

# Job Description: Deputy Director

Function:	Sodexo Justice Services
Job:	Deputy Prison Director
Position:	Deputy Director (male side)
Job holder:	TBC
Date (in job since):	TBC
Immediate manager (N+1 Job title and name):	Director
Additional reporting line to:	
Position location:	HMP Peterborough

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

- To support the Director in developing and delivering the vision and strategic priorities of the prison in accordance with Sodexo values and HMPPS expectations
- The consistent delivery of operational excellence in custodial services, and to deliver performance in accordance with the contract
- To provide visible leadership in ensuring that prisoner care is of the highest possible standard, and to act as a role model to staff
- Anticipation of risk and to devise strategies to reduce risk, whether operational, contractual, financial or reputational
- To understand the dual gender nature of the prison and to balance and manage within the differing agendas on each side. To develop the male side in particular, ensuring that safety and decency are well integrated and supplemented by a purposeful and varied regime
- To lead for the whole prison on the efficient and effective use of staff resources
- To support the delivery of the Safety and Diversity & Inclusion agendas within the prison
- To represent the prison and SJS in the wider community

## 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.

- |                 |  |
|-----------------|--|
| Characteristics | <ul style="list-style-type: none"> <li>▪ Contractual compliance</li> <li>▪ Operational stability</li> <li>▪ Prison Performance Targets achieved or exceeded</li> <li>▪ Formal Audit outcomes of Green for Security, Safer Custody, OSAG Living Conditions</li> <li>▪ Self-audit compliance</li> <li>▪ Meet HMIP Expectations and contribute to Level 4 HMIP ratings</li> <li>▪ Compliance with Prison Service Orders and Instructions</li> </ul> |
|-----------------|--|

## 3. Organisation chart – Indicate schematically the position of the job within the organisation. 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.



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

- Maintain operational stability
- Contingency and business continuity planning
- To anticipate, manage and reduce risks (operational, financial, contractual and reputational)
- Constantly question and constructively challenge current practice, and seek continuous improvement
- Ensure the daily routine is set up to deliver all aspects of the Contract
- Deliver performance within the prison in accordance with the contract and other requirements of the Authority
- Focus on the security and safety strategies of the male side of the prison, adopting a zero tolerance approach to preventable incidents
- Gain maximum value from operational resources, in particular through effective people management
- Ensure effective operational communication systems
- Oversight and delivery of key operational projects within the business plan
- Management of multiple stakeholders and avenues of accountability

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

- Take charge of the prison in the Director's absence, sharing this responsibility with the Deputy Director for the female side.
- Oversee operational delivery and support the team to resolve daily challenges
- Contribute to the development of policies and procedures for the operation of the prison
- Take command of complex operational incidents and participate in incident management as required
- Chair key operational meetings
- Develop the skills and competencies of senior operational managers through support and challenge
- Instigate terms of reference for staff investigations, and conducts disciplinary and grievance hearings and appeals in accordance with Sodexo policies and procedures
- Influence recruitment, selection and rotation of staff, with a particular focus on staff retention
- Oversight of staff deployment on the male side and to lead on staff deployment systems for the whole site
- Manage and monitor delivery of key operational projects
- Contribute to meeting the prison's financial targets by remaining within budget

**6. 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 of the HMPPS contract, including delivery targets
- Prison performance targets
- Aspire (personal and professional) objectives
- Delivery of key change projects

**7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Extensive prison operational management experience at senior management level (functional head or above), including incident management training/ experience.
- A clear fit with the values of Sodexo
- Ability to work cooperatively with the Director and the female side Deputy Director to form a consistent and cohesive unit operationally leading the prison.
- Delivery and results focused, with a clear understanding of the requirements of working in a contractual environment.
- A clear and demonstrable understanding of what makes a good leader, the skills required and the ability to motivate and engage others
- Ability to manage and develop key stakeholder relationships
- A clear and demonstrable understanding of key people management tools and resources

- Proven ability to manage change in a structured way
- Commercial and financial awareness
- Credibility and authenticity

**8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

- Growth, Client & Customer Satisfaction / Quality of Services provided
- Rigorous management of results
- Brand Notoriety
- Commercial Awareness
- Employee Engagement
- Learning & Development
- Leadership & People Management
- Innovation and Change
- Business Consulting

**9. Management Approval** – To be completed by document owner

Version	V1.0	Date	17/05/2022
Document Owner	Director – HMP Peterborough		

SIGNED: \_\_\_\_\_

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_