



National Offender Management Service

Job Description (JD)

Band 5

Group Profile – Treatment Manager (TM)

Job Description – TM : Attitude Thinking Behaviour

Document Ref.	OR-JES-271-JD-B5 : TM : Attitude Thinking Behaviour
Document Type	Management
Version	5.0
Classification	Unclassified
Date of Issue	20/03/15
Status	Baselined
Produced by	Job Evaluation Assurance and Support Team
Authorised by	Reward Team
JD Evidence	

Job Description

Job Title	TM : Attitude Thinking Behaviour
Group Profile	Treatment Manager
Organisation Level	First Line Management
Band	5

Overview of the job	This is a non operational job in an establishment
Summary	<p>The Job holder will have responsibility for the quality oversight and facilitation of accredited programmes which address offending behaviour.</p> <p>This is a non-operational job with line management responsibilities.</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 that the required number of programme sessions are delivered as outlined in the Treatment Management Manual within each 12 month period • Responsible for the quality of delivery of the programme which includes the preparation, engagement, facilitation, assessment, reporting and ongoing support of participants and staff involved in delivering offending behaviour programmes • Responsible for ensuring that programmes are delivered in accordance with their design and that facilitators adhere to the principles of the programme • Responsible for ensuring facilitators are properly selected and have been through the selection procedure as set out in the Treatment Management Manual • Responsible for the ongoing support and continuing professional skill development of facilitators • Responsible for setting a supervision contract with facilitators, providing professional supervision (majority within lifetime of the group) that is compliant with the Treatment Management Manual • Responsible for Video monitoring (VM) the required amount of sessions as set out in the Management Manual • Provide feedback from the VM to facilitators in a way which develops their skills and improves the delivery of the programme • Maintain a log, complete reports in line with national guidance and complete the majority of VM within the lifetime of group (or in a timely fashion for rolling programmes) • Ensure national guidelines on the assessment and selection of prisoners are followed to ensure that only those prisoners who require the programme, on the basis of risk, need, responsivity and diversity are selected for the programme • Ensure national guidelines for the de-selection of prisoners are followed where necessary • Ensure that all relevant paperwork including those associated with the clinical assurance process is completed and sent to NOMS on time • Supervise and authorise post programme reports ensuring they meet the needs of those for whom they are written such as prisoner manager, parole board • Respond to any local queries or complaints about the delivery of the programme • Where relevant, attend counselling support sessions at the rate outlined in the Treatment Management Manual for Sex Prisoner Treatment Programme (SOTP) and Domestic Violence (DV) programmes only and ensure facilitators attend

	<p>counselling support sessions at the required rate</p> <ul style="list-style-type: none"> • Attend all relevant training and the Regional and/or National Treatment Manager meetings • Contribute to the function and activities of the Accredited Intervention Management (AIMs) team and attend regular meetings (minimum of 10 per year) • Contribute to local programme Awareness Training • Contribute to sentence planning and reducing reoffending. Applies safer custody practices and complies with national and local security standards <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>
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Competencies	<p>All of the competencies in the National Offender Management Service (NOMS) Competency and Qualities Framework are relevant to this group profile. For the purpose of selection the following competencies will be measured:</p> <ul style="list-style-type: none"> • 3. Making Effective Decisions • 4. Leading and Communicating • 5. Collaborating and Partnering • 6. Building Capability for All • 9. Managing a Quality Service • 12. Showing Drive and Resilience • 13. Caring
Minimum Eligibility	<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 probation period within NOMS • All staff are required to declare whether they are a member of a group or organisation which the Prison Service considers to be racist
Essential Skills/Qualifications/Accreditation/Registration	<p>The job holder should have completed training to deliver the programme that they intend to treatment manage</p> <p>Completed NOMS video monitoring training Delivered each element of the programme at least twice to an excellent standard of skill</p> <p>They will need to attend and pass the required training such as treatment manager training and supervision skills training as applicable for the programme</p> <p>The job holder should refer to the specific programme manual to obtain additional details relating to the assessment, training and development requirements for the role. In some cases, the candidate can undertake this training once in post, however continuation of the role requires being assessed as competent/passing the required training within a 12 month period.</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>

Hours of Work and Allowances	37 hour working week
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