



# HM Prison & Probation Service

## Group Profile: Head of Function Operational – Standard Establishment

### Band 7

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## Group Profile

<b>Group Profile Name</b>	Head of Function Operational – Standard Establishment
<b>Organisation Level</b>	<b>Functional Management</b> – Job holders at this level provide leadership and management of the function and as Senior Management Team members, contribute to the strategic planning and implementation of corporate activities. Job holders will be fully accountable for the delivery / performance of the function. They manage staff and resources to deliver activities within their function including medium and longer term planning. They will also manage a delegated budget, determining resources required and actively influence efficiency.
<b>Band</b>	7

<b>Overview</b>	<p>Job holders within this Group Profile will report to the Deputy Governor and be responsible for managing a function within an establishment which has been defined as standard complexity, including management of all staff within the function.</p> <p>The job holder will need to ensure that they implement robust systems to manage the function, as they will often be distanced from front-line duties and will need to delegate appropriately.</p> <p>They will be required to robustly apply national policies in their area and draft local policies accordingly</p> <p>These are operational prisoner facing roles.</p>
<b>Characteristics</b>	<p>Typical tasks associated with this Group Profile include:</p> <ul style="list-style-type: none"> <li>• Act as the Governor's representative by chairing adjudications and taking charge of day-to-day establishment operations as Duty Governor</li> <li>• Promote Prison Service policy in all activities and behaviours e.g. promote diversity, decency, safety and reducing re-offending agendas</li> <li>• Review open Assessment Care in Custody teamwork (ACCT) as and when required in line with audit baselines</li> <li>• Provide leadership and management of the Function. Will have the skills to apply all Human Resources (HR) related policies and practices and be able to carry out all aspects of people management such as Attendance Management, Disciplinary Investigations, Performance Management and Staff Appraisals</li> <li>• Manage Prisoners Complaints Process within the Function</li> <li>• Responsible for ensuring all litigation claims relevant to the area have been dealt with in accordance with policy</li> <li>• Oversee the compilation and regular progress reporting of performance improvement programmes</li> <li>• Manage the appropriate authorisation of Financial Compliance Statements</li> </ul>

	<ul style="list-style-type: none"> <li>• Manage devolved budgets in accordance with the financial procedures outlined in the budget delegation</li> <li>• Ensure that the Function produces and analyses audit and establishment performance management information identifying variances and areas requiring improvements</li> <li>• Contribute to the establishment's overall achievement of (SDIs) and standards and be accountable for the performance and delivery of targets relating to the budget; People Plan for the Function.</li> <li>• Accountable for all local and national policies relating to the Function, and ensure procedures implemented are compliant, including the development of new policies</li> <li>• Contribute to the development and delivery of the medium-to-long term strategic and business plan for the establishment, with overall responsibility for implementation within their Function</li> <li>• Attend relevant boards/meetings and actively contribute either as chair or team member</li> <li>• Responsible for ensuring the defined work areas 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 Health and Safety compliance</li> <li>• Contribute to the preparation of the establishment contingency and emergency plans and ensure implementation when required.</li> <li>• Ensure the effective use of staff resources and the provision of training and annual leave opportunities</li> <li>• Produce relevant reports as required and ensure that the response to all correspondence are within agreed timescales</li> <li>• Carry out investigations and administration in relation to incidents of potential discrimination and report on findings</li> <li>• Accountable for ensuring actions arising from Standard Audit, His Majesty Inspectorate of Prisons (HMIP) Action Plans and Managing Quality of Prison Life (MQPL) surveys, including local self audit action plans and Resettlement strategies, are delivered</li> <li>• Deliver and implement projects as directed by the Governor</li> <li>• Actively encourage staff engagement within the Function to ensure objectives are met</li> </ul>
<p><b>Job Descriptions relating to this Group Profile</b></p>	<p>The job holder once in post will be matched to a job description: a sample list is attached below. Posts are either rotational or non-rotational within this Group Profile and this will be specified on specific job descriptions.</p> <ul style="list-style-type: none"> <li>• Head of Function Standard : Reducing Reoffending</li> <li>• Head of Function Standard : Residence and Safety</li> <li>• Head of Function Standard : Residence and Services</li> <li>• Head of Function Standard : Security and Intelligence</li> <li>• Head of Function Standard : Admissions and Care YP</li> <li>• Head of Function Standard : Casework YP</li> <li>• Head of Function Standard : Regime Services YP</li> <li>• Head of Function Standard : Young People and Services YP</li> <li>• Head of Function Standard : Reducing Reoffending YP</li> </ul>

	<ul style="list-style-type: none"> <li>• Head of Function Standard : Security and Intelligence YP</li> <li>• Head of Function Standard : Special Unit</li> <li>• Head of Function Standard : Safer Prisons Equality and Admissions</li> <li>• Head of Function Standard : Security and Intelligence IRC</li> <li>• Head of Function Standard : Detainee Welfare Services IRC</li> <li>• Head of Function Standard : Operations IRC</li> <li>• Head of Function Standard : Residence and Safety IRC</li> <li>• Head of Function Standard : Residence IRC</li> <li>• Head of Function Standard : Education Skills and Work</li> </ul>
<b>Minimum Eligibility</b>	<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 considers to be racist.</li> </ul>
<b>Essential Skills/ Qualifications/ Accreditation/ Registration</b>	<p>Job holders must complete specific training in their specialism once they take up post.</p> <ul style="list-style-type: none"> <li>• Must be successfully accredited by passing the Head of Function Assessment Centre (HFAC), or prior to 2016 be accredited as an Operational Manager (or in post as a G5 prior to 1999).</li> <li>• Where HFAC accreditation was gained from 2018, the Incident Management Silver Command (IMSC) assessment must also be passed to be eligible for operational Head of Function roles.</li> <li>• When transferring to a Young Persons establishment the job holder will be required to successfully undertake an assessment to demonstrate suitability to work with Young People</li> <li>• Successful completion of workbook</li> <li>• An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.</li> </ul>

<b>Hours of Work and Allowances</b>	<p>37 hour week</p> <p>Required Hours Allowance – TBC by Recruiting Manager</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.</p> <p>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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<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Delivering at Pace</li> <li>• Leadership</li> <li>• Communicating and Influencing</li> <li>• Working Together</li> <li>• Managing a Quality Service</li> <li>• Changing and Improving</li> <li>• Making Effective Decisions</li> </ul>
<b>Strengths</b>	It is advised strengths are chosen locally, recommended 4-8.
<b>Essential Experience</b>	
<b>Technical Requirements</b>	<p>N.B these are the technical requirements for the group profile, please check the individual job description relating to this group profile for any job specific requirements and add if required.</p> <ul style="list-style-type: none"> <li>• Job holders must complete specific training in their specialism once they take up post.</li> <li>• Must be successfully accredited by passing the Head of Function Assessment Centre (HFAC), or prior to 2016 be accredited as an Operational Manager (or in post as a G5 prior to 1999).</li> <li>• Where HFAC accreditation was gained from 2018, the Incident Management Silver Command (IMSC) assessment must also be passed to be eligible for operational Head of Function roles.</li> <li>• When transferring to a Young Persons establishment the job holder will be required to successfully undertake an assessment to demonstrate suitability to work with Young People</li> <li>• Successful completion of workbook</li> </ul>
<b>Ability</b>	