



HM Prison & Probation Service

Job Description (JD)

Band 9

Group Profile: Deputy Governor Complex (DGC)

Job Description: DGC: Deputy Governor Complex

Document Ref.	OR-JES-278-JD-B9 : DGC : Deputy Governor Complex v13.0
Document Type	Management
Version	13.0
Classification	Official
Date of Issue	6 th August 2024
Status	Baselined
Produced by	Job Evaluation Assurance and Support Team
Authorised by	Reward Team
JD Evidence	

Job Description

Job Title	DGC : Deputy Governor Complex
Group Profile	Deputy Governor Complex
Organisation Level	Senior Management
Band	9

Overview of the job	This is a senior management job in an establishment.
Summary	<p>The job holder will lead on the daily operations of the establishment on behalf of the Governor.</p> <p>The job holder will have responsibility for influencing and championing national policy and its direct delivery effecting prisoners and staff. This may include the Offender Management in Custody (OMiC) Model by taking responsibility on behalf of the Governor to deliver the custodial phase of the sentence including, where required line management of a Senior Probation Officer.</p> <p>This is an operational job with line management responsibilities. This role is non-rotational.</p>
Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Provide leadership, direction and mentoring for managers and staff within the establishment through briefings, building formal and informal relationships, and effective communication on behalf of the Governor. • Promote Prison Service policy in all activities and behaviours by promoting diversity, decency, safety and reducing re-offending agendas. • Contribute to the preparation of the establishment contingency and emergency plans and ensure implementation when required. • Contribute to the strategic thinking, effective ways of working and finding solutions for failing Service Delivery indicators (SDIs). • Contribute to the development and delivery of the medium-to-long term strategic and business plan for the establishment. • Contribute to the continuous strategic development of the establishment through the SMT. • The Deputy Governor will be required to manage Heads of Function within the prison which if deemed a requirement may be delegated the SPO within the new OMiC process/model in conjunction with the Deputy Directors of the Local Divisional Units in probation services. • Responsible for ensuring that Heads of Functions adhere to action plans as a result of HM's Inspectorate of Prisons

(HMIP), Standards Audit Unit (SAU) and Measuring the Quality of Prison Life (MQPL) findings/reports.

- Undertake the appropriate job in the establishment during serious incidents when required.
- Ensures that all managers and staff within the functions are held accountable for providing decent conditions and that a safe working environment is maintained for prisoners and staff.
- Carry out Adjudications and monitors the fairness and consistency of those carried out by Head of Functions.
- Responsible for chairing local grievance appeals and attendance support hearings appropriate to level.
- Contribute to local employee relations maintaining and building relationships and partnerships where possible to facilitate negotiations with trade unions.
- Oversee the Duty Governor rota for Heads of Functions.
- Responsible for authorising actions required under Regulation of Investigatory Powers Act (RIPA) taking responsibility for the local corruption prevention contact.
- Oversee the decisions made around Release on Temporary License (ROTL), Recategorisation and Home Detention Curfew (HDC) following appropriate risk assessments.
- Chair and represent the establishment at internal and external stakeholder/ community meetings.
- Respond to confidential access requests and complaints for the Governor.
- Responsible for authorising the Use of Force and tornado team when required.
- Manage devolved budgets in accordance with the financial procedures outlined in the budget delegation.
- Contribute to the establishment's overall achievement of (SDIs) and standards and lead on the performance and delivery of targets relating to the budget and People Plan.
- Support the governor to develop and deliver their vision for the establishment taking into account national policy context as well as local circumstances.
- Ensures the SMT are visible throughout the establishment and personally carries out regular visits to all areas.
- Chair monthly security committee setting objectives direction of works and reviewing of any current threats.
- Chair Category A reviews when required.
- Chair Diversity Race, Equality Action Team meetings.
- Responsible for authorising actions required under RIPA and managing the local corruption prevention contact.

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.

An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.

Civil Service Success Profile Criteria

Behaviours	<ul style="list-style-type: none"> • Delivering at Pace • Leadership • Communicating and Influencing • Working Together • Managing a Quality Service • Developing Self and Others • Making Effective Decisions
Strengths	We recommend you choose 4 to 8 strengths locally.
Experience	
Technical requirements	<ul style="list-style-type: none"> • The job holder must have either been successfully accredited at the Senior Operational Manager (SOM) assessment or been successfully accredited by passing both the Deputy Governor Assessment Centre (DGAC) and the Deputy Governor & Governor Incident Management Silver Command (IMSC) Assessment. • Successful completion of the workbook
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.
----------------------------	---

Hours of Work (Unsocial Hours) Allowances	<p>37 hour working week</p> <p>Required Hours Allowance</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.</p> <p>Unsocial hours are those hours outside 0700 - 1900hrs Monday to Friday and include working evenings, nights, weekends and Bank/Public Holidays.</p>
--	--