

Job Description: ESW Industries Manager

Function:	Education Skills and Work
Position:	Industries Hub Manager
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Head of Education, Skills and Work
Additional reporting line to:	
Position location:	Education, Skills and Work

1. Purpose of the Job – State concisely the aim of the job.
Deliver a high quality provision of vocational qualifications across a range of industrial and grounds maintenance areas. Each area is matched to the local and national job market across the male and female estate and evidence of employability and positive outcomes are kept. Develop and drive commercial activity across Education, Skills and Work which generates revenue which can be reinvested in prisoner services and meets Sodexo's "Better tomorrow plan".

2. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Working in partnership to ensure all staff within Education, Skills and Work provide a respectful, safe decent environment for all prisoners and staff.
- Develop and grow our vocational skills and qualification offer within, primarily, the education skills and work arena however with a wider prison perspective
- Create and implement an employability strategy for HMP Peterborough
- Ensure the Industries areas meet relevant health, safety and fire regulations
- Working in partnership to create Self-Assessment Reports (SARs) for the establishment.
- Responsible for quality assurance of prisoners managing their own Individual Learning Plan (ILP).
- Working in partnership to monitor the Service Level Agreements (SLA) for education and training providers operating within the Education, Skills and Work to ensure that quality standards are achieved.
- Responsible for the quality assurance procedures for all of the Education, Skills and Work areas including the production of the Quality Assurance Calendar and the following of this.
- Working in partnership to ensure the screening assessment and referral processes that determine suitability of prisoners to access learning material and tutor to deliver required skills to achieve target qualification.
- Responsible for the support in the preparation of material for internal and OFSTED audits on a quality basis
- Ensure all national and local policies and procedures are implemented and compliant.
- Attend as directed any relevant boards/meetings and actively contribute, either as chair or team member.
- Provides leadership and direction to staff within Industries through briefings, building informal and formal relationships and effective communication.
- Produce relevant reports as required and ensure all correspondence is replied to within agreed timescales.
- Liaise and form good relationships with internal and external stakeholders, growing commercial activities and employability outcomes for prisoners.
- Manage resources to deliver the activities within the defined work area and contribute to the mid-to-long term business planning process.
- Ensure that data is accurately collected and recorded on the respective systems such as Curious, VC2 and CMS as a minimum.
- The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive.

3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Identifying, along side the prison employment leads, skills gaps within the local market place which we can fill with purposeful activity and vocational qualifications improving positive outcomes on release for our prisoners
- Deliver against the Ofsted action plans for both the male and female prisons.
- Ensure the defined work area and associated activities comply with Health and Safety legislation. Working in partnership to ensure all risk assessments are undertaken and staff are made aware of their personal responsibility towards ensuring Health and Safety compliance.

4. 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.

- To be accountable for the quality of the vocational offer within the Industries function ensuring that the provision is at least 'good'
- Grow our commercial revenue whilst meeting the needs of our contract and local employment market places

- To ensure all data is recorded accurately and on the appropriate systems both Locally and Nationally

5. 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.

- Meet agreed prison targets which will be identified in your PDR and reviewed regularly throughout the year.
- Undertake duties as required by the Director or Head of Learning, Skills & Work that will contribute to the effective operation of HMP Peterborough.
- Abide by the Sodexo corporate mission statement and all appropriate regulations, policies, and procedures.

6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.

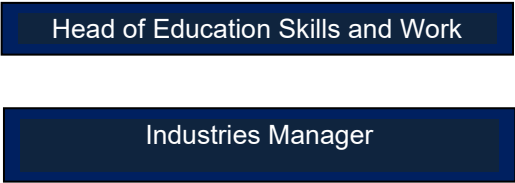
Essential

- Full teaching qualification (DTTLS, PGCE, Cert Ed) or willing to work towards.
- Hold a recognized qualification in Leadership and Management (or to be willing to work towards by taking part in the College Leadership and Management Apprenticeship Programme)
- Experience in a vocational educational setting
- To have an interest in the rehabilitation and resettlement of offenders.
- To have the ability to always communicate effectively through different mediums, including spoken and written communication.
- A flexible and responsive attitude.
- Willingness to innovate and demonstrate self-motivation.
- Be proactive, dynamic, and positive at all times.
- Awareness of and commitment to the promotion of equal opportunities and the recognition of diversity and inclusion

Desirable

- Assessor or IV qualification.
- Experience in a prison environment.
- An experienced leader with a track record of driving improvement.

7. Organization chart – Indicate schematically the position of the job within the organization. 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.



Levels

	▪
--	---

Received:

Date:

Job holder

Date:

Immediate Manager