

PRISON OFFENDER MANAGER (POM)

Prison Offender Managers hold responsibility for a caseload of prisoners (male or female, not mixed), driving their sentence, completing risk assessments to ensure risk is managed in custody and in community and collaborate with a wide range of partners and stakeholders. The work of POMs is outlined in the HMPPS Offender Management in Custody (OMiC) Model; POMs receive line management support from Heads of Offender Management Services (HOMS) and Probation Service Heads of Offender Management Delivery (HOMD) and all POMs engage in structured training, including on-line, in person training and observations of practice, during the first 6-9 months of the role.

Primary Responsibilities:

- Initial interview, risk and needs assessment of new receptions into custody.
- Completion of OASys assessments, BCST 1, sentence plans, referrals to interventions and resettlement planning.
- Ensuring all prisoners subject to Public Protection procedures such as Safeguarding Children and Harassment are correctly identified and procedures followed in accordance with published guidance.
- Gathering information on prisoners by liaising with internal and external partners and stakeholders.
- Supporting the Probation Service in the management of prisoners including pre-release handover and resettlement activities.
- Completion of parole and recall activities, MAPPA reports and categorisation recommendations.
- Conducting ROTL risk assessments.
- Working with Home Office Immigration Enforcement and guidance regarding prisoner immigration detention to manage and serve documents and signpost prisoners to sources of support where required.
- Formulating goals and targets for prisoners to reduce risk of harm to the public and reoffending.
- Delivery of all aspects of the prison's rehabilitation provision, including non-accredited programmes and interventions.
- Support remand / unsentenced prisoners through the justice process, who are identified with additional complexities and needs, including but not limited to foreign national prisoners, people who are repeatedly returned to custody, prisoners assessed as High / Very High Risk of Serious Harm and / or managed under community-based risk management procedures and prisoners subject to child safeguarding procedures, to reduce risk and minimise harm.
- When resources / capacity permits, utilise your POM skills to support the work delivered in the Safer Custody function, to reduce violence and self-harm which will also reduce the risk of reoffending, protect the public and improve rehabilitative outcomes.

Essential Skills:

- Good oral and written communication skills with colleagues, partners and stakeholders at all grades.
- Positive relationships with colleagues across the prison
- The ability and enthusiasm to engage, promote change and motivate prisoners.
- Good interpersonal skills
- Proficiency in the use of IT including Microsoft Word and Excel
- Commitment to personal development and ability to adapt to change.
- The ability to manage, organise and prioritise workload.
- Applicants must have successfully passed the probation period.

Desirable skills / knowledge / experience:

- Knowledge of HMPPS and Sodexo policies and procedures and OMU audit processes, as well as an understanding of the wider criminal justice system.
- Ability to respond to changes in policy and legislation effectively and efficiently.
- Demonstrable experience in an environment where attention to detail is essential.
- The ability to challenge inappropriate behaviour with prisoners in a manner that promotes positive change and maintains the safety of prisoners and staff.
- Ability to perform tasks alone and in a team.