



# HM Prison & Probation Service

## Job Description (JD)

### Band 6

### Group Profile – Programme Manager (PM)

### Job Description – PM: Programme Manager

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<b>JD Evidence</b>	

## Job Description

<b>Job Title</b>	PM : Programme Manager
<b>Group Profile</b>	Programme Manager
<b>Organisation Level</b>	First Line Management
<b>Band</b>	6

<b>Overview of the job</b>	This is a management job in an establishment.
<b>Summary</b>	<p>The job holder will be responsible for programme management of drug, alcohol and offending behaviour programmes in the establishment ensuring they are delivered in line with required standards.</p> <p>The job holder will assist in the provision of constructive and supportive regimes, which addresses offending behaviour, improve educational and work skills and promote law abiding behaviour in custody and after release in reducing reoffending. To assist in the management of the planning and execution of the Service Delivery Agreement for the offending behaviour courses.</p> <p>In addition, they will manage a group of facilitators and administrative staff to ensure that all protocols, procedures and routines to do with Psychological Services are planned, prepared, operated and developed in line with standards.</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>• Responsible for managing and overseeing the facilitation team and the suite of interventions to ensure they are supported and given appropriate guidance.</li> <li>• Responsible for ensuring that treatment managers are effectively managed and supported.</li> <li>• Responsible for ensuring best value of resources for the department.</li> <li>• Responsible for ensuring that all Programme work is delivered in line with the baselines identified in the Accreditation Document.</li> <li>• Responsible for ensuring a plan for effective delivery is made for the forthcoming year to ensure that there are enough spaces offered to achieve the establishment's performance target and specifically taking into account the needs of the prisoner population and staff training requirements.</li> <li>• Responsible for managing and oversee the delivery of complex/high intensity programmes such as the Sex Offender Treatment Programme.</li> <li>• Liaise with the psychological services to ensure that resources are appropriately identified for the delivery of sex offender treatment programmes.</li> <li>• Attend all relevant and appropriate meetings, both at local and national as per the Audit requirements.</li> <li>• Act as a consultant with regard to the introduction of both accredited and non-accredited programmes.</li> <li>• Responsible for ensuring the full participation of staff in the supervision process.</li> <li>• Develop and monitor productive working relationships with all staff.</li> <li>• Responsible for managing the delivery of and providing interventions of both, clinical and non-clinical offending behaviour programmes.</li> <li>• Liaise with the establishment Senior Management Team and ensure that they are updated on policies set by HMPPS in respect of Treatment Programmes.</li> </ul>

	<ul style="list-style-type: none"> <li>• Responsible for ensuring that all standards contained in the programme specific criterion enclosed within the programme manuals and audit document are met.</li> <li>• Promote the concept of multi-disciplinary team effort and integration within the Accredited Intervention Meetings (AIMs) teams, in staff awareness sessions and tutor support.</li> <li>• As part of the AIM team, is responsible for the management of group members and their specific treatment needs.</li> <li>• Promote opportunities for integrating programmes with other establishment processes, particularly with other interventions such as basic skills, Counselling, Assessment, Referral, Advice and Throughcare service (CARATS) and other aspects of drug strategy.</li> <li>• Produce data analysis of the local drug strategy for area reports.</li> <li>• Contribute to the overall risk management process including sharing information on high risk and dangerous offenders with relevant agencies Contribute to the Programme Department performance as assessed by the audit criteria, with particular reference to all Programme Manuals and to assist with the successful delivery of all audit baselines.</li> <li>• Contribute to improvements and compliance of any issues raised as part of action plans arising from Standards Audit, Her Majesty's Inspectorate of Prisons (HMIP), Measuring the Quality of Prison Life (MQPL) and any other relevant action plans including local self audit action plans and resettlement strategies.</li> <li>• Contribute to the successful achievement of the Service Delivery Indicators (SDIs) target agreed between the Deputy Director of Custody and Governing Governor ensuring milestones are properly identified and communicated.</li> <li>• Manage a safe working environment for staff, prisoners and visitors. Ensure Health and Safety legislation is followed ensuring safe systems of work (SSOW) and risk assessments are completed in a timely manner and any faults are reported promptly.</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>• Making Effective Decisions</li> <li>• Changing and Improving</li> <li>• Communicating and Influencing</li> <li>• Working Together</li> <li>• Managing a Quality Service</li> <li>• Developing Self and Others</li> </ul>
<b>Strengths</b>	It is advised strengths are chosen locally, recommended 4-8.
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• No formal training or qualifications are required to undertake role.</li> <li>• Job holders will need to be highly organised and committed to treatment and rehabilitation work.</li> <li>• Will require experience of managing both staff and processes.</li> </ul>
<b>Technical Requirements</b>	<p><u>Internal applicants</u></p> <p>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>	<p><i>Please do not alter this box</i></p> <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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## Success Profile

Behaviours	Strengths  It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
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Making Effective Decisions			No formal training or qualifications are required to undertake role.	<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>
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Changing and Improving			Job holders will need to be highly organised and committed to treatment and rehabilitation work.	
Communicating and Influencing			Will require experience of managing both staff and processes.	
Working Together				
Managing a Quality Service				
Developing Self and Others				