



HM Prison & Probation Service

Group Profile: Treatment Manager Band 5

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Group Profile

Group Profile Name	Treatment Manger
Organisation Level	First Line Management - The jobs at this level will provide first line management for a team of people and delivery of work routines, activities and regimes appropriate to their area of responsibility which may span one or more departments.
Band	5

Overview	<p>The Job holders within this Group Profile will have responsibility for the quality oversight and facilitation of accredited programmes which address offending behaviour.</p> <p>These roles will involve regular prisoner contact.</p>
Characteristics	<p>Jobs associated with this Group Profile should contain the following tasks:</p> <ul style="list-style-type: none"> • Responsible for ensuring that programmes are delivered in accordance with their design and that facilitators adhere to the principles of the programme • 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 Management Manual • Responsible for monitoring the required amount of sessions as set out in the Management Manual • Ensure national guidelines for the de-selection of offenders are followed where necessary • Ensure national guidelines on the assessment and selection of offenders are followed to ensure that only those offenders who require the programme, on the basis of risk, need, response and diversity are selected for the programme
Job Descriptions relating to this Group Profile	<p>The job holder once in post will be matched to a job description. A sample list is attached below.</p> <ul style="list-style-type: none"> • Treatment Manager : Misuse • Treatment Manager : Attitude Thinking Behaviour
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 probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS considers to be racist.
Essential Skills/Qualifications/Accreditation/Registration	<p>Job holders must complete specific training in their specialism once they take up post.</p> <p>Completed HMPPS 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</p>

	<p>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>
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Hours of Work and Allowances	37 hour working week
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Behaviours	<ul style="list-style-type: none"> • Making Effective Decisions • Leadership • Communicating and Influencing • Working Together • Developing Self and Others • Managing a Quality Service • Delivering at Pace
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	<p>Trained in the programme that they intend to manage and have delivered the programme a minimum of two times.</p> <p>Completed HMPPS video monitoring training</p>
Technical Requirements	<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>
Ability	Can undertake this training once in post

Success Profile

Behaviours	Strengths 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 the any job specific requirements and add if required.
Making Effective Decisions		Can undertake this training once in post	Trained in the programme that they intend to manage and have delivered the programme a minimum of two times.	
Leadership			Completed HMPPS video monitoring training	
Communicating and Influencing				
Working Together				
Developing Self and Others				
Managing a Quality Service				
Delivering at Pace				