



HM Prison & Probation Service

Job Description (JD)

Band 7

Group Profile – Head of Function Standard Complex (HOFSC)

Job Description – HOFSC : Drug Strategy and Healthcare Provision

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Job Description

Job Title	HOFSC : Drug Strategy and Healthcare Provision
Group Profile	Head of Function Standard Complex
Organisation Level	Functional Management
Band	7

Overview of the job	<p>This is a functional management job within an establishment.</p> <p>All staff have a responsibility to safeguard and promote the welfare of children. The post holder must undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.</p>
Summary	<p>The job holder will be responsible for managing the provision of Healthcare, drug recovery wings and the development and implementation of the local drug strategy.</p> <p>The job holder will work closely with internal and external partners to develop needs-led, recovery-focused services and tailored support that continues beyond their release to deliver long-term change.</p> <p>This is either an operational or non-operational job with line management responsibilities. If operational, please see Technical Requirements.</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"> • Ensure all managers and staff within the Function provide a respectful, safe decent environment for prisoners and staff. • Accountable for the performance of the Function and the staff within it. Manage the achievement of qualitative and quantitative standards including Service Delivery Indicators (SDIs) within the Function, verifying and signing off documentation as appropriate. Analyse and act upon data which is relevant to your Function. <p>Accountable for management of Healthcare provision, drug strategy and staff within this area. This includes:</p> <ul style="list-style-type: none"> • Accountable for ensuring interaction between prisoners and staff is actively encouraged. • Accountable for managing the contracts of provider agencies working within the prison delivering healthcare provision and drug or alcohol services, ensuring relevant outcome measures are achieved. • Accountable for integrating all aspects of the drug and alcohol services within the prison and intervention programmes. • Accountable for managing the recovery pilot to ensure all areas of service delivery are coordinated and functioning effectively. • Accountable for developing the establishment's drug and alcohol services in accordance with policy changes, the Transforming Justice agenda and Payment by Results schemes. • Responsible for maintaining an awareness of changes to drug services commissioning and Healthcare provision. • Accountable for managing professional relationships between HMPPS staff and Primary Care Trust (PCT) drug and alcohol agencies and external commissioners. • Compile reports relating to the supply of illicit substances utilising information

	<p>from a variety of sources, identifying any actions that will limit the availability of drugs.</p> <ul style="list-style-type: none"> • Accountable for conducting needs analysis of the prison population and hold prisoner and family focus groups to determine changes in need, adapting services in accordance with findings. • Responsible for developing and managing the Drug Recovery Wing, working with commissioners to ensure the pilot delivers meaningful outcomes and long-term benefits for the prisoner and community. <p>Dependant on operational experience will undertake some or all other management tasks including:</p> <ul style="list-style-type: none"> • 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. • Review open Assessment Care in Custody Teamwork (ACCT) as and when required in line with audit baselines. • 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. • Manage Prisoners Complaints Process within the Function. • 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 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 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 establishment's 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's 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.
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	<ul style="list-style-type: none"> • Deliver and implement projects as directed by the Governor. • Actively encourage staff engagement within the Function to ensure objectives are met. <p>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.</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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Behaviours	<ul style="list-style-type: none"> • 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	<p>Job holders must complete specific training in their specialism once they take up post.</p> <p>If Operational</p> <ul style="list-style-type: none"> • 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. • 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. • 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.
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Hours of Work (Unsocial Hours) Allowances	<p>37 hour week</p> <p>Required Hours Allowance – TBC by Recruiting Manager</p> <p>This role requires regularly working unpredictable and unsocial hours and be on call to attend their place of work at any time. 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.</p>
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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				Job holders must complete specific training in their specialism once they take up post.
Leadership				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).
Communicating and Influencing				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.
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				