



# HM Prison & Probation Service

## Job Description (JD)

### Band 6

## Group Profile - Activities Unit Manager (AUM)

## Job Description – AUM : Business Community Engagement

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## Job Description

<b>Job Title</b>	AUM : Business and Community Engagement
<b>Group Profile</b>	Activities Unit 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 developing mutually beneficial relationships with the local community to promote the work of HMPPS and the establishment in order to increase awareness of and create opportunities for supporting prisoners whilst in custody and following their release.</p> <p>This is a non-rotational, 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 the communications/Public Relations links between the local community and the establishment by responding to requests for information, representing the establishment at external activities and promoting the work of the National Offender Management Service (HMPPS) /the establishment amongst community groups and organisations.</li> <li>• Develop local strategy to engage with outside industry, maintaining networks to research funding streams to maximise awareness of the opportunities for prisoners.</li> <li>• Responsible for ensuring links with partnership opportunities for prisoners that complement the establishments regime and offer opportunities to practice work skills developed in custody or linked to future employment aspirations.</li> <li>• Responsible for developing local strategy to engage with outside industry, maintaining networks to research funding streams to maximise awareness of the opportunities for prisoners.</li> <li>• Responsible for ensuring regularly monitoring prisoner placements happens to check that employers, trainers and colleges comply with the Health and Safety Executive regulations. Send any observation paperwork to the assigned Health and Safety person.</li> <li>• Responsible for managing and coordinating visits to establishments by representatives of partner organisations.</li> <li>• Responsible for identifying opportunities for employers/employer representative bodies to promote opportunities for training/employment for ex-offenders and develops processes with employers to secure funding/appropriate agreements as required.</li> </ul>

- Advise and work with colleagues in the learning, skills, employment and Activities teams to strengthen relationships and working links through the flow of relevant and timely information.
- Advise and work with external stakeholders to identify initiatives to promote the work within the local community to reduce reoffending rates, exchanging information as required.
- Maintain a directory of voluntary/statutory organisations providing services to prisoners within the establishment.
- Responsible for maintaining links with community services teams, local probation offices, the police, and other local authority bodies to translate and implement national initiatives into workable and successful arrangements within the local community.
- Responsible for ensuring gaps in service provision are identified, including diversity and underrepresented groups.
- Responsible for ensuring the training placements are developed with local providers and attend necessary risk meetings to ensure processes are in place to support the provider and protect the public.

Undertake other management tasks including:

- Manage devolved budgets in accordance with the financial procedures outlined in the budget delegation.
- Responsible for the management of all staff within their area. This includes staff performance, development and annual appraisal through to sickness absence management.
- Ensure all HMPPS standards and Service Delivery Indicators (SDIs) are implemented and managed within the relevant work area.
- Ensure all national and local policies and procedures are implemented and compliant e.g. National Security Framework (NSF), Local Security Strategy (LSS), Finance Manual.
- Attend as directed any relevant boards/meetings and actively contribute, either as chair or team member.
- Provides leadership and direction to managers and staff within their defined work area through briefings, building informal and formal relationships and effective communication.
- Produce relevant reports as required and ensure all correspondence is replied to within agreed timescales.
- Liaise and form good relationships with internal and external stakeholders.
- Manage resources to deliver the activities within the defined work area, and contribute to the mid-to-long term business planning process.
- Ensure the defined work area and associated activities comply with Health and Safety legislation. Ensure all risk assessments are undertaken and staff are made aware of their personal responsibility towards ensuring Health and Safety compliance.

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

	<p>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>• Communicating and Influencing</li> <li>• Working Together</li> <li>• Managing a Quality Service</li> </ul>
<b>Strengths</b>	It is advised strengths are chosen locally, recommended 4-8.
<b>Experience</b>	
<b>Technical Requirements</b>	<p>The job holder will have relevant qualifications in area of work such as Commercial Activity Management, recognised training qualifications / or be an accredited assessor and have specialist knowledge / experience in relevant Industry.</p> <p>Will need to keep up to date of knowledge/working practices in areas of expertise.</p> <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></p> <p>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>	<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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