



HM Prison & Probation Service

HQ Job Description (JD)

Band 8

Directorate: Central Operational Services

Job Description – Regional Catering Manager

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Job Description

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| Job Title | Regional Catering Manager |
| Directorate | Central Operational Services |
| Band | 8 |

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| Overview of the job | <p>This post works as part of a team of subject matter experts to provide specialist catering advice to all public sector prisons in England and Wales. The job holder will report to the Head of Catering, Public Sector Prison Industries.</p> <p>This post can be regional.</p> <p>This role has no line management responsibility.</p> <p>This is a non-operational role.</p> |
| Summary | <p>Working to Head of Catering, this is a subject matter expert that provides specialist catering advice and support to a number of establishments by assessment and evaluation of risk, measuring and reporting on minimum service specification requirements. The post holder provides high quality support delivering catering services effectively and efficiently, managing business change, and performance throughout the full year.</p> |
| Responsibilities, Activities and Duties | <p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <p>Overarching Requirement</p> <ul style="list-style-type: none"> • Develop and review existing and new Catering policy in HMPPS ensuring the minimum requirement of applicable policy standards and current food safety legislation. • Act as subject matter expert for HMPPS and other agencies (UKBA), monitoring and assessing catering delivery against minimum requirements and business risk. This will be completed by compiling and publishing action based reports from a minimum of 2 specified visits per year. (Food Safety Management Systems, Menu and Food Quality Assessment, with a Review of actions required if appropriate.) • Provide 24 hour/365 day first point of contact for all catering and food provision within HMPPS, in relation to contingency exercises and developing situations supporting evaluation processes where required. • Effectively manage allocated budget reporting any potential under/overspend as soon as possible. <p>Management, Development and Maintenance of Prison Service Instruction (PSI 2010/44, Catering & Meal Provision)</p> <ul style="list-style-type: none"> • Research, interpret and adopt HMPPS policy for implementation of food safety legislation, good practice, industrial and government initiatives regarding food health and nutrition. • Review, develop and maintain minimum catering PSI 44 / 2010. • Review and develop catering specification and policy. <p>Food Policy Specification</p> <ul style="list-style-type: none"> • Develop, monitor and evaluate food quality standards/commodities and equipment specifications. • Evaluate and advise on product supply and supplier performance. • Monitor, evaluate and report on meal management and produce action plans to influence provision improvement, especially budget and portion control. |

Develop Strategy and Implementation of Building and Refurbishment of Prison Kitchens and Points of Service

- Act as subject matter expert on design, new build, temporary kitchen facilities and refurbishment programs.
- Work with other stakeholders who support development and design specifications.
- Work with and influence industry suppliers and other government agencies in the provision of catering equipment specification.
- Act as subject matter expert to evaluate and advise on capital catering equipment replacement.
- Re- allocation of capital assets program including supply, delivery, installation, service maintenance and removal if necessary of kitchen and servery equipment.
- Work with strategic partners within HMPPS to develop and support cross functional working parties.

Recruitment

- Act as subject matter expert in regard to qualification and professional requirements of candidates, advise on application criteria, core competencies and person specification, assist where required on application recruitment programs.

Training

- Deliver catering training courses, workshops, forums and essential equipment competency.
- Act as subject matter expert on NVQ food safety training delivery (through external contract), develop working links with external partners in industry for job mentoring and assisting in offender behaviour programs.

Cross Functional Forums

- Act as subject matter expert and assist on performance improvement and testing and potential closure programs.
- Act as subject matter expert for tenders with Contracts and Procurement Unit, Estates Planning, Accommodation and Property Services Group, Regional Office structures with PGDs, Area Estates coordinators and Area Finance Managers.

Networking & Links with External Agencies

- The regional catering managers activity will involve working with and influencing a combination of stakeholders and act as HMPPS representative with external links in the some or all of the following areas:
 - Environmental Health Officers, LACORS (Local Authority Regulatory Services – (Home Office lead on Food Safety), MOD, Department of Environment and Rural Affairs (DEFRA (inc. Food Standards Authority), Cultural & Religious Authorities, OGC buying solutions, Social Services, LACA (Local Authority Caterers Association), Education - School Food Trust, Vegan & Vegetarian Society in particular Vegan Prisoner Support Group, Professional bodies (Hotel Catering Institute Management Association, Chartered Institute of Management).

This post is part of HMPPS HQ flexible operational policy resource and the post holder may be flexibly deployed in response to agreed priorities.

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.

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| Behaviours | <ul style="list-style-type: none"> • Making Effective Decisions • Changing and Improving • Leadership • Delivering at Pace • Seeing the Big Picture |
| Strengths | It is advised strengths are chosen locally, recommended 4-8. |
| Ability | |
| Experience | |
| Technical | <ul style="list-style-type: none"> • Minimum of an NVQ level 4 in food safety management, NVQ level 3 or equivalent in Food Nutrition, NVQ level 3 or equivalent in Food Production, Audit/ Compliance Monitoring accreditation and full membership of the Institute of Hospitality Management or equivalent professional body. • Valid driving license. |

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| 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 | <p>To be confirmed by Recruitment Manager</p> <p>RHA/Unsocial Hours Working 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

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| Making Effective Decisions | | | | Minimum of an NVQ level 4 in food safety management, NVQ level 3 or equivalent in Food Nutrition, NVQ level 3 or equivalent in Food Production, Audit/ Compliance Monitoring accreditation and full membership of the Institute of Hospitality Management or equivalent professional body. |
| Changing and Improving | | | | Valid driving license. |
| Leadership | | | | |
| Delivering at Pace | | | | |
| Seeing the Big Picture | | | | |
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