



HM Prison & Probation Service

NPS Job Description (JD)

NPS Band 5

Directorate: National Probation Service

Job Description: Approved Premises Manager

| | |
|-----------------------|--|
| Document Ref. | NPS-JES-0044_Pay Band 5 Approved Premises Manager_v3.0 |
| Document Type | Management |
| Version | 3.0 |
| Classification | Unclassified |
| Date of Issue | 18/06/2019 |
| Status | Baselined |
| Produced by | Head of Group |
| Authorised by | Reward Team |
| JD Evidence | |

NPS Job Description

| | |
|--------------------|----------------------------|
| Job Title | Approved Premises Manager |
| Directorate | National Probation Service |
| Band | 5 |

| | |
|--|--|
| Overview of the job | <p>This is a management role within the National Probation Service (NPS).</p> <p>The job holder will be responsible for managing an Approved Premises (AP). They will manage the practice of AP staff within the designated site and ensure the effective management of risk posed by resident offenders.</p> |
| Summary | <p>The jobholder will manage the efficient and effective operation of the AP. They will supervise AP staff to ensure compliance with NPS strategy for use of AP. They will create and maintain a safe environment ensuring the safety of staff, residents, the public and the premises. They will offer support and cover to other teams/functions during periods of absence.</p> <p>In line with NPS policies and procedures, the job holder must at all times demonstrate a commitment to equality and inclusion and an understanding of their relevance to the work they do.</p> <p>The post holder must adhere to all policies in respect of the sensitive/confidential nature of the information handled whilst working in this position.</p> <p>The AP Manager will be expected to participate in an out-of-hours standby duty rota.</p> |
| Responsibilities, Activities & Duties | <p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ol style="list-style-type: none"> 1. To provide effective management and leadership to the team <ul style="list-style-type: none"> • To be accountable for the quality delivery of good practice and team performance improvement within policy and national standards • To ensure that all team resources, are deployed efficiently and effectively. • To ensure that staff can efficiently and effectively meet the requirements of the NPS' contract with HMPPS, Community Rehabilitation Companies (CRC) and local business plans as required • To access, interpret, analyse and apply performance data pro-actively in order to improve function/team performance, evaluate practice and deliver organisational aims • To proactively manage staff development, issues of underperformance, attendance, health and safety, employee relations and diversity matters. Adopt a consistent, fair and objective standpoint when making decisions in relation to individual staff issues • To ensure that AP staff manage risk appropriately, and meet all public protection standards and targets • To contribute directly to public protection through multi-agency arrangements and individual casework review, discussion and feedback • To ensure that AP staff manage self-harm, wellbeing and social care needs of residents, and carry out First Aid as necessary in the case of injury or self-harm • To promote a culture of innovation and continuous improvement to service delivery • To manage financial resources as delegated by the AP Area Manager • In accordance with the business plan, to provide a leading role and direction in work with partners and key stakeholders, and represent the NPS as appropriate to the role • To facilitate effective communication between the AP management team and internal and external partners |

| | |
|-------------------------------|---|
| | <ul style="list-style-type: none"> • To respond positively to the concerns of neighbours and the community local to the AP. • To undertake 'stand-by' duties and participate in the 'out-of-hours' rota, responding to issues as appropriate • To ensure the effective functioning of contracts for staffing, facilities and estates as delegated by the AP Area Manager • As a member of the AP Management Team, to play an active part in the corporate management of the NPS as necessary • Carry out safeguarding children and safeguarding adult duties in accordance with the NPS statutory responsibilities and agency policies • To undertake specific areas of responsibility as delegated by the Area Manager and any other duties as appropriate commensurate with the grading of the post • Demonstrate pro-social modelling skills by consistently reinforcing pro-social behaviour and attitudes and challenging anti-social behaviour and attitudes • To work within the aims and values of NPS and HMPPS <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> |
| Behaviours | <ul style="list-style-type: none"> • Leadership • Developing Self and Others • Working Together • Making Effective Decisions • Delivering at Pace • Managing a Quality Service |
| Strengths | It is advised strengths are chosen locally, recommended 4-8. |
| Essential Experience | <ul style="list-style-type: none"> • Substantial experience with a proven record of good practice in a variety of settings (including offender risk assessment and management) as a Probation Officer or from working within another criminal justice agency or related work context. • Experience of risk management and assessment • Ability to implement the services health and safety policies • Experience of working flexibly as a member of a team to achieve performance targets Experience of contributing to the provision of effective administration and information systems • Demonstrable achievements in managing/supporting change and effecting improvements in quality and efficiency • Experience of proactively championing diversity and inclusiveness both internally and externally • Evidence of ability to evaluate practice • Evidence of ability to provide a practice perspective on policy development • Interpret and apply performance reports |
| Technical requirements | <p>Probation Qualification Framework Graduate Diploma/Honours Degree in Community Justice integrated with Level 5 Diploma in Probation Practice.</p> <p>Or a qualification which was recognised at the time of qualification by the Secretary of State for Justice as per Section 10 of the Offender Management Act 2007. The following qualifications gained in England and Wales were previously recognised as providing</p> |

| | |
|----------------|--|
| | <p>such eligibility:</p> <ul style="list-style-type: none"> • Diploma in Probation Studies, • Diploma in Social Work (with Probation Option) • CQSW (with Probation Option) <p>IT skills including evidence of ability to interpret and apply performance reports</p> |
| Ability | |

| | |
|----------------------------|--|
| Minimum Eligibility | <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. |
|----------------------------|--|

| | |
|--|---|
| Hours of Work (Unsocial Hours) Allowances | <p>37</p> <p>Additional payments will be made for out of hours work</p> |
|--|---|

Success Profile

| Behaviours | Strengths It is advised strengths are chosen locally, recommended 4-8. | Ability | Experience | Technical |
|----------------------------|---|---------|--|--|
| Leadership | | | Substantial experience with a proven record of good practice in a variety of settings (including offender risk assessment and management) as a Probation Officer or from working within another criminal justice agency or related work context. | Probation Qualification Framework Graduate Diploma/Honours Degree in Community Justice integrated with Level 5 Diploma in Probation Practice. |
| Developing Self and Others | | | Experience of risk management and assessment | Or a qualification which was recognised at the time of qualification by the Secretary of State for Justice as per Section 10 of the Offender Management Act 2007. The following qualifications gained in England and Wales were previously recognised as providing such eligibility: <ul style="list-style-type: none"> • Diploma in Probation Studies, • Diploma in Social Work (with Probation Option) • CQSW (with Probation Option) |
| Working Together | | | Ability to implement the services health and safety policies | IT skills including evidence of ability to interpret and apply performance reports |
| Making Effective Decisions | | | Experience of working flexibly as a member of a team to achieve performance targets Experience of contributing to the provision of effective administration and information systems | |

| | | | | |
|----------------------------|--|--|--|--|
| Delivering at Pace | | | Demonstrable achievements in managing/supporting change and effecting improvements in quality and efficiency | |
| Managing a Quality Service | | | Experience of proactively championing diversity and inclusiveness both internally and externally | |
| | | | Evidence of ability to evaluate practice | |
| | | | Evidence of ability to provide a practice perspective on policy development | |