



HM Prison & Probation Service

Job Description (JD)

Band 8

Group Profile – Head of Function Complex (HOFC)

Job Description – HOFC: Safer Prisons and Equality

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Job Description

Job Title	HOFC : Safer Prisons and Equality
Group Profile	Head of Function Complex
Organisation Level	Functional Management
Band	8

Overview of the job	This is a functional management job in an establishment.
Summary	The job holder will be responsible for managing Safer Custody, Equality and the Care and Separation Unit (CASU), for the establishment, ensuring prisoners are cared for in a safe, decent lawful and secure manner and prisoners and staff are not discriminated against. As a member of the Senior Management Team, they will contribute and implement their functions objectives as defined in the establishment's business plan. This is an operational/non-operational job with line management/no line management responsibilities. If operational, please see technical requirements.
Responsibilities, Activities and Duties	The job holder will be required to carry out the following responsibilities, activities and duties: • Accountable for the integrity of the following systems and processes and all staff within the area. This Includes: ○ Safer Custody ○ Suicide Prevention ○ Violence Reduction ○ Equality ○ Care and Separation Unit (CASU) • Accountable for the performance of the function and the staff within it. Manage the achievement of qualitative and quantitative standards, including Service Delivery Indicators (SDI's) within the function verifying and signing off documentation as appropriate. Analyse and act upon data, which is relevant to their function • Ensure all managers and staff within the function provide a respectful, safe, and decent environment for all prisoners and staff • Accountable for the management of the CASU providing a safe and secure environment for those who need to be segregated for their safety and that of others • Accountable for ensuring all Rule 45 prisoners held in the CASU are monitored, reviewed and where appropriate an exit strategy is developed within prescribed timescales • Accountable for ensuring daily CASU paperwork is quality assured and contributes to SMARG and provide monthly reports for Equality Action Team • Accountable for the establishment suicides and self harm, violence reduction, strategies and equality scheme and ensure they are implemented across the establishment • Accountable for organising Death In Custody (DIC) investigations, ensuring the Ombudsman receives all relevant information and assistance • Accountable for ensuring all statistics and trends in relation to safer custody are monitored and acted upon, such as Use of Force • Accountable for the quality assurance processes for Use of Force

	• Accountable for carrying out briefings on Assessment Care in Custody teamwork (ACCT), Security Information Report, observation books, anti-bullying documentation • Accountable for managing and quality checking the Cell Sharing Risk Assessments database • Accountable for ensuring that Restoration of Remission is reviewed and completed in a timely manner • Accountable for implementing the establishment's annual Equality Plan, resolving areas of non compliance • Accountable for developing strategies to ensure the establishment meets its legal requirements for all equality protected characteristics • Accountable for the establishment Equality Committee, encouraging employee engagement in the equality agenda. Take a lead in the activities of the Accountable Committee, writing and presenting reports and be responsible for addressing issues raised • Accountable for ensuring all incidents of potential discrimination are investigated fully • Accountable for ensuring relationships are developed with local equality stakeholders to aid and improve the knowledge and understanding of different equality responsibilities • Accountable for ensuring that all staff, receive equality training and external stakeholders working in the establishment understand their legal responsibilities when working with the Prison Service • Accountable for ensuring all staff meet their individual and collective equality responsibilities • Accountable for the 'mainstreaming' of the equality agenda across the establishment Dependant on operational experience will undertake some or all other management tasks including: • Act as the Governor's representative by chairing adjudications and taking charge of day-to-day establishment operations as Duty Governor • Promote Prison Service policy in all activities and behaviours e.g. promote diversity, decency, safety and reducing re-offending agendas • Provide leadership and management of the Function. Will have the skills to apply all Human Resources (HR) related policies and practices and be able to carry out all aspects of people management such as Attendance Management, Disciplinary Investigations, Performance Management and Staff Appraisals • Responsible for ensuring all litigation claims relevant to the area have been dealt with in accordance with policy • Oversee the compilation and regular progress reporting of performance improvement programmes • Manage the appropriate authorisation of Financial Compliance Statements • Manage devolved budgets in accordance with the financial procedures outlined in the budget delegation • Ensure that the Function produces and analyses audit and establishment performance management information identifying variances and areas requiring improvements • Contribute to the establishment's overall achievement of (SDIs) and standards and be accountable for the performance and delivery of targets relating to the budget; People Plan for the Function. • Accountable for all local and national policies relating to the Function, and ensure procedures implemented are compliant, including the development of new policies • Contribute to the development and delivery of the medium-to-long term strategic and business plan for the establishment, with overall responsibility for implementation within their Function • Attend relevant boards/meetings and actively contribute either as chair or team member • Responsible for ensuring the defined work areas and associated activities comply with Health and Safety legislation. Ensure all risk assessments are undertaken
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	and staff are made aware of their personal responsibility towards Health and Safety compliance • Work collaboratively and provide constructive challenge to colleagues to ensure that their own and other Functions are joined up and together contribute towards the overall delivery of the establishments performance • Contribute to the preparation of the establishment contingency and emergency plans and ensure implementation when required. • Ensure the effective use of staff resources and the provision of training and annual leave opportunities • Produce relevant reports as required and ensure that the response to all correspondence are within agreed timescales • Carry out investigations and administration in relation to incidents of potential discrimination and report on findings • Accountable for ensuring actions arising from Standard Audit, Her Majesty Inspectorate of Prisons (HMIP) Action Plans and Managing Quality of Prison Life (MQPL) surveys, including local self audit action plans and Resettlement strategies, are delivered • Deliver and implement projects as directed by the Governor • Actively encourage staff engagement within the Function to ensure objectives are met 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.
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Behaviours	• Delivering at Pace • Leadership • Communicating and Influencing • Working Together • Managing a Quality Service • Changing and Improving • Making Effective Decisions
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	
Technical Requirements	Job holders must complete specific training in their specialism once they take up post. If Operational • 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). • 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. • Successful completion of the workbook.

	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.
Ability	

Minimum Eligibility	<i>Please do not alter this box</i> - 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	37 hour week Required Hours Allowance – TBC by Recruiting Manager This role requires regularly working unpredictable and unsocial hours and be on call to attend their place of work at anytime. A 17% payment will be paid 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.
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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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Delivering at Pace				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				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				Job holders must complete specific training in their specialism once they take up post
Working Together				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				