

**Job Description:**

**Business Development Hub Manager**

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| Function: | Education, Skills, and Work |
| Position: | Business Development Hub Manager |
| Job holder: | Vacant |
| Date (in job since): |  |
| Immediate manager  (N+1 Job title and name): | Industries Manager (Linda Wood) |
| Additional reporting line to: | Deputy Head of Education Skills, and Work (Stephen Phillips) |
| Position location: |  |
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| 1. Purpose of the Job – State concisely the aim of the job. | |
| * The job holder will assist the Industries manager in ensuring the management of activities within the industries, workshops, and land-based areas where applicable, and for training within a realistic working environment. Staffing numbers will vary depending on the size of the establishment’s needs and the nature of the work undertaken. The job holder will support the Industries manager by implementing national policies to suit local needs within the function and will be responsible for the revisions of local policies, improvement plans and procedures related to industries | |

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| 5. 2. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| The job holder will be required to carry out the following responsibilities, activities and duties:   * Responsible for ensuring all staff within Industries provide a respectful, safe decent environment for all prisoners and staff * Support the industries manager by ensuring staff are fully trained and qualified for the activities they are employed in * In line with targets set by the Industries manager, ensure that accreditation targets for the department are effectively monitored and progress against them. Visit all areas on a regular basis to check that all required work is being completed to the set standards * Support the Industries Manager for the performance of production workshops both in terms of prisoner occupation, production and sales turn over * Support the Industries Manager for monitoring performance of suppliers against contracts to ensure that contracts are running to time, cost, quality and all contractual requirements of Industry providers operating within the establishment * Support both managers and staff that continually ensures production is scheduled and managed to deliver targets (including income generation levels) and quality standards and maintains delivery of contractual arrangements * Ensure all industries information and IT systems are kept up to date * Support the Industries Manager by managing the income generation targets and compliance within the work area, verifying and signing off documentation as appropriate * Contribute towards developing and implementing an employment strategy for the Prison working alongside partners in the delivery of employment training, advice and guidance on release * Seeking local commercial work to fill free production capacity by way of preparing quotations for external stakeholders for potential products to be manufactured within industries * Coordinate successful private sector partnerships, Colleges and Training Centres and assist in developing links with internal/external Agencies with a view to prisoner employment and resettlement * Support the Industries Manager for ensuring all materials are ordered, received, logged, stored, utilised and disposed of appropriately within the areas of activity managed * Responsible for ensuring prisoners are appropriately supervised, inducted, trained and deployed and paid within the industries and that discipline, safer custody and Health and Safety practices are maintained at all times * Support the Industries manager by ensuring the delivery national accredited qualifications and skills to prisoners where appropriate * Incorporate and Manage the Reading Strategy across Vocational and Industry Areas * Support the PEL (Prison Employment Lead) on employment upon release. * Attend in the absence of the Industries Manager at the Allocations Board ensuring that effective sequencing is in place * Support the Quality Lead in ESW on Quality Assurance within Industries and Vocational Areas   Undertake other management tasks including:   * Responsible for the management of all staff within their area. This includes staff performance, development and annual appraisal through to sickness absence management * Ensure all national and local policies and procedures are implemented and compliant e.g. National Security Framework (NSF), Local Security Strategy (LSS), Finance Manual * Attend as directed any relevant boards/meetings and actively contribute as a team member * Provides leadership and direction to staff within their defined work area through briefings, building informal and formal relationships and effective communication * Produce relevant reports as required and ensure all correspondence is replied to within agreed timescales * Liaise and form good relationships with internal and external stakeholders * Manage resources to deliver the activities within the defined work area, and contribute to the mid-to-long term business planning process * Ensure the defined work area and associated activities comply with Health and Safety legislation. Ensure all risk assessments are undertaken, and staff are made aware of their personal responsibility towards ensuring Health and Safety compliance * Liaising with external companies, agencies and charities to create initiatives that provide a source of income for the department and support the business needs.   The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The Job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation scheme and shall be discussed in the first instance with the Job Holder |

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| 2. 3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * H&S at work guidelines * Ofsted standards * NSF and LSS requirements * Sodexo employment policies * Embedding employee engagement strategies. |

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| 4. 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 agreed performance * Staff engagement and training outcomes. * Accurate and timely data reflecting participation within Industries * Self sufficient and Business Contract Management * Achieve a Good scores in audits, inspections, and surveys. Positive resident feedback on consultation |

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| 2. 5. 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. |
| * Contractual compliance * Operational Stability * Service Delivery Targets achieved or exceeded * Compliance with HMCIP Expectations * Compliance with Prison Service Orders and Instructions |

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| 6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position. |
| Essential   * A clear and demonstrable understanding of the demands of a prison environment * Experience and understanding of managing prisoners * Proven passion for resident care that reflects Sodexo values and principles. * Previous experience of working in a prison environment. * Clear and thorough understanding of performance indicators. * A clear and demonstrable understanding of key people management tools; Capability/Competency frameworks, performance management. * Be able to demonstrate a commitment to personal development and the development of others.   Desirable   * Experience a leading beyond local teams |

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| 2. 7. Organization chart – Indicate schematically the position of the job within the organization. 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. |
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**Levels**

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Job holder Immediate Manager