

JOB DESCRIPTION

DEPUTY DIRECTOR

Position Title	Deputy Director	Department	Corporate
Generic Job Title	Deputy Director	Segment	Sodexo Justice Services
Global Grade F2	Band C	Location	HMP Forest Bank
Reports to	Director	Office / Unit name	HMP Forest Bank

ORGANISATION STRUCTURE



Job Purpose

- To support the Director in developing and delivering strategic priorities in accordance with Company values and wider HMPPS directions.
 - To ensure that residents care is of the highest possible standard.
 - To supervise and direct performance within the prison in accordance with the Contract and wider requirements of HMPPS.
 - To lead on the operational management of the prison, maintaining operational stability by anticipating risks, devising and implementing appropriate proactive strategies.
 - To act as a role model to staff and residents, leading developing and motivating the team.
 - To take command of complex operational incidents and participate in incident management as required.
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- To represent the prison and Sodexo in the wider community, developing meaningful stakeholder networks.

Accountabilities or “what you have to do”

- Direct the management of the prison in the absence of the Director.
- Ensure that resident care is of the highest standard
- Maintain operational stability.
- Take command of complex operational incidents and participate in incident management as required
- With guidance from the Director and in accordance with the Company Policy and the requirements of the Authority, contribute to the development of policies and procedures for the proper operation of the prison
- Continually review the skills and competencies of the team, addressing issues proactively.
- To anticipate risks (operational, financial, contractual and reputational), devising and implementing appropriate proactive strategies
- With guidance from the Director, plan, supervise, coordinate and continuously review the daily routine, ensuring that it meets the requirements to deliver all aspects of the Contract
- Supervise and direct performance within the prison in accordance with the Contract and wider requirements of the Authority
- Supervise, direct and create the Security, Safety and Safeguarding strategies within the prison with particular emphasis on Safer Custody, Restricted Status policy and Public Protection.
- Monitor and adapt all relevant policies and tactical responses to issues,
- Participate in the development and maintenance of an operational budget by involvement in the budgetary process
- Supervise and participate in the study of relevant Prison Policy and Procedure and make recommendations for change where appropriate, contribute to the implementation of Company and Resident Policy and procedures, supervise and participate in the organisation, operation and services. Make recommendations to the Director for improvements effected economy, efficiency and the operations and services
- Maintain communications and relationships with a range of external organisations focused on resettlement and rehabilitation.
- Instigates and provides Terms of Reference for staff investigations and conducts disciplinary and grievance hearings and appeals in accordance with Company policies and procedures
- Participate in recruitment, promotion and selection and drive towards efficient and effective use of resources

Key Performance Indicators (KPIs) or “What it will look like when you are doing the job well”

- Contractual compliance
- Operational Stability
- Service Delivery Targets achieved or exceeded
- Formal Audit outcomes of Green for Security, Safer Custody and Self Audit
- Compliance with HMCIP Expectations and contribution to Level 4 HMCIP ratings
- Compliance with Prison Service Orders and Instructions
- Retention of ISO 270001 Information Security accreditation
- Functional budget within target

Dimensions

Financial	
Other	

Skills, Knowledge and Experience

Essential

- Credibility and authenticity
- Extensive prison operational management experience at Senior Management level (Functional Head or above), including Incident management training/ experience.
- A clear fit with the values of Sodexo
- Delivery focussed, with a clear understanding of the requirements of working in a contractual environment.
- A clear and demonstrable understanding of what makes a good leader, the skills required and the ability to motivate and engage others
- Ability to manage and develop key stakeholder relationships
- A clear and demonstrable understanding of key people management tools and resources

Desirables

- Experience of being the public face of a large organisation, being able to speak to multiple audiences and delivering presentations in a politically sensitive environment.
- Proven ability to manage change in a structured way
- Knowledge of commercial financial management processes and procedures.
- Skills and previous experience of business continuity planning
- Project Management skills (Prince 2)

Competencies

- Financial and business Awareness.
- Analysis and decision making.
- Results orientation.
- Continuous improvement.
- Impact and Influence.

Contextual or other information

- Member of Operational SMT/SLT.
- Member of local Safer Community Partnership.
- Sodexo Management Capabilities band C.

Version		Date	22/05/2019
Document owner			