**Unit Manager Opportunities**

**HMP Addiewell, West Lothian**

**Salary circa £40,000pa depending on experience**

HMP Addiewell is a maximum-security prison, with a strong and concerted focus on learning not to reoffend, relevant skills training and employability. We work with all areas of the wider community to ensure residents have the best possible chance of becoming contributing citizens upon release. Addiewell opened in 2008 and has become an integral part of the Scottish Prison Service estate earning much praise from (amongst others) HMCIP, for its innovation, use of technology, strong partnership working and the “can do” culture we foster.

We are currently recruiting for Unit Manager vacancies.

The responsibilities and essential requirements below are relevant to all Unit Manager roles at HMP Addiewell.

# Main Responsibilities:

# Effectively and efficiently run areas of responsibility, giving due regard to its contribution to the overall performance delivery of the establishment and to ensure a safe, secure and decent environment is provided

# Lead and coach staff, encourage learning and development whilst ensuring compliance with corporate and human resource policies, whilst taking cognisance of Sodexo’s Service Spirit, Team Spirit and Spirit of Progress

# Deal with all internal and external stakeholder engagement ethically and professionally

# Be able to explain the corporate direction and policy to staff within area of responsibility through coaching, team meetings and Huddles

# Provide creative and practical options for resolving problems within the unit and beyond

# Undertake any other management roles as and when necessary

# Undertake the role of Duty Manager on a rotational basis

# Ensure compliance with Health and Safety Legislation and Infection Control Policy and Procedures e.g. safe systems of work, risk assessments, monthly reviews, COSHH etc. where applicable

# Contribute to Business Planning and Quality of Life Services as well as other related Sodexo policies

# Effective teamwork within the function and with other functions within the prison

# Essential Skills/Experience Required:

# Operational experience in custodial environment

# Proven track record in people management

# Experience of making decisions in a complex environment ideally within a custodial setting.

# A strong and consistent ‘moral compass’ and the ability to provide value based leadership.

# Ability to exercise sound judgement in a politicised environment.

# Project management and risk management skills

# A proven track record of building and managing effective teams in the delivery of the business needs

# Ability to adapt very rapidly to changing priorities

# Have belief that we can change lives for the better by reducing reoffending and risk of harm, and improve the Quality of Life of those under our supervision and care

# Be an outstanding communicator, who treats others with respect, dignity and decency

# Be a confident and responsive people manager and a focused and dynamic team player.

# USUAL 2 WEEK CLOSING FROM DATE OF POSTING AND VETTING INFORMATION RE ENHANCED DISCLOSURE