

# Job Description: Head of Rehabilitation

Function:	Rehabilitation
Position:	Head of Rehabilitation
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Deputy Director Operations
Additional reporting line to:	
Position location:	HMP Addiewell

## 1. Purpose of the Job – State concisely the aim of the job.

- As Head of Rehabilitation, you will be responsible for the direct line management and provide strategic direction to direct reports responsible for delivering sentence and case management activities/procedures to prisoners within HMP Addiewell, ensuring all casework related contractual and legislative standards are maintained. Furthermore, within the Head of Rehabilitation position, you will provide direction and leadership, maximizing the value of prisoner activities whilst impacting positively on life, learning and work opportunities. You will work closely with all internal stakeholders to agree and deliver on the agreed range of activities, improve reintegration and help to reduce offending. You will implement an activity plan which reflects current and changing labour market requirements, prison population needs and risks whilst adhering to both Sodexo and the Scottish Prison Service strategic priorities.

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

- Be responsible for the effective management of the department ensuring operational targets are always met particularly relating to prisoner activities, learning outcomes and sentence management processes.
- As directed by the Deputy Director, plan, supervise, coordinate and continuously review the strategies associated within the key areas of responsibility.
- To supervise and direct the performance of the case management team in accordance with the Contract and wider requirements of the SPS Authority, including effective use and co-ordination of all associated prisoner interventions, case management, health and safety and equality and diversity processes.
- Develop appropriate stakeholder management strategies and ensure daily compliance measures specifically around Throughcare and case management agendas and the prison population.
- Drive and promote the use of IT infrastructure-based learning and e-assessment systems.
- Maintain and distribute relevant reports for internal and external stakeholders.
- Provide creative and practical options for the development of the purposeful activity offer.
- Seek to continually improve the structural and system interfaces with other departments and key stakeholders.
- Be responsible for the coordination of external agencies that aim to improve the purposeful activity offer, particularly employability and vocational qualifications.
- Utilise the SCQF framework to maximise high levels of prisoner achievements.
- Lead and develop the team, evaluating and verifying performance through the review of completed work assignments and processes in line with company policy i.e. PDRs.
- Chair and lead relevant strategy and policy groups.
- To work collaboratively across internal functions and external stakeholders
- Contribute to the successful resolution of any incidents by the effective delivery of delegated responsibilities and management of the prison continuity plans.
- Ensure that all Parole Dossiers are completed and submitted to the Parole board for Scotland on time. There is a 100% compliance requirement in this area.
- Ensure that all integrated case management case conferences (ICM) are aligned to prisoner's critical dates through their initial, annual, pre-release and pre parole qualifying dates. There is a 100% compliance requirement in this area.
- Ensure all cases that are progressed to the risk management team (RMT) are appropriate and in timeframe. The RMT primary purpose is to consider the assessment, intervention and management needs of those offenders referred via the ICM process or where local management have a particular concern about an offender's behaviour or on-going management that requires immediate intervention.

## 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.

- Our contractual obligations will be achieved by maximizing resources whilst offering a balanced prisoner learning curriculum.
- The curriculum will be adaptable to reflect our changing prisoner population and employer needs.
- Learning and skills will be delivered through effective partnerships to make an impact on reducing re-offending.
- A high volume of prisoners should be actively engaged in activities which will enrich their time in custody and prepare them for their transition to local communities upon their release.
- Opportunities for prisoners to enhance their job and work skill potential will be plentiful, including pathways to employment upon release.
- Ensuring compliance with all associated Scottish Prison Service and HMP Addiewell Contractual obligations for risk management, OLR and RMA guidance, progression and RMT national guidance frameworks, risk assessments and case management procedures and throughcare agendas.

## 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.

- Delivery against local operating procedures, business plan and strategic aims.
- Service delivery targets achieved or exceeded.

- Formal audit outcomes met with timescales and to the required standards.
- Compliance with HMCIPS expectations.
- Compliance with all local operating procedures.
- Effective communication to the organisational business planning and strategic direction.

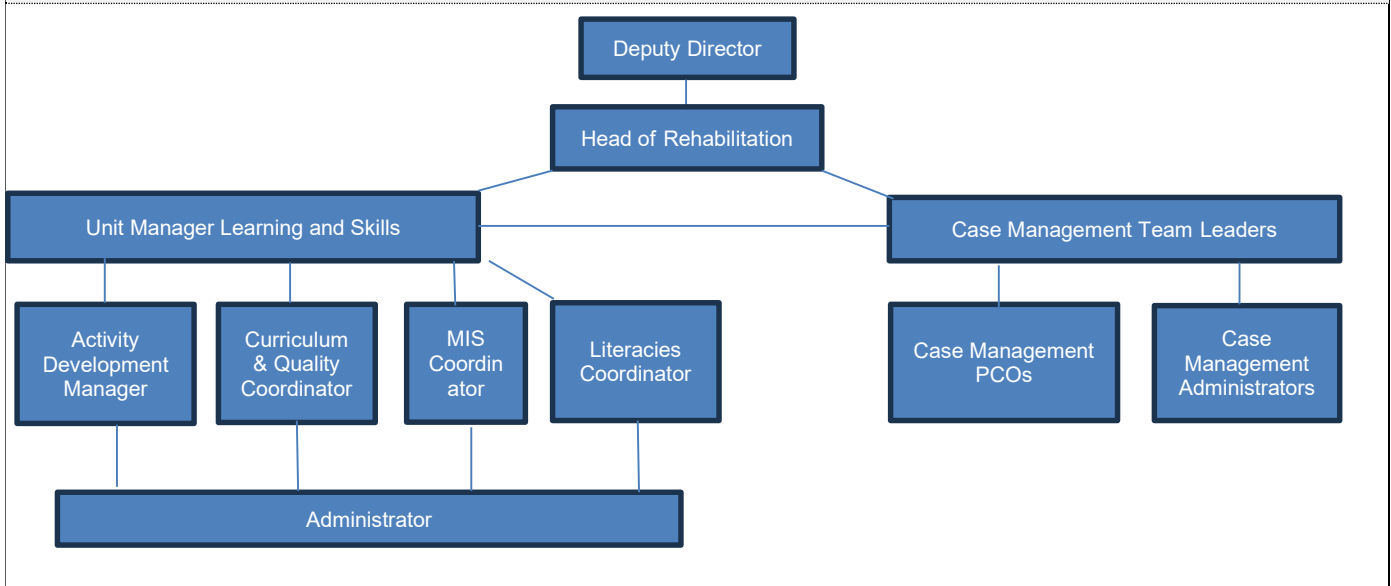
**5. Dimensions** – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

- TBC
- TBC

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

- Essential**
- Experience and understanding of KPIs associated with the management of challenging complex client groups.
  - Demonstrate the ability to solve problems, make decisions and deliver results.
  - Experience of leading, coaching, enabling and developing staff.
  - Understanding of both the learning and employability environments.
  - Understanding of the Criminal Justice System.
  - Drive and determination.
  - Experience of working within a custodial environment in a managerial capacity, or within an industry that provides such services to complex client groups.

**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**

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Received:

Date:

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Job holder

Date:

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Immediate Manager