



HM Prison & Probation Service

NPS Job Description (JD)

NPS Band 6

Directorate: National Probation Service

Job Description: Approved Premises Area Manager

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NPS Job Description

Job Title	Approved Premises Area Manager
Directorate	National Probation Service
Band	6

Overview of the job	This is a management role reporting to the Head of Public Protection, responsible for managing a cluster of Approved Premises (AP) within a Division.
Summary	<p>To provide management and leadership within the National Probation Service (NPS) with responsibility for resources, the strategic direction and operational management of a cluster of Approved Premises.</p> <p>To offer support and cover to other AP Clusters during periods of absence.</p> <p>To participate in the out of hours Senior Management on call rota</p> <p>To represent the Deputy Director or Head of Public Protection for Approved Premises with external stakeholders and other staff</p> <p>In line with NPS policies and procedures, the job holder must at all times demonstrate a commitment to equality and inclusion and an understanding of their relevance to the work they do.</p> <p>The job holder must adhere to all policies in respect of the sensitive/confidential nature of the information handled whilst working in this position.</p>
Responsibilities, Activities & Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Demonstrate leadership and innovation in the implementation of strategy and operational delivery. • Deliver performance and quality targets • Manage the devolved budget for the AP Cluster and manage resources effectively • Demonstrate ability to meet competing demands across geographical areas • Demonstrate ability to manage middle managers /other staff and employee relations across the AP Cluster in line with HMPPS policies • Ensure AP staff contribute to and support risk management plans, including engagement with MAPPA • Where senior management authorisation or involvement is required provide advice and make decisions on the management of high risk offenders, ensure appropriate placements are available within the AP estate • As a member of the AP divisional management team play an active part in the corporate management of the NPS as necessary. Take lead responsibility for specific projects/portfolios • Provide a leading role and provide direction in work with partners and key stakeholders. Represent the NPS as appropriate to the role • Implement HMPPS equality strategy • Manage and participate in divisional out-of-hours on call rota. • Accountable for health and safety for the AP Cluster • Accountable for estates responsibilities for the AP Cluster • Carry out safeguarding children and safeguarding adult duties in accordance with the NPS statutory responsibilities and agency policies • Ensure the interests and concerns of the community local to each AP are met with an appropriate response. • Respond effectively to the operational risks to the AP and organisational risks to the wider NPS presented by a potential/actual significant incident. • Demonstrate pro-social modelling skills by consistently reinforcing pro-social behaviour and attitudes and challenging anti-social behaviour and attitudes • To work within the aims and values of NPS and HMPPS

	<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 alternations 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>
Behaviours	<ul style="list-style-type: none"> • Leadership • Developing Self and Others • Working Together • Making Effective Decisions • Delivering at Pace • Managing a Quality Service
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	<ul style="list-style-type: none"> • Significant experience at middle manager level. • Substantial experience of management of staff and managing through change, including supervision, resource deployment, appraisals and motivating • Experience of monitoring performance in area of responsibility against predetermined targets, setting local targets and effecting necessary improvements • Experience of participating in commissioning and procurement processes or contract management • Experience of Health and Safety and Equalities management • Working with key local agencies and stakeholders to develop strong relationships • Preparing high level written reports • Experience of evaluating practise
Technical requirements	<p>Probation Qualification Framework Graduate Diploma/Honours Degree in Community Justice integrated with Level 5 Diploma in Probation Practice.</p> <p>Or a qualification which was recognised at the time of qualification by the Secretary of State for Justice as per Section 10 of the Offender Management Act 2007. The following qualifications gained in England and Wales were previously recognised as providing such eligibility:</p> <ul style="list-style-type: none"> • Diploma in Probation Studies, • Diploma in Social Work (with Probation Option) • CQSW (with Probation Option) <p>IT skills, including evidence of ability to interpret and apply performance reports</p>
Ability	

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 consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	<p>37 hours</p> <p>Additional payments are made for out-of-hours work</p>
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Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8.	Ability	Experience	Technical
Leadership			Significant experience at middle manager level.	Probation Qualification Framework Graduate Diploma/Honours Degree in Community Justice integrated with Level 5 Diploma in Probation Practice.
Developing Self and Others			Substantial experience of management of staff and managing through change, including supervision, resource deployment, appraisals and motivating	Or a qualification which was recognised at the time of qualification by the Secretary of State for Justice as per Section 10 of the Offender Management Act 2007. The following qualifications gained in England and Wales were previously recognised as providing such eligibility: <ul style="list-style-type: none"> • Diploma in Probation Studies, • Diploma in Social Work (with Probation Option) • CQSW (with Probation Option)
Working Together			Experience of monitoring performance in area of responsibility against predetermined targets, setting local targets and effecting necessary improvements	IT skills, including evidence of ability to interpret and apply performance reports
Making Effective Decisions			Experience of participating in commissioning and procurement processes or contract management	
Delivering at Pace			Experience of Health and Safety and Equalities management	
Managing a Quality Service			Working with key local agencies and stakeholders to develop strong relationships	

			Preparing high level written reports	
			Experience of evaluating practise	