



HM Prison & Probation Service

Job Description (JD)

Band 6

Group Profile - Activities Unit Manager (AUM)

Job Description – AUM : Learning, Skills and Employment

Document Ref.	OR-JES-090-JD-B6 : AUM : Learning, Skills and Employment v13.0
Document Type	Management
Version	13.0
Classification	Official
Date of Issue	16 April 2025
Status	Baselined
Produced by	Job Evaluation Assurance and Support Team
Authorised by	Reward Team
JD Evidence	

Job Description

Job Title	AUM : Learning, Skills and Employment
Group Profile	Activities Unit Manager
Organisation Level	First Line Management
Band	6

Overview of the job	<p>This is a management job in an establishment.</p> <p>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.</p>
Summary	<p>The job holder will support in the delivery for all of education, skills and work within the prison.</p> <p>The job holder will be responsible for managing the procurement, delivery, performance and, crucially, the quality assurance and improvement activities across the Prison's Education, Skills and Work function. They must work in alignment with the education provider, wider contracted out provision, alongside colleagues to implement local and national policies to suit local needs within the function and will contribute to revisions of local policies and procedures.</p> <p>This is a non-operational job with line management responsibilities. This is a non-rotational role.</p>
Responsibilities, Activities and Duties	<ul style="list-style-type: none"> • Responsible for planning and co-ordinating the Prison curriculum and all other types of learning, to form an effective prisoner journey from reception to release, in line with Ofsted's Education Inspection Framework criteria. • Develop and implement a delivery plan to operationalise the prison ESW strategy. • Manage evidence materials for compliance with inspection frameworks such as the OFSTED Education Inspection Framework (EIF), OSAG and HMIP. • Management oversight of HMPPS Data Systems, including providing tier 1 assurance of the CURIOUS system and ensure records are kept up to date and accurate for all education, skills and work activities within the prison. • Monitor and report on the quality and performance of education, skills and work provision against the whole prison curriculum/ADP (Annual Delivery Plan). • Responsible for designing and leading quality assurance processes and activities to ensure quality of education, work

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	<p>and skills related provision is being delivered and outlined in the quality calendar.</p> <ul style="list-style-type: none"> • Responsible for monitoring the information captured and producing reports informing key prison delivery partners and directing them to take corrective action where necessary. • Responsible for the implementation of all recommendations that focus on quality procedures, from all inspections and assurance visits such as HMIP and Ofsted. • Responsible for enabling the delivery of contracted out provision, including the management and monitoring of performance. • Responsibility for strategic provider quality assurance activity (Tier 1), assuring service level accuracy, delivery of Library, Careers, Information, Advice and Guidance (CIAG), Dynamic Purchasing System (DPS) and Prison Education Framework (PEF). • Local lead to National Education Group, responsible for escalating contractual issues as required and to monitor/forecast against budget allocation. • Manage contracted library provision. Ensuring performance levels, suitability of product and value for money. • Collaborate effectively with functional heads across the prison team to implement or embed any relevant elements of the ESW agenda within their respective areas of responsibility, equipping and supporting them to discharge their duties in relation to said agenda. • Responsible for ensuring all staff working within education, skills and work provide a respectful, safe and decent environment for all prisoners and staff, regularly visiting prison activities to ensure education, skills and work is running smoothly. <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>
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Behaviours	<ul style="list-style-type: none"> • Making Effective Decisions • Communicating and Influencing • Working Together • Managing a Quality Service
Strengths	NB The below are for guidance only. It is advised strengths are chosen locally, recommended 4-8.

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Experience	Must be able to demonstrate a strong commitment to training, and a sound understanding of The Office for Standards in Education (OFSTED) targets for training prisoners.
Technical Requirements	<p>The job holder will have relevant qualifications in area of work, or be working/studying towards, including recognised training qualifications/or be a NVQ assessor and have specialist knowledge/experience in relevant Industry.</p> <p>Will need to keep up to date of knowledge/working practices in areas of expertise.</p> <p><u>Internal applicants</u> All newly promoted staff to the following Band 6 first line manager roles (Activities Unit Manager, Facilities and Services Unit Manager, Facilities and Services Business Manager, Programme Manager, Specialist Treatment Manager or Equality Advisor) in Establishments will be expected to complete the New Manager Programme on Civil Service Learning within three years of promotion.</p> <p>Staff that have mapped or re-graded to Band 6 who have previously worked at an equivalent level will not be required to undertake the qualification.</p> <p><u>External applicants</u> All external staff joining as a Band 6 Activities Unit Manager, Facilities and Services Unit Manager, Facilities and Services Business Manager, Programme Manager, Specialist Treatment Manager or Equality Advisor in an Establishment will be expected to complete the New Manager Programme on Civil Service Learning within three years.</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	37 hour working week
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