



# HM Prison & Probation Service

## Group Profile: Governing Governor – Complex Establishment

### Band 11

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<b>JD Evidence</b>	

## Group Profile

<b>Group Profile Name</b>	Governing Governor – Complex Establishment
<b>Organisation Level</b>	<b>Senior Management</b> - The job holder will be a Senior Manager and is accountable for the provision of leadership, direction, coordination, strategic decisions and risks for a large/complex establishment with managerial responsibility for all staff across their functions. They are accountable for the budgets allocated to functions and the effective and efficient use of resources to ensure the security of establishment.
<b>Band</b>	11

<b>Overview</b>	<p>Job holders within this Group Profile will be responsible and accountable for running an establishment which has been defined as complex, providing staff management, risk management, leadership and strategic direction.</p> <p>They will be deploying highly developed operational managerial skills and experience, gained from managing a variety of establishments. The jobholder will be required to deal with political and media attention as the establishment may house prisoners who are considered notorious or in the public interest.</p> <p>These are operational and prisoner-facing roles.</p>
<b>Characteristics</b>	<p>Typical tasks associated with this Group Profile include:</p> <ul style="list-style-type: none"> <li>• Accountable for ensuring a safe, decent and secure environment is maintained for prisoners and staff</li> <li>• Accountable for providing leadership and direction for staff including coaching and mentoring for managers</li> <li>• Lead on the development and communication of a decency strategy for the establishment that encompasses staff, prisoners and visitors</li> <li>• Accountable for the promotion of prison service policy in all activities and behaviours by promoting diversity, decency, safety and reducing re-offending agendas</li> <li>• Accountable for strategic planning and assessing particular needs of establishment prisoner population and making changes to regimes accordingly</li> <li>• Accountable for ensuring the establishment has effective contingency and emergency plans in place</li> <li>• Accountable for local employee relations maintaining and building relationships and partnerships where possible to facilitate negotiations with trade unions</li> <li>• Accountable for the establishment's overall achievement of Service Delivery Indicators (SDIs) and standards, leading on the performance and delivery of targets relating to the budget and People Plan</li> <li>• Accountable for the performance and development of the Senior Management Team (SMT), actively addressing underperformance whilst valuing the positive contributions of staff</li> <li>• Accountable for chairing local grievance appeals, conduct and discipline and capability hearings</li> <li>• Accountable for the management prioritisation and allocation of resources to deliver the Establishment strategic plan</li> </ul> <ul style="list-style-type: none"> <li>• Accountable for ensuring key messages are delivered to all staff through appropriate levels of communication e.g. full staff briefings, presentations and staff notices</li> <li>• Accountable for reviewing and sanctioning impact assessments for policies before local implementation</li> <li>• Accountable for overall monitoring and control of the establishment budget, prioritising expenditure with budget holders</li> </ul>

<b>Job Descriptions relating to this Group Profile</b>	<p>The job holder once in post will be in matched to a job description; a sample list is shown below. The post is rotational so the job holder could during their career carry out the role of different job descriptions.</p> <ul style="list-style-type: none"> <li>• Governor Complex</li> <li>• Governor Complex YP</li> </ul>
<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 considers to be racist.</li> </ul>
<b>Essential Skills/Qualifications/Accreditation/Registration</b>	<p>The job holder must have either been successfully accredited at the Senior Operational Manager (SOM) assessment or been successfully accredited by passing both the Governor Assessment Centre (GAC) and the Deputy Governor &amp; Governor Incident Management Silver Command (IMSC) Assessment.</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>

<b>Hours of Work and Allowances</b>	<p>37 hour working week</p> <p>Required Hours Allowance</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 evening, nights, weekends and Bank / Public holidays.</p>
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<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Delivering at Pace</li> <li>• Leadership</li> <li>• Communicating and Influencing</li> <li>• Seeing the Bigger Picture</li> <li>• Managing a Quality Service</li> <li>• Developing Self and Others</li> <li>• Making Effective Decisions</li> </ul>
<b>Strengths</b>	N.B. It is advised strengths are chosen locally, recommended 4-8.
<b>Essential Experience</b>	
<b>Technical Requirements</b>	<p>N.B these are the technical requirements for the group profile, please check the individual job description relating to this group profile for any job specific requirements and add if required.</p> <p>Successfully accredited at the Senior Operational Manager (SOM) assessment or been successfully accredited by passing both the Governor Assessment Centre (GAC) and the Deputy Governor &amp; Governor Incident Management Silver Command (IMSC) Assessment</p>
<b>Ability</b>	

### Success Profile

Behaviours	Strengths  N.B. It is advised strengths are chosen locally, recommended 4-8.	Ability	Experience	Technical  N.B these are the technical requirements for the group profile, please check the individual job description relating to this group profile for any job specific requirements and add if required.
Delivering at Pace				Successfully accredited at the Senior Operational Manager (SOM) assessment or been successfully accredited by passing both the Governor Assessment Centre (GAC) and the Deputy Governor & Governor Incident Management Silver Command (IMSC) Assessment
Leadership				
Communicating and Influencing				
Seeing the Bigger Picture				
Managing a Quality Service				
Developing Self and Others				
Making Effective Decisions				