



# HM Prison & Probation Service

## PS Job Description (JD)

### PS Band xx

#### Directorate: Probation Service

#### Job Description: Treatment Manager

**Document Ref.**

**Document Type**

Management

**Version**

2.2

**Classification**

Official - Sensitive

**Date of Issue**

**Status**

Baselined

**Produced by**

Head of Group

**Authorised by**

**JD Evidence**

## Change History

Date	Version	Nature of Change	Edited by	Sections Affected
13.11.20	0.1	Amalgamation of existing JDs	GS	All
18.12.20	0.2	Updated following staff Focus Group	GS	All
06.01.21	0.3	Amend line management following programme direction from SRO	GS	All
18.01.21	0.4	RDO Lead for APs review	GS	All
25.01.21	0.5	JES Comments	JH	All
26.01.21	1.0	Final Draft	GS	
05.05.21	1.1	appeal	IDT	
21.06.21	1.2	Following staff group and management review	GS	All
01.07.21	1.3	Design Team Sign Off	GS	All
18.08.21	1.4	Staff review	GS	All
25.08.21	1.5	Joint JEA review	GS	All
07.09.21	1.6	Changes suggested by SME incorporated	HJ-M GS	All
29.10.21	2.0	Final JD Reformatted	JH	All
17.11.21	2.1	JD Developer amended following TU / staff feedback	GS	
23.11.21	2.2	Final checks / formatting	GC	All

# NPS Job Description

<b>Job Title</b>	Treatment Manager
<b>Directorate</b>	Probation Service
<b>Band</b>	

<b>Overview of the job</b>	<p>The Treatment Manager will have responsibility for the quality oversight, facilitation and delivery of Accredited Programmes and Structured Interventions which address offending behaviour to meet the requirements of the sentence of the court.</p> <p>This role will be regionally based reporting directly to a Programme Manager for their area. They will have no direct line management responsibility but will provide professional supervision to Programme Facilitators within the region.</p> <p>The job holder will provide 'On Call' cover for referral enquiries and staff support in accordance with a rota that provides support when intervention programmes are scheduled including evenings and weekends.</p>
<b>Summary</b>	<p>The Treatment Manager is responsible for ensuring that Programme Facilitators deliver programmes in accordance with the Accredited Programme manual and session content requirements for a range of programmes, this will be done through video monitoring, feedback and group supervision.</p> <p>They will provide clinical supervision and support to Programmes Facilitators and provide professional advice to improve performance, skills and development opportunities.</p>
<b>Responsibilities, Activities &amp; 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>• Responsible for the quality of delivery of interventions which includes all tasks associated with the support of Accredited Programmes and Structured Interventions including post programme work by Programme Facilitators to ensure all Programmes are monitored as prescribed</li> <li>• Responsible for providing professional supervision including session monitoring to support the development of skills and maintain the integrity of service delivery</li> <li>• To provide advice, information, training and consultancy as required to staff and external organisations including Practitioners and Court staff to ensure that eligibility and suitability criteria are understood</li> <li>• Responsible for managing the risks presented by people on Probation whilst subject to an Accredited Programmes or Structured Interventions requirement and ensuring that relevant information is exchanged with the Probation Practitioners as required</li> <li>• To co-ordinate, monitor and review the planning and preparation for delivering programmes in accordance with the Programme Schedule including suitability assessments and managing waiting lists</li> <li>• Responsible for the continuous assessment and support of Programme Facilitators in the development of the skills required to deliver programmes, monitor and identify individual performance through Treatment Management and report under-performance or poor quality to the Programme Manager</li> <li>• Oversee the management of risk during programmes delivery and ensure that relevant information is exchanged with Probation Practitioners in a timely manner</li> <li>• To contribute to and maintain a log of nationally agreed changes to the accredited programme manuals and ensure their implementation</li> <li>• To deliver accredited and non-accredited programmes where required to</li> </ul>

	<p>maintain accreditation</p> <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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Behaviours	Strengths	Ability	Experience	Technical
		<ul style="list-style-type: none"> <li>Communicating and influencing</li> <li>Working Together</li> <li>Changing Skills</li> <li>Improving</li> <li>Managing a Quality Service</li> </ul>	To have co-led a minimum of four accredited programmes	
		<p>below are for guidance only. recommended 4-8</p> <p>Effective verbal skills</p>	Experience of working within the Criminal Justice or Social Care sector	
	<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>Experienced Programmes Facilitator, trained in the delivery of two Accredited programmes with knowledge and understanding of the theoretical underpinnings (as per Theory Manual) of each of the programmes</li> <li>Experience of working within the Criminal Justice or Social Care sector</li> <li>A knowledge and understanding of group dynamics and an ability to motivate groups and individuals to participate fully in programmes</li> <li>Experience of prosocial modelling / motivational interviewing and challenging</li> </ul>	<ul style="list-style-type: none"> <li>Experience of prosocial modelling / motivational interviewing and challenging in appropriate language and behaviour</li> </ul>	
		<ul style="list-style-type: none"> <li>Ability to undertake Intervention Services general Treatment</li> <li>Experience of supporting others to evidence the ability to support professional practice</li> </ul>	Experience within the Criminal Justice sector or Social Care	
	<b>Technical requirements</b>	<p>Management training,</p>		
		<ul style="list-style-type: none"> <li>Have good written and ICT skills</li> <li>Effective verbal skills to interact and communicate with a range of audiences</li> <li>Ability to undertake the Intervention Services general Treatment Management Training</li> <li>Ability to work towards Training and Assessment Skills for Intervention Specialist (TASIS) Qualification</li> </ul>	<p>Understand and promote the theoretical underpinnings (as per Theory Manual) of each of the programmes that they are responsible for</p>	
			To have co-led a minimum of four courses of BBR/IDAP (Domestic abuse programmes)	

<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>
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<b>Hours of Work (Unsocial Hours) Allowances</b>	<p>Leave Blank</p> <p>To be used by the JES Team only</p>
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## Success Profile

