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Job Description:

Head of Female Prison

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| Function: | Custodial Services, Government |
| Job:  | Head of Women’s Prison  |
| Position:  | Head of Female Prison  |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Prison Director |
| Additional reporting line to: |  |
| Position location: | HMP Peterborough |
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| 1. Purpose of the Job  |
|  As Head of Female Prison, provide an operationally safe and secure custodial environment which meets the needs of female prisoners and promotes dignity and opportunity to reduce re-offending and change lives for the better.  To provide strategic and operational leadership for the female prison, communicating the vision for the Prison and Justice Services through high levels of staff engagement and values-based leadership.  Deliver the business and contractual requirements of the female prison, having responsibility for the performance and quality of services. Supporting the Prison Director with all aspects of running the female prison through the full range of duties at senior level |
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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 FY15/16: | EBIT growth: | Tbc | Profit  |  | 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  |  : Female Prison capacity current 372 females  |

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| 3. Organisation chart. |
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| **4. Context and main issues**  |
| * As a member of the Senior Leadership Team (SLT), the job holder will drive, contribute and implement the Function’s objectives as defined in the establishment’s Delivery Plan
* Keep prisoners safe and secure and ensure the safety of staff and visitors to the female prison.
* ‘In charge’ of prison in Director and Deputy Director absence.
* Contractual delivery performance targets met or exceeded, within budget and to meet the needs of the client
* Work in accordance with all Sodexo and relevant HMPPS policies and procedures.
* Contribute to the development of policies and procedures for the operation of the prison
* Oversee operational delivery and support the team to resolve daily challenges
* Anticipate risks (operational, financial, contractual and reputational), devising and implementing appropriate proactive strategies
* Lead, direct and create effective strategies within the prison with particular emphasis on safety, decency and rehabilitation
* Maintain robust local operating procedures and processes and arrangements for the command and successful resolution of serious incidents including those requiring direct staff intervention, hostage, concerted indiscipline, and death in custody, staff corruption and any other such incidents. Taking responsibility to run the command suite when required
* Promote the healthy prison concept through full compliance (evidenced as appropriate) with relevant legislation, policies, and standards, particularly regarding security, safety, health and safety, and equality and inclusion.
* Manage complex and positive relationships with critical statutory and non-statutory stakeholders, HMPPS, Independent Monitoring Board, NHS, Police, Regional Offender Health, Community Rehabilitation Services, Local Authority, third sector and other local Criminal Justice Partners.
* Respond flexibly and in a timely manner to changing client demands to reflect the needs of the wider prison estate regionally and nationally.
* Quarterly and monthly reports reflect progress against milestones and targets enabling effective forecasting.
* Achieve high scores in audit and inspection.
* Positive feedback from prisoners, staff and stakeholders. Any areas for improvement identified through engagement processes are reflected in improvement planning processes.
* Staff Access performance and development plans are completed on time and to good quality, staff training and development needs identified and met via the delivery of the annual training and development plan.
* Sickness absence and retention targets met, succession plans in place.
* Participate in recruitment, promotion and selection and drive towards efficient and effective use of resources
* Participate in talent management interventions, driving succession plans and development
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| 5. Main assignments  |
| * Working with the Prison Director to develop and review the female prison strategy, including delivery of an annual business plan and equality plan setting targets for improvements in performance and efficiency in line with business requirements.
* Deliver the agreed performance and contractual targets on time and within budget**.**
* Ensure the identification, management and review of organisational risk (operational, financial, reputational and people) .
* Develop and sustain a culture that attracts, engages, motivates and retains high quality staff to foster a work environment where hard work, innovation and creativity are encouraged and valued. Ensure effective workforce and succession planning.
* Ensure financial probity and value for money, ensuring all services are delivered within budget, with all identified efficiencies achieved
* Make recommendations to Prison Director around the contract change process to identify and resource new work.
* Develop and maintain positive relationships with the Controller team and all external partners including HMPPS
* Effectively manage and engage with audit and inspection processes.
* Provide people management for team members
* Identify and maximise opportunities for the growth of the organisation, to ensure a vibrant and viable company for the future, presenting business case to Prison Director

**The post holder will also be responsible for undertaking some or all other management tasks including:*** Promotion of Justice Services policy in all activities and behaviours e.g. promote diversity, decency, safety and reducing re-offending agendas
* Review open Assessment Care in Custody Teamwork (ACCT) as and when required in line with audit baselines
* Manage Prisoners’ Complaints Process within the Function
* Oversee the compilation and regular progress reporting of performance improvement programmes.
* Attend relevant boards/meetings and actively contribute either as chair or team member
* Ensure defined work areas and associated activities comply with Health and Safety legislation. Ensure all risk assessments are undertaken, and staff are made aware of their personal responsibility towards Health and Safety compliance
* Contribute to the preparation of the establishment contingency and emergency plans and ensure implementation when required
* Carry out all aspects of people management such as Attendance Management, Disciplinary Investigations, Performance Management and Staff Appraisals
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| 6. Accountabilities  |
| * Relevant Service Delivery and Schedule F targets met or exceeded, with minimal financial penalties.
* Positive feedback from prisoners, staff and stakeholders. Any areas for improvement identified through engagement processes and are reflected in improvement and planning processes.
* Effective comparative performance as measured through HMPPS systems.
* Accurate and timely data reflecting continuous improvement against dashboard targets, particularly reductions in accidents, LTIs, near misses, Riddors, complaints, claims and incidents, especially self-harm and violence to others.
* Quarterly reports accurately reflecting progress against targets and milestones.
* High scores in audit, inspection, and MQPL. Positive prisoner feedback on consultation.
* Staff engagement scores improving year on year.
* Control and management of sickness absence and other non – effective time, overtime, TOIL, agency costs and effective deployment of operational staff to meet operational requirements.
* Good working relationships with the Controllers team and a clear understanding of and contribution to ‘Clients for Life’ process.
* Effective facilitation of ‘Through the Gate’ services and Healthcare
* Effective networking with all key stakeholders, including HMPPS, the criminal justice system and the local community.

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| **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. |

* Contractual compliance
* Operational stability
* Prison Performance Targets achieved or exceeded
* Formal Audit outcomes of Green for Security, Safer Custody, OSAG Living Conditions
* Self-audit compliance
* Meet HMIP Expectations and contribute to Level 4 HMIP ratings
* Compliance with Prison Service Orders and Instructions
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| 7. Person Specification  |
| **Essential:*** Senior operational leadership experience, ideally in female prison(s) with ability to communicate and promote engagement with vision
* A role model leader - authentic leadership skills with a clear and demonstrable understanding of key people management tools and resources
* Successful completion of incident management training (Silver Command), and adjudication training.
* Financial management experience, including responsibility for budgets, and proven ability to achieve efficiencies.
* Strategic thinking, understanding policy and legal context, to make meaningful decisions in complex and challenging situations.
* Proven ability to develop mature, productive and meaningful relationships with internal and external service providers, key stakeholders and partners.
* Effective communicator, including the proven ability to negotiate and influence at a strategic level.
* Ability to exercise sound judgement in politicised and pressured environment.
* Technical knowledge of relevant prison legislation, Prison Service Orders and instructions, Standards, inspection and audit processes, and knowledge of the wider criminal justice system.

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| 8. Competencies  |
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| Growth, Client & Customer Satisfaction / Quality of Services provided | Learning & Development |
| Rigorous management of results | Innovation and Change |
| Leadership & People Management | Employee Engagement |
| Commercial Awareness |  |

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| 9. Management Approval  |
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| Document Owner |  |

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