.</li> <li>• All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.</li> </ul>
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<b>Hours of Work (Unsocial Hours) Allowances</b>	<p><i>Leave Blank</i></p> <p><b>To be used by the JES Team only</b></p>
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