



# HM Prison & Probation Service

## Job Description (JD)

### Band 6

## Group Profile – Activities Unit Manager(AUM)

### Job Description – AUM: Industries

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## Job Description

<b>Job Title</b>	AUM : Industries
<b>Group Profile</b>	Activities Unit Manager
<b>Organisation Level</b>	First Line Management
<b>Band</b>	6

<b>Overview of the job</b>	<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>
<b>Summary</b>	<p>The job holder will be responsible for managing the day-to-day operations of Prison Industries within the establishment. This will involve managing the annual Industries budget; ensuring all workshop manufacturing and work activities are compliant with industry standards; and managing quality assurance processes to ensure customer satisfaction and timely contract delivery.</p> <p>The job holder will work with other managers within the prison to develop and enable opportunities for prisoners to learn and apply functional skills in a work setting and develop transferable skills that link to the local labour market and to employment on release.</p> <p>This is a non-operational job with line management responsibilities.</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>• Manage the financial needs of industries within the establishment, including the management of the annual budget, ensure income generation targets are met, driving supplier performance and generate new customer contracts for independent workshops.</li> <li>• Manage the operations of Industries within the establishment, including ensuring the good management of all materials, and that all activities are consistent and compliant with commercial manufacturing standards (ISO).</li> <li>• Provide quality assurance within the Industries function, including to ensure HMPPS standards and Service Delivery Indicators (SDIs) are implemented, training materials/learning resources are accessible to prisoners, and prisoner</li> </ul>

	<p>allocations are suitable to maintain commercial standards and production quotas.</p> <ul style="list-style-type: none"> <li>• Provide leadership, support and guidance to all Instructional/support staff within Industries including managing staff performance, ensure all B4 Instructional officers are qualified or actively working towards their Level 4 Qualification (or equivalent) in their stated work/management area.</li> <li>• Work in partnership with the Learning and Skills manager to implement the strategic vision of the Head of Education, Skills and Work, enabling a golden thread between skills developed in Industries, long-term learning and employability outcomes, whilst embedding functional skills and other elements of the curriculum/learning within workshop/manufacturing processes.</li> <li>• Work in partnership with the Learning, Skills and Employment Manager to prepare for inspections, including, but not exclusively, Ofsted/Estyn/ HM Inspectorate of Prisons (HMIP), and own actions resulting from inspections in respect of Industries.</li> <li>• Collaborate with the Prison Employment Lead and other employment stakeholders to ensure Prison Industries forms an effective part of the prisoner pathway into further education, vocational training or employment on release, actively promoting and equipping prisoners to progress on their Prison employment journey, whilst identifying work ready prisoners entering their resettlement phase.</li> <li>• Work in partnership with New Futures Network Regional Broker and Prison Employment Lead to establish and maintain recruitment pipelines from Prison Industries into a range of industrial sectors/local labour markets, mirroring community-based working practices to properly prepare and equip prison leavers for employment on release.</li> <li>• Ensure prisoners are appropriately supervised, inducted, trained, deployed and paid within the industries workshops and that discipline, safer custody and Health and Safety practices are maintained at all times.</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 or (where specified in Wales) Welsh.</p>
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## OFFICIAL

<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Making Effective Decisions</li> <li>• Communicating and Influencing</li> <li>• Working Together</li> <li>• Managing a Quality Service</li> </ul>
<b>Strengths</b>	<i>It is advised strengths are chosen locally, recommended 4-8.</i>
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• The job holder will have experience in industry or commercial production environment.</li> </ul>
<b>Technical Requirements</b>	<ul style="list-style-type: none"> <li>• Will need to keep up to date of knowledge/working practices in areas of expertise.</li> <li>• Qualified to level 4 or above including business management modules.</li> <li>• Awareness of current ISO9001 Standard or an equivalent quality management system, and have a broad understanding of Health and Safety requirements in an industrial setting.</li> </ul> <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>
<b>Ability</b>	

<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 consider to be racist.</li> </ul>
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<b>Hours of Work (Unsocial Hours) Allowances</b>	37 hour working week.
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