

Job Description:   
Mother and Baby Unit Manager

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| Function: | | | | Government | | | | | | | | |
| Job: | | | |  | | | | | | | | |
| Position: | | | | Perinatal Services and Mother and Baby Unit Manager | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Head of Female Residence | | | | | | | | |
| Additional reporting line to: | | | | N/A | | | | | | | | |
| Position location: | | | | HMP Peterborough | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| * To embed the perinatal services within the prison and provide clear oversight of risks associated with pregnancy, working closely with clinical professionals on site and externally. * Ensure consistent delivery and co-ordination of perinatal services, appropriate to the needs of each individual and child, from a trauma informed viewpoint to enhance the experience and wellbeing of a prisoner’s journey from a perinatal perspective. * Ensure children of pregnant women, and those residing on MBU, are adequately protected in line with Sodexo and HMPPS Safeguarding policy, procedures and relevant legislation. * Oversee complex cases, planning intervention and support, ensuring the voice of mothers in prison are heard at all stages and concerns are escalated where appropriate. * Contribute to the development and training of safeguarding children procedures on site. * Ensure women are supported to meaningfully engage in processes relating to their children. * Ensure a safe, caring and stimulating environment that promotes learning through play and ensuring that the children’s needs are met on the Mother and Baby Unit. | | | | | | | | | | | | |
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| 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 FY13: | €tbc | | EBIT growth: | | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc | |
| EBIT margin: | | tbc |
| Net income growth: | | tbc | Outsourcing growth rate: | n/a | HR in Region | tbc | |
| Cash conversion: | | tbc |
| Characteristics | | * Add point | | | | | | | | | | |

Draft. Version: 27-03-2014

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| 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. |
| Head of Female Residence  Perinatal and Mother & Baby Unit Manager  Deputy Head of Female Residence  (HB2 & Safer Custody)  Deputy Head of Female Residence (HB1 & SCU)  Nursery Team Leader  Pregnancy, Mother and Baby Liaison Officer  Mother and Baby Unit PCOs  Nursery Nurses |

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| **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. |
| * Develop and maintain relationships with internal and external partners including local authorities and clinical services. * Maintain and developing knowledge of national frameworks and local procedures in a rapidly changing environment. * Ensure successful audit/assurance outcomes, including OFSTED and delivery of the HMPPS MBU Policy Framework. * Manage and develop a diverse team with varying responsibilities. * Ensure women and children receive at least equivalence of health and social service support as that in the community. |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Ensure effective co-ordination of perinatal services including nursery provision in line with OFSTED requirements and other legislative bodies are met. * Achieve and maintain high standards of care for prisoners and children. * Lead and inspire the team to provide an exceptional environment for mothers and their children as they start their lifelong learning journey. * Support in the harmonisation of both Sodexo prison MBU’s and perinatal services, sharing good practice and learning. * Leading on the safeguarding of children on site ensuring there are systems in place to correctly highlight to Children’s Services information of concern promptly and that this feeds into the centralised system of public protection. * Ensure all policies and procedures are implemented and adhered to, including health and food safety. * Work in partnership with prisoners, their families, and other agencies to ensure best possible outcomes for mothers and their children. * Develop and maintain highly professional working relationships with a range of stakeholders and partners such as local authorities and other regulatory bodies. * Identify training and development needs of staff, whilst ensuring the unit is run to the highest standard. * Create management reports to ensure the effective service development and governance. * Contribute to the regular monitoring and sharing of information. * Ensure through effective assurance procedures that the prison is aware of and adheres to the necessary statutory frameworks and protocols relating to women in the perinatal period on behalf of The Director. * Represent the team and prison at meetings and forums such as the HMPPS bi-annual stakeholder forums. * Contribute to multi-agency and child protection meetings/proceedings. * Ensure health service provision for pregnant, new mothers and children on the MBU. * Oversee the liaison with home area Children’s Services to support alternative permanent care for children who have to be separated from their mothers in a timely fashion. * Enable mothers and expectant mothers in custody to identify their needs and plan support to meet those needs using the full range of options, seeking advice and support where appropriate. Be able to sustain engagement in a dynamic environment. * Understand the forms of harm and their impact on people and be able to identify safeguarding concerns and act accordingly in a trauma informed way. * Uphold Sodexo’s values and behaviours and work inclusively with a diverse range of stakeholders and promote equality of opportunity. |

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| 6. Accountabilities – Give the 3 to 5 key outputs of the position of the organization; they should focus on end results, not duties or activities. |
| * Consistent and improved outcomes for mothers, children and unborn babies who meet the perinatal pathway criteria. * Collaborative working with stakeholders and partners including both local and national local authorities. * Mothers and children meet the development and progress expectations on the MBU through understanding and meeting their needs. * Oversee the operational management and nursery provision in the MBU, as well as safety requirements and safeguarding. |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Professional qualification such as social work CQSW or Diploma in Social Work. * Sound knowledge of relevant national and local policy and statutory guidance and legislation in relation to the provision of social case services and child centred planning. * Significant leadership experience working with young children, ideally in an early years setting. * Ability to communicate appropriately and in a timely way with individuals, families and other professionals which is clear and concise. This includes both verbal and written communication. * Experience of working successfully with internal and external regulatory bodies and partners. * Ability to effectively engage with people in complex situations and have difficult conversations to overcome resistance and non-engagement. * Ability to routinely explain professional reasoning, judgements and decisions made and record these in a clear concise way. * Monitor and contribute to key meetings such as child in need and core group meetings, strategy discussions and professionals meetings on complex cases. * No direct budgetary responsibilities but oversight of resource management of team, and authorisation of spend on children and families. |

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| 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 | * Leadership & People Management | | * Rigorous management of results | * Innovation and Change | | * Brand Notoriety | * Employee Engagement | |  |  | |

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