



# HM Prison & Probation Service

## Job Description (JD)

### Band 8

## Group Profile - Head of Function Complex (HOFC)

## Job Description - HOFC : Reducing Reoffending

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## Job Description

<b>Job Title</b>	HOFC: Reducing Reoffending
<b>Group Profile</b>	Head of Function Complex
<b>Organisation Level</b>	Functional Management
<b>Band</b>	8

<b>Overview of the job</b>	<p>This is a functional management job within an establishment.</p> <p>The job holder will be the Head of the Reducing Reoffending Function within the establishment and will have line management responsibility.</p> <p>This is either an operational or non-operational job with line management responsibilities. If operational, please see technical requirements. This role is rotational.</p>
<b>Summary</b>	<p>The job holder will be responsible for the leadership, development and provision of the prison's Reduction of Reoffending portfolio. This will require the job holder to manage the agenda of the prison's approach to:</p> <ul style="list-style-type: none"> <li>• Reducing Reoffending and Resettlement</li> <li>• Regime design and delivery</li> <li>• The following reducing reoffending pathways: <ul style="list-style-type: none"> <li>○ Housing and accommodation</li> <li>○ Health, substance misuse and social care providers</li> <li>○ Finance benefit and debt</li> <li>○ Attitudes, thinking and behaviour</li> <li>○ Faith</li> <li>○ Children and families</li> </ul> </li> </ul> <p>They will be the strategic lead to facilitate and enable strong working practices between prison, probation, and other relevant community services to reduce reoffending.</p> <p>They will be responsible for the design and driving the delivery of the prison's regime so it meets the rehabilitative needs of all prisoners.</p> <p>As a member of the Senior Management Team (SMT), the job holder will contribute and implement their Function's objectives as defined in the establishment's Business Plan.</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>• Responsible for the design of the reducing reoffending strategic approach for the prison.</li> <li>• Responsible for driving the successful implementation of the prison's reducing reoffending approach through all key heads</li> </ul>

	<p>of functions and managers across prison and probation teams. This includes the strategic leadership of a range external stakeholders, to ensure effective delivery of services that support the reducing reoffending strategy.</p> <ul style="list-style-type: none"> <li>• Responsible for the design and delivery of key reducing reoffending pathways which will include, but not be limited to, housing and accommodation, health and substance misuse, families, offending behaviour programmes and interventions relating to faith, finance and debt.</li> <li>• Responsible for the development of local needs assessment for the prison, bringing together data/assessments from all other key partners in the prison to inform the design of the prison's tiered regime.</li> <li>• Considering all the prison's operational functions, responsible for designing and delivering a tiered regime, which is designed to meet prisoner need, ensures prisoners are allocated and enabled to attend activities and interventions, operating in line with the National Regime Model and the five pillars of the Ofsted Education Inspection Framework.</li> <li>• Responsible for driving delivery of the regime through other heads of function, and managers to ensure its effective, and sustainable, running is prioritised, and positive changes are identified and taken forward where necessary.</li> <li>• Responsible for developing a framework and monitoring progress to measure delivery of interventions across the regime and to lead on ensuring that the appropriate corrective action is taken where necessary.</li> <li>• Responsible for locally operationalising and ongoing oversight of the Resettlement Passport. This includes strategically coordinating relevant agencies, ensuring the Passport brings together key information through the prisoner's journey and to ensure their successful resettlement into society, and maximises opportunities within the different resettlement pathways, giving prison leavers better access to services.</li> <li>• Strategic lead to ensure join up between prison and probation, including with resettlement teams/pre-release team, promoting and delivering on the OneHMPPS concept within the prison and through the gate. Proactively seeking out opportunities to leverage third sector, and other external agencies' expertise, services and provision to bring this into the prison estate to support with the rehabilitation of prisoners.</li> <li>• Responsible for developing a joined-up approach between the Reducing Reoffending function and Offender Management (OMUs), promoting reducing reoffending, and ensuring staff are upskilled and understand the prison's rehabilitative offer, and that these are included within the formulation of sentence plans.</li> </ul> <p><b>Dependant on operational experience will undertake some or all other management tasks including:</b></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> </ul>
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	<ul style="list-style-type: none"> <li>• Promote Prison Service policy in all activities and behaviours, e.g., promote decency, safety, diversity and inclusion and reducing re-offending agendas.</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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<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>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in the development and delivery of medium-to-long term strategies and/or business plans.</li> <li>• Experience of working collaboratively with a range of stakeholders including senior leaders and external organisations.</li> <li>• Experience of implementing change in a challenging environment.</li> <li>• Experience of leading teams and delivering through others to meet objectives in a challenging environment.</li> </ul>
<b>Technical Requirements</b>	<p><b>If Operational</b></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>• Job holders must complete specific training in their specialism once they take up post.</li> <li>• Successful completion of the workbook.</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> </ul>

<b>Ability</b>	<ul style="list-style-type: none"> <li>• Ability to set and deliver a strategic plan to reduce reoffending across a range of activities within prison and an ability to build and foster strong links with probation and community services and statutory partners, to ensure a successful transition from prison.</li> <li>• Ability to build and foster strong links with probation and community services, and statutory partners, to ensure a successful transition from prison.</li> </ul>
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<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>	<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. 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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## Success Profile

Behaviours	Strengths  It is advised strengths are chosen locally, recommended 4-8.	Ability	Experience	Technical
Delivering at Pace		Ability to set, and deliver, a strategic plan to reduce reoffending across a range of activities within prison	Experience in the development and delivery of the medium-to-long term strategic and business plans.	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).
Leadership		Ability to build and foster strong links with probation and community services, and statutory partners, to ensure a successful transition from prison.	Experience of working collaboratively with a range of stakeholders including senior leaders and external organisations.	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.
Communicating and Influencing			Experience of implementing change in a challenging environment.	Job holders must complete specific training in their specialism once they take up post.
Working Together			Experience of leading teams and delivering through others to meet objectives in a challenging environment.	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.
Managing a Quality Service				Successful completion of the workbook

Changing and Improving				
Making effective Decisions				