

Job Description: Drug Strategy Lead Manager



Function:	Sodexo Justice Services
Job:	Drug Strategy Lead Manager
Position:	Non Operational Unit Manager
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.

To aide and assist in the strategic oversight of the three key strands of the drug strategy at HMP Addiewell:

- Restricting Supply into the prison
- Reducing Demand of our prisoner population for illicit substances
- Building Recovery throughout our prison community

To support the Deputy Director linking in the work streams of individuals, partners and functions to ensure activities undertaken under each of the three headings is co-ordinated, collaborative and has the opportunity to maximise positive outcomes across the prison.

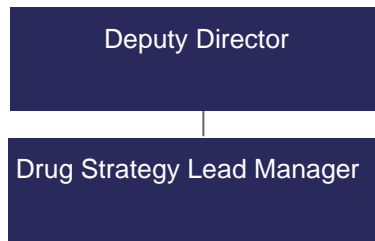
Working with the authority of the Deputy Director the drug strategy lead manager will have autonomy to access information, engage partners and make recommendations or business cases for new ways of working to achieve the overall objectives of our drug strategy.

The drug strategy lead manager will be required to facilitate sub-group and steering meetings around the three drug strategy themes, as well as instigate key aims to achieve specific objectives within set timescales.

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 FY18:	€tbc	EBIT growth:	Growth type:	Outsourcing rate:	Region Workforce
		EBIT margin:			
		Net income growth:		Outsourcing growth rate:	HR in Region
		Cash conversion:			
Characteristics ■					

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.

This critical role will require expertise and knowledge of addictions services either within the community or ideally within a prison setting, operating with the authority of the Deputy Director the candidate will engage across functions to lead dialogue, design services with partners and reshape our offer of support to men within our care who have addictions and associated vulnerabilities.

Trends and dialogue around violence and self-harm which cross over with known influences by substance misuse take place within other forums such as the weekly Safety Intervention Meeting (SIM), Top Ten prisoners of concern list and other ad-hoc meetings.

Drug Supply Reduction

This aspect of work within the prison is managed by the Head of Security & Operations and focuses on maintaining and developing strategies to reduce the routes of supply to the jail. This work ranges from the management of the drug dog handlers and their active / passive dogs, physical enhancements such as to CCTV systems, and managing the risk of corruption of our staff.

Drug Recovery

Led by our clinical and non-clinical substance misuse partners, this field of work seeks to support men with drug or alcohol addictions in a way that helps encourage recovery whilst in custody or beyond.

This area of work will also incorporate the management of men on a prescribed substance program, commonly through the administration of methadone.

Building Recovery

A strand of work that needs to be driven forward engaging our own internal departments and utilizing the expertise and support of Alcohol & Drug Partnerships in the community.

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

Within a month of taking up post the drug strategy lead manager will:

- Review / amend / publish the establishment's drug strategy
- Create a comprehensive position paper in response to the drug strategy and current issues
- Devise a multi-disciplinary action plan for the activities for the forthcoming year
- Establish a meeting schedule for the sub-group / steering group meetings

In conjunction with other colleagues the drug strategy lead manager will create and publish a monthly stability dashboard against which outcomes for drugs, violence and self-harm will be reported.

The drug strategy lead manager will provide weekly update reports to the Deputy Director covering work undertaken and to be taken forward.

A report will be generated at the nine month in post stage detailing more fully the work undertaken and effectiveness of the role in reducing drug misuse within the prison.

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.

The post holder will be required to demonstrate progress against the key objectives and aims of the initial position paper, in order to improve services and uptake of such by our prisoner population along with driving down demand and developing a peer led mentoring support mechanism within the jail.

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

The drug strategy lead manager must be a motivated and innovative individual who has the ability to influence and direct a broad range of colleagues and partners in order to achieve results.

Prior experience of working as part of a substance misuse service would be welcome but not essential, as would familiarity of working within a custodial or criminal justice environment.

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

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|---|
| <ul style="list-style-type: none">■ Growth, client and customer satisfaction, quality of services provided:
<i>Seeks to introduce innovative ideas and solutions</i>
<i>Builds a network of contacts to further business interests</i>
<i>Engages the team to input to and align / deliver the strategy</i>
<i>Engages with individuals across multiple functions to deliver the strategy</i>
<i>Analyses past trends and internal data to help predict future trends</i> |
| <ul style="list-style-type: none">■ Rigorous management of results
<i>Translates vision or long term strategy into SMART objectives with practical working plans</i>
<i>Balances resources to manage short term essentials whilst sustaining focus on long term objectives</i> |
| <ul style="list-style-type: none">■ Innovation and change
<i>Analyses issues to understand the root cause and decide on course of action</i>
<i>Encourages ideas and feedback to inform new ways of doing things</i>
<i>Confident in engaging people at all levels and when introducing new ways of doing business</i>
<i>Deals effectively with setbacks and takes positive actions</i>
<i>Involved people and communicates throughout change</i>
<i>Analyses both successes and failures to support improvement</i> |

9. Management Approval – To be completed by document owner

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Document Owner	Samantha Pariser, Prison Director, HMP Addiewell		