



# HM Prison & Probation Service

## PS Job Description (JD)

### PS Band 5

#### Directorate: Probation Service

#### Job Description: Programmes Manager

|                       |                               |
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| <b>Authorised by</b>  | Reward Team                   |
| <b>JD Evidence</b>    |                               |

# PS Job Description

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| <b>Job Title</b>   | Programmes Manager |
| <b>Directorate</b> | Probation Service  |
| <b>Band</b>        | 5                  |

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| <b>Overview of the job</b>                       | <p>This role will be regionally based reporting directly to the Head of Programmes for their region.</p> <p>Responsible for implementing and managing the strategic direction and effective delivery of interventions including Accredited Programmes, Structured Interventions and Senior Attendance Centres for people on probation subject to community sentencing.</p> <p>Provided in accordance with the Interventions Integrity Framework, and all relevant organisational policies and HMPPS accreditation standards.</p> <p>They will have direct line management responsibility for a mobile and dispersed team working across the region.</p>   |
| <b>Summary</b>                                   | <p>The job holder will be responsible for allocating team resources so they are deployed effectively to ensure quality interventions are delivered, and performance targets are met within a resource allocation framework.</p> <p>They will work in partnership with other agencies and stakeholders to maintain the co-ordinated delivery of services ensuring all health and safety and scheduling arrangements are in place to achieve good outcomes for people on probation.</p>   |
| <b>Responsibilities, Activities &amp; Duties</b> | <ul style="list-style-type: none"> <li>• To provide effective line management and leadership to a diverse team that includes; Treatment Managers, Facilitators, Partner Link Workers, Senior Attendance Centre staff and Administrators and will maintain robust procedures relating to the management of risk</li> <li>• To have overall responsibility for ensuring that interventions are delivered in line with programme management manuals, performance and audit standards and that the arrangements are in place for effective management of risk</li> <li>• To have strategic oversight of the effective use of resources in managing staff rotas and the development of contingency plans to ensure continuity of delivery of Interventions</li> <li>• Ensuring that there is an adequate pool of fully trained Programme Facilitators who have attended all the required training appropriate to the programme they are delivering</li> <li>• Lead in promoting Accredited Programmes, Structured Interventions and SAC and ensuring that the Judiciary, People on Probation, and Probation Practitioners are able to access clear and accurate information about programmes</li> <li>• To have overall responsibility to ensure that quality standards are maintained and that compliance with audit standards is monitored and poor performance and complaints are effectively managed to minimise business risks</li> <li>• To prepare an annual team plan and review, ensuring the effective allocation of resources and that respond to the public protection duties of the team through multi-agency arrangements and individual casework review, discussion and feedback</li> <li>• To initiate or implement change and develop new services in line with effective practice principles and within the resources available</li> <li>• To manage financial resources as required by the Head of Programmes and in line with HMPPS financial regulations and policies and to take a leading role to deliver the business plan and develop work with partners and key stakeholders, representing the Probation Service as appropriate</li> </ul> |

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|                               | 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.   |
| <b>Behaviours</b>             | <ul style="list-style-type: none"> <li>• Working Together Developing Self and Others</li> <li>• Delivering at Pace</li> <li>• Managing a Quality Service</li> <li>• Making Effective Decisions</li> <li>• Communicating and Influencing</li> <li>• Leadership</li> </ul>   |
| <b>Strengths</b>              | N.B. It is advised strengths are chosen locally, recommended 4-8.  |
| <b>Essential Experience</b>   | <ul style="list-style-type: none"> <li>• Understanding of the key principles of programmes</li> <li>• Substantial experience working in a variety of settings including offender risk assessment and management</li> <li>• Understanding of the role of the Probation Service in the Criminal Justice System and in a multi-disciplinary setting</li> <li>• Evidence of ability to evaluate practice</li> <li>• Experience of working under pressure and fulfilling demanding deadlines</li> <li>• Able to demonstrate well developed IT skills, including evidence of ability to interpret and apply performance reports</li> <li>• Experience of proactively championing diversity and inclusiveness both internally and externally</li> </ul> |
| <b>Technical requirements</b> | <ul style="list-style-type: none"> <li>• Problem Solver</li> <li>• Team Leader</li> <li>• Service Focussed</li> <li>• Analytical</li> <li>• Efficient</li> <li>• Motivator</li> <li>• Organiser</li> </ul>   |
| <b>Ability</b>                |  |

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| <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> |  |
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## Success Profile

| Behaviours                    | Strengths<br>N.B. It is advised strengths are chosen locally, recommended 4-8. | Ability | Experience  | Technical  |
|-------------------------------|--|---------|---|--|
| Working Together              |  |         | Substantial experience with a proven record of good practice in a variety of settings (including offender risk assessment and management) as a Probation Practitioner from working within another criminal justice agency or related work context | Management qualification or ability to demonstrate management of complex procedural and organisational structures.     |
| Developing Self and Others    |  |         | Experience of risk management and assessment, understanding of multi-agency risk assessment and management procedures   | Demonstrate the ability to manage staff  |
| Delivering at Pace            |  |         | Evidence of ability to evaluate practice and provide a practice perspective on policy development   | Understanding of the role of the Probation Service in the Criminal Justice System and in a multi-disciplinary setting. |
| Managing a Quality Service    |  |         | Experience of working under pressure and fulfilling demanding deadlines   | Knowledge and understanding of the factors which influence engagement with victims                                     |
| Making Effective Decisions    |  |         | Experience of working flexibly as a member of a team to achieve   |  |
| Communicating and Influencing |  |         | performance targets   |  |
| Leadership                    |  |         | Experience of contributing to the provision of effective administration and information systems   |  |