

Role:	Regime Sequencing Manager
Reports to:	Head of Education, Skills & Work
Op / Non-Op	Either
Key responsibilities:	<ul style="list-style-type: none"> • Duties as per the Operational Middle Manager Job Specification (if postholder is operational) • To effectively manage and lead all staff within your area/s of functional responsibility to ensure a high standard of service delivery and optimal outcomes for the prisoners in our care • To understand and deliver on contractual requirements and contribute to the reducing reoffending agenda through effective partnership working • Develop and implement a training plan for staff within your area of responsibility • Work in partnership with other functions at HMP Lowdham Grange, external partners and agencies to deliver the strategic vision • To ensure compliance with the Local Security Strategy, ensuring this is communicated to staff and partners within your area of responsibility • Lead the development of the local regime, ensuring maximum efficiency and recognising contractual obligations and delivery targets. In doing so, work closely with other departments and managers as needed to ensure all requirements are reflected • Maximise the use of CMS to drive the regime and capture data / trends analysis to support continuous improvement (e.g. scheduling), clear actions and agreed outcomes • Work closely with other departments e.g. OMU, Psychology, Probation to ensure regime activities for individuals are sequenced in the most optimum way to help them achieve their personal goals in preparation for their transfer or release • Provide oversight and quality assurance to interventions delivery, conducting observations and driving continuous improvement where needed • Support the development of accurate data and trend analysis for key strategies to drive continuous improvement, clear actions and agreed outcomes • Work closely with other departments to share information, identify common themes and create initiatives to reduce the level of drug misuse and increase abstinence • Work closely across departments to drive delivery of the regime, maximising prisoner attendance at activities to improve their skills and learning • Work with relevant departments to maximise the services and uptake in key facilities across the prison e.g. Open Door Centre • Understand, develop and deliver a Restorative Justice approach across the prison, working with other departments as needed to achieve this • Implement recommendations from any relevant local audits or inspections, including PPO and/or Death in Custody investigations

	<ul style="list-style-type: none">• Contribute to continuous improvement across the Sodexo estate through sharing learning and good practice with counterparts and/or corporate leads
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