



# HM Prison & Probation Service

## HQ Job Description (JD)

### Band 8

#### Directorate – Public Sector Prisons

#### Job Description – Group Reducing Reoffending Lead

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## Job Description

<b>Job Title</b>	Group Reducing Reoffending Lead
<b>Directorate</b>	Public Sector Prisons
<b>Band</b>	8

<b>Overview of the job</b>	<p>This is a functional management job within a Group. This post holder will provide strategic support to the group on education and employment, accommodation, families and resettlement services, ensuring that the needs of prisoners are met and delivering against the requirements of HMPPS and taking full account of expectations such as those of HMIP, Healthy Prisons test etc.</p>
<b>Summary</b>	<p>The job holder will be responsible for providing the Group Director and Governors in Group with assurance that appropriate governance, development and financial tracking is managed in accordance with agreed timetabling and in order to deliver Reducing Reoffending specifications across all sites, ensuring that Reducing Reoffending interventions are delivered strategically across the Group to meet local needs and deliver Value for Money.</p> <p>To work closely with HMPPS and MOJ colleagues such as PSPI and the Education Reform Team to develop and drive the Reducing Reoffending Strategy across the Group and maximise opportunities to offer reoffending activity to prisoners.</p> <p>This is a non-operational job with no line management responsibilities.</p>
<b>Responsibilities, Activities and Duties</b>	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>• Ensure that all managers and staff within the group function provide a respectful, safe, decent environment for all prisoners and staff. Undertaking site visits and assessments, as appropriate and communicating findings/supportive solutions to Group Directors/Governing Governors as necessary.</li> <li>• Is accountable for the performance of the function within the group, supporting the achievement of qualitative and quantitative standards including Service Delivery Indicators (SDIs) within Group, relating to Reducing Reoffending.</li> <li>• Undertaking analyses and acting upon data which is relevant to their function and liaising with MOJ commercial and PSP colleagues to ensure effective management of Reducing Reoffending contracts.</li> <li>• Accountable for the management of the Reducing Reoffending function within group and for establishments in their group, working closely with relevant key stakeholders. This Includes: <ul style="list-style-type: none"> <li>○ Pathways (e.g. families)</li> <li>○ Interventions</li> <li>○ Purposeful Activity/Employment</li> <li>○ Chaplaincy</li> <li>○ Sport Activity</li> <li>○ HDC</li> <li>○ SIG (CRCs)</li> <li>○ Education providers</li> </ul> </li> <li>• Is accountable for the development of Group Reducing Reoffending Strategies and delivery against the pathways within group structures.</li> <li>• Work with colleagues across the Group to lead significant policy management areas in relation to Substance Misuse linked to the delivery of overall strategic goals as outlined in the Group Business Plan. Lead the development and</li> </ul>

	<p>monitoring of Strategy across the Group and within establishments, seeking opportunities to engage with partners and ensuring that there is a multi-agency approach leading to a reduction in substance misuse.</p> <ul style="list-style-type: none"> <li>• Develop a strategic approach to family policies and procedures across the Group (and significant others), by interacting directly with key stakeholders at all levels, ensuring all prisons are focusing on implementing the recommendations from the Farmer Review and looking for innovative opportunities to enhance this work.</li> <li>• Support and promote the use of Restorative Justice (RJ) face-to-face victim-prisoner conferencing models within group, enabling those affected by a particular incident to play a part in repairing the harm and finding a positive way forward.</li> <li>• Lead the work within establishments to ensure they are developing community engagement, supporting a reduction to the risk of reoffending. Help support them to identify and build relationships with community organisations and strategic partners to enhance Reducing Reoffending opportunities in prisons.</li> <li>• Ensure that establishments within Group are adhering to organisational goals including prisoners' return to the community, monitoring delivery of services to optimise education, training and employment for prisoners on release. Overseeing how establishments within the group are providing enabling environments and relationships, including Through the Gate (TTG) and Resettlement Services (where the establishment is a Resettlement Prison).</li> <li>• Be accountable for the overall delivery of the Learning &amp; Skills contract, working with relevant learning support Leads within the Group to support the direction of the L&amp;S strategy, including input into the oversight of contract management and commissioning arrangements. Support the Learning &amp; Skills Managers in establishments to prepare for Ofsted.</li> <li>• Work with establishments within the Group on the monitoring and assurance on the delivery of HDC nationally set requirements, in addition to other wider OM processes (e.g. ROTL, parole), ensuring that follow up actions are taken, contractual failures addressed etc, which may include advising on the resolution of an issue, or escalating to the PGD where necessary. Requirement for high level of complex contract management, through influencing, rather than direct management.</li> <li>• Ensure that resettlement contracts are effectively managed to provide value for money in delivery of services by the CRC, family services providers, learning and skills and other providers by building relationships within prisons and into the community to bring in additional resettlement activity, and resourcing/income generation. This will include the sourcing of grants or funding where possible.</li> <li>• Ensure HMPPS procurement and budgetary management rules are adhered to. This is pivotal at Group level in terms of supporting the processes due to the number of external partnerships (e.g. Education, CRCs). Responsible for the management, assurance, delivery and escalation of these contracts, influencing the award and re-tendering process.</li> <li>• Act as Group Lead for the continuation of change projects that support the Reduction in Reoffending, to ensure establishments within group are working to meet the Reducing Reoffending Strategy to provide Group Directors with assurance that targets and project milestones are being met, such as: <ul style="list-style-type: none"> <li>○ HMPPS Family Service Re-commissioning Project</li> <li>○ Children's and Families Implementation Project</li> <li>○ OLASS Governance Boards</li> <li>○ Offender Behaviour Programme (OBP)</li> <li>○ Offender Management in Custody (OMiC) – DIB meetings</li> <li>○ Police Reducing Reoffending Board</li> <li>○ MOJ Contract Management (Service Integration Group)</li> <li>○ Care Leavers</li> <li>○ Shannon Trust</li> <li>○ Substance Misuse Review Team</li> <li>○ Group Heads of Reducing Reoffending and Offenders Management Meeting etc. (SIG – CRCs).</li> </ul> </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.
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<b>Competencies</b>	<p>For the purpose of selection the following competencies will be measured:</p> <ul style="list-style-type: none"> <li>• Changing and Improving</li> <li>• Making Effective Decisions</li> <li>• Leading and Communicating</li> <li>• Collaborating and Partnering</li> <li>• Managing a Quality Service</li> <li>• Persuading and Influencing</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 consider to be racist.</li> </ul>
<b>Essential Skills/ Qualifications/ Accreditation/ Registration</b>	<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> <p>Promote HMPPS policy in all activities and behaviours, role modelling at all times e.g. promote diversity, decency, respect, safety and reducing reoffending agendas.</p> <p>This is a Non-Operational role.</p>

<b>Hours of Work and Allowances</b>	
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