

# Job Description: Prison Offender Manager

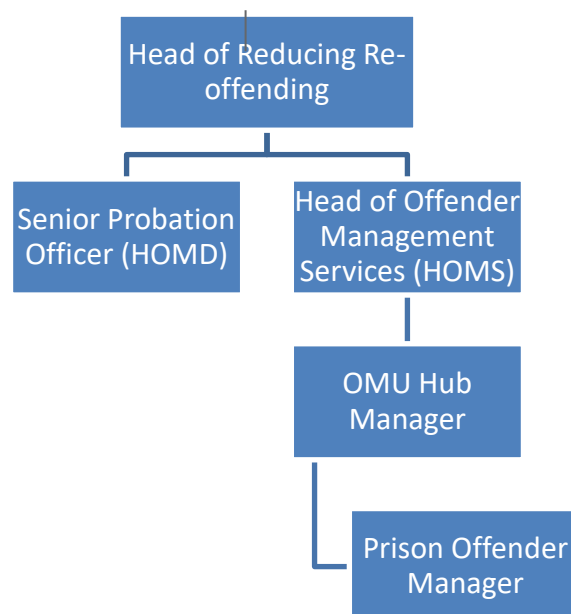


Function:	Justice Services
Position:	<b>Prison Offender Manager</b>
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Head Of Offender Management Services
Additional reporting line to:	Head Of Offender Management Delivery
Position location:	HMP Forest Bank Agecroft Road Salford M27 8FB

## 1. Purpose of the Job –

- The job holder will lead the management and assessment of selected low to medium risk offenders and prepare, implement, review, and evaluate their sentence plans with them. The job holder will build effective, appropriate, and supportive relationships with offenders, with the aim of reducing re-offending.
- The job holder will act in a supportive role only to probation officers in the case management of high-risk residents. The job holder will have undergone selection and additional training to carry out this specialist delivery job as a Prison Offender Manager
- Support risk identification, risk management and risk reduction activities with offenders.

## 3. Organisation chart



**4. Context and main issues –**

- Supervise, manage, and control offenders decently, safely, and securely whilst carrying out all activities.
- Establish, develop, and maintain professional relationships with offenders and staff.
- Development of professional and informed reports for various bodies and internal arrangements (e.g., Parole, ACCT, ROTL- (Release on Temporary Licence) etc.
- To assess and manage the risk posed to protect victims of crime and the public by:
  - Providing information and advice to other criminal justice agencies and partner organisations.
  - Effective communication and work with other agencies and groups to prevent reoffending and meet the needs of victims.
  - Effective supervision of offenders of custodial risk and risk on release.
  - Contribution to the management of risk.

**5. Main assignments –**

- To undertake the full range of offender management tasks with low to medium risk cases.
- Maintain and update systems in line with local agreements.
- Attend and contribute to relevant meetings as required.
- Understand, apply, and conform to national and local policies.
- Support to probation officers in the case management of high-risk offenders will be given when required.
- Support and link with keyworker.
- As Prison Offender Manager, be involved in all relevant processes in the prison such as ACCT and violence reduction/anti-bullying for those within your case load.
- Interview residents within prescribed timescales of their arrival. Set and review targets with residents and update case management notes on PNOMIS or relevant IT systems.
- Use the Offender Assessment System (OASys) to identify risks and manage residents appropriately.
- Obtain further information if required from outside agencies to complete a comprehensive OASys report.
- Lead the sentence planning meeting to prepare and review appropriate plans.
- Coordinate the activities within the sentence plan through liaison with offenders and other departments and agencies, including gathering and exchanging information and understanding/investigating conflicting opinions on prisoner progress.
- Encourage and support offenders to participate in education, interventions, and vocational employment as defined within the sentence plan. Develop strategies to assist residents to overcome reluctance to attend.
- To provide professional advice and assessment, including written reports to criminal justice agencies and partner organisations.
- Liaise with the Community Offender Managers regarding Release on Temporary Licence (ROTL) and Home Detention Curfew (HDC). Make recommendations to the Director on suitability for early release. Inform relevant agencies of release dates and address of residents considered a risk on release.
- Support Community Offender Managers with the delivery of plans to enable recalled offenders to be re-released.
- Complete all paperwork for the cases, including lifer and Indeterminate Sentenced Prisoners (ISP's) specific paperwork in line with relevant policies, standards and set timescales.
- Highlight offenders who give cause for significant concerns by their behaviour to the Heads of Reducing Re-Offending or Senior Probation Officer. Concerns may be for a variety of issues, for example, any resident who has presented in the past risk of suicide or self-harm, or if there are any outstanding concerns with regards to victims or further offences and racial harassment.
- Contribute to and attend Multi-Agency Public Protection Arrangements (MAPPA) Boards and work with all relevant external agencies to protect the public when releasing residents under MAPPA.
- Participate in Parole / Oral Hearings as the assigned Prison Offender Manager.
- Liaise with the prison Foreign National Lead/ UK Border Agency regarding foreign national prisoners as appropriate.

- Instigate public protection child contact checks and share relevant safeguarding information with authorities.
- To work collaboratively with colleagues and maintain effective team relationships, with Key Workers.
- Demonstrate pro-social modelling skills by consistently reinforcing pro-social behaviour and attitudes and challenging anti-social behaviour and attitudes.
- To use computer-based systems to produce, update and maintain records and other documentation within agreed timescales.

## 6. Accountabilities –

- OASys assessments completed on time and to a high standard
- Quality of sentence plans and offender engagement
- Reports completed to a high standard and on time
- One to One contact in line with Offender Management in Custody ( OMiC) national standards

## 7. Person Specification –

### Essential

- 5 GCSE A-C Grade or equivalent
- Ability to analyse complex information in order to make assessments and decisions
- Ability to communicate clearly verbally and in writing with offenders, professionals, and at hearings such as Parole Boards
- Ability to empathise constructively with people from diverse backgrounds
- Experience of working with a diverse range of people who have experienced a range of social/personal difficulties, and of using tact and discretion when dealing with confidential and sensitive issues
- Understanding of factors related to offending, e.g. substance misuse, accommodation issues
- Knowledge and understanding of risk management/risk assessment pertaining to offenders Experience in planning and coordinating work
- Experience of working with groups or individuals in order to motivate and change behaviour

### Desirable

- A level or above in a relevant subject e.g. Sociology, Criminology or Psychology
- A working knowledge of relevant legislation and National Standards
- Knowledge of Evidence Based Practice and risk/needs assessment tools
- The ability to complete all mandatory training as required to support the job role
- Experience of representing individuals, agencies or organisations at formal hearings in Courts/tribunals or similar
- Experience of supervising or organising individuals or groups and/or of using authority in a work setting e.g. in a school or shop or in a voluntary capacity e.g. as a special constable

**8. Competencies –**

<ul style="list-style-type: none"> <li>■ Growth, Client &amp; Customer Satisfaction / Quality of Services provided</li> </ul>	<ul style="list-style-type: none"> <li>■ Leadership &amp; People Management</li> </ul>
<ul style="list-style-type: none"> <li>■ Continuous improvement</li> </ul>	<ul style="list-style-type: none"> <li>■ Resilience</li> </ul>
<ul style="list-style-type: none"> <li>■ Working with others</li> </ul>	<ul style="list-style-type: none"> <li>■ Learning &amp; Development</li> </ul>
<ul style="list-style-type: none"> <li>■ Impact and influence</li> </ul>	
<ul style="list-style-type: none"> <li>■ Employee Engagement</li> </ul>	

**9. Management Approval –**

Version	1	Date	
Document Owner			