

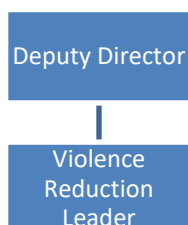
Job Description: Violence Reduction Manager

Function:	Deputy Director
Job:	Violence Reduction Leader
Position:	Non Ops Team Leader
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Deputy Director, Operations
Additional reporting line to:	N/A
Position location:	HMP Addiewell

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

- To act on behalf of the Deputy Director in the matters of Violence Reduction; providing effective and appropriate support and direction in regards to Violence Reduction strategies.
- To fulfil the role of non-operational Middle Manager; this includes the management of the Safer Prisons SPCO reporting directly to the Deputy Director, Operations. The role will primarily focus on Violence Reduction but will involve line management responsibilities and contribution to the wider remit of the team on occasion.
- To provide effective line management in accordance with Sodexo's procedures and policies whilst demonstrating the Sodexo Management Behaviors at all times. Line Manage the Safer Prisons SPCO ensuring delivery of key milestones and actions such as: Bilat, PDR appraisal, EPA and other managerial tools such as absence review procedures. Ensure they provide equivalent line management oversight to their staff.

2. 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.



3. 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.

- 1) To ensure correct reporting of incidents in the first instance; taking personal responsibility to oversee that 100% (monthly) compliance is achieved with the requirement to report and investigate.
- 2) To provide a monthly report to the Director that is accurate, thoughtful and helpful therefore enabling a determination as to the causes and locations of violent incidents. Include data from SIM, Top 10 perpetrator / intelligence lists, heat maps, diagrams, analysis of evidence, hypothesis, actions taken and actions suggested.
- 3) Be responsible for the delivery of actions relating to the Violence Reduction Strategy. Work in Partnership with the Director, Deputy Director, Residence, and Security to ensure services and local practices meet the needs of the population.
- 4) Promote the Violence Reduction Strategy ensuring that staff understand the evidence base as to why violence occurs in prison, and what we can do to reduce it and keep safe
- 5) Be responsible for the timely delivery of actions on the Violence Reduction Action Plan and provide feedback to the Senior Management Team as to progress.
- 6) Implement support services framework for victims of violence.

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

- 1) To have personal oversight of the investigations into violent incidents made by staff throughout the establishment, ensuring the following:
 - Correct and early identification of victim and perpetrator
 - Legitimate execution of measures to safeguard victims and control perpetrators
 - Correct and timely referral to the police using agreed investigation template and follow up to ensure adjudication is safeguarded as a viable option should police return a decision of No Further Action from the CPS perspective
- 2) To contribute to the police referral process including appropriate investigation, evidence gathering, referral liaising with police and supporting victims and perpetrators.
- 3) In assessing prisoners you will gain key intelligence as to those prisoners who have a history of involvement in large scale supply and Organised Crime Groups. In these cases you will oversee the passing on of that intelligence to the Intelligence Hub.
- 4) Maintain a running list of the “Top 10” most likely to assault another person

5. 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.

- 1) 100% information recording as per Record, Respond, Reduce
- 2) Delivery of Violence Reduction Action Plan objectives
- 3) Timely police referrals and adjudications (deterrence)
- 4) Effective case management and victim support processes

5) Useful Management Information informing strategy

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

- 1) Experience of a custodial environment and ability to apply prison rules legitimately.
- 2) Project Management desirable
- 3) Strong Communication skills and use of IT

7. 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	
■ Commercial Awareness	
■ Employee Engagement	
■ Learning & Development	

8. Management Approval – To be completed by document owner

Version	0.2	Date	091023
Document Owner	Samantha Pariser, Prison Director		