

Job Description:   
Prison Offender Manager

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| Function: | | | | Non-operational | | | | | | | | |
| Job: | | | | Prison Offender Manager (POM) | | | | | | | | |
| Position: | | | |  | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | OMU Manager | | | | | | | | |
| Additional reporting line to: | | | | Head of Offender Management Services | | | | | | | | |
| Position location: | | | | HMP Northumberland | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| To manage, motivate and challenge a caseload of offenders, ensuring that all appropriate actions have been taken to address risks and prepare for return to the community. | | | | | | | | | | | | |
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. | | | | | | | | | | | | |
| Revenue FY13: | €tbc | | EBIT growth: | | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc | |
| EBIT margin: | | tbc |
| Net income growth: | | tbc | Outsourcing growth rate: | n/a | HR in Region | tbc | |
| Cash conversion: | | tbc |
| Characteristics | | * Add point | | | | | | | | | | |

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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
| OMU Manager    Prison Offender Manager |

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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * All contractual and performance requirements met or exceeded including, but not limited to, MAPPA contributions, OaSys completions and Parole Dossier submissions * Correspondence and complaints are responded to within required deadlines * Positive service user feedback on consultation * Discretion to be displayed at all times and strict confidence to be maintained in all sensitive matters * All mandatory training to be completed as and when required * To support the Director in delivering the vision for HMP Northumberland, by ensuring that the prison operates effectively with the corporate and local values and vision. |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Assessing, reviewing, supporting, signposting and managing caseloads for offenders. * Interviewing offenders, gathering factual information by liaising with internal and external agencies, formulating an assessment and completing sentence plans. * Formulating goals and targets for offenders to reduce risks in a sequenced, prioritised and coordinated approach. * 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. * Overseeing the mandatory recording and processes of prisoners subject to orders including but not limited to Disqualification Orders and the Sexual Offenders Register. * Ensuring OASys reports are completed and interventions are prioritised and reviewed according to risk. * Communicating both written and verbally with internal and external agencies. * Completing and following up on referrals to relevant agencies. * Reviewing offenders following any significant change in circumstances. * Delivering against performance targets and meeting all deadlines set. * Being part of a multi-tasked team to provide a service to the prison and company as a whole. |

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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * OaSys completions done in a timely manner and in line with contractual requirements * Other submissions made within required timescales * Mitigating risks and flagging issues in a timely and appropriate manner * Working closely with internal and external stakeholders to ensure all relevant information is considered |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Able to motivate and challenge offenders. * Technical knowledge of relevant prison legislation, PSOs, PSIs, inspection and audit processes, as well the wider criminal justice system * Able to prioritise and remain resilient in order to achieve establishment objectives as well as protect the public * Able to respond to changes in policy and legislation effectively and efficiently * Able to network effectively with a range of agencies and organizations * If operational, PCO badged. * High level of inter personal skills including assertiveness and self-motivation * Good level of numeracy and literacy * Demonstrable experience in an environment where attention to detail is essential * The ability to challenge inappropriate behaviour * Ability to perform tasks alone or in a team to a high standard without constant supervision * Proactive, systematic approach to tasks * Excellent communication and people skills; * The ability to work well in a team and under pressure * Good listener and sensitive whilst maintaining professionalism * Reliable and Punctual and understands the importance of setting standard |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| * Communicates effectively * Manages ambiguity * Ensure Accountability * Collaborates * Being Resilient * Drives Results |

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| 9. Management Approval – To be completed by document owner |
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