

Job Description:   
Head of Reducing Reoffending

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| Function: | | Operations – Senior Leader | |
| Position: | | Head of Reducing Reoffending | |
| Job holder: | | TBC | |
| Date (in job since): | | TBC | |
| Immediate manager: | | Deputy Director | |
| Additional reporting line to: | | N/A | |
| Position location: | | HMP Northumberland | |
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| 1. Purpose of the Job | | | |
| The job holder will be responsible for the leadership, development and provision of the prison’s Reduction of Reoffending portfolio.  This will require the job holder to manage the agenda of the prison’s approach to:   * Reducing Reoffending and Resettlement * Regime design and delivery * The following reducing reoffending pathways: * housing and accommodation * health, substance misuse and social care providers * finance, benefit and debt attitudes, thinking and behaviour * faith * children and families   They will be the strategic lead to facilitate and enable strong working practices between prison, probation, and other relevant community services to reduce reoffending. They will be responsible for the design and driving the delivery of the prison’s regime so it meets the rehabilitative needs of all prisoners.  As a member of the Senior Leadership Team (SLT), the job holder will contribute and implement their Function’s objectives as defined in the establishment’s Business Plan / Strategy. | | | |
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| 2. Dimensions & KPIs | | | |
|  | * Contractual compliance * Resettlement Strategy success * Formal Audit / Inspection outcomes of Green for relevant audits * Compliance with HMPPS frameworks * Functional budget within target * Increased Engagement and Investors in People outcomes | | |

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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. |
| **PLEASE NOTE THAT THIS ORGANISATION CHART IS IN THE COURSE OF RE-STRUCTURING** |

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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. |
| * To anticipate risks (operational, financial, contractual and reputational), devising and implementing appropriate proactive strategies. * With guidance from the Deputy Director, plan, supervise, coordinate and continuously review functional performance, ensuring that it meets the requirements to deliver all aspects of the contract. * To develop & maintain significant relationships with other prison departments and with partner organisations, especially the National Probation Service and CRS providers. * Ensure the safety standards are consistently governed and established. * Lead a diverse and multi-skilled team. |

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| 5. 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 the design of the reducing reoffending strategic approach for the prison. * Responsible for driving the successful implementation of the prison’s reducing reoffending approach through all key heads of functions and managers across prison and probation teams. This includes the strategic leadership of a range of external stakeholders, to ensure effective delivery of services that support the reducing reoffending strategy. * Responsible for the design and delivery of key reducing reoffending pathways which will include, but not be limited to, housing and accommodation, health and substance misuse, families, offending behaviour programmes and interventions relating to faith, finance and debt. * Responsible for the development of local needs assessment for the prison, bringing together data/assessments from all other key partners in the prison to inform the design of the prison’s tiered regime. * Working closely with the Head of Education, Skills and Work and Head of Regime, responsible for designing and delivering a tiered regime, which is designed to meet prisoner need, ensures prisoners are allocated and enabled to attend activities and interventions, operating in line with the prison Regime Model and the five pillars of the Ofsted Education Inspection Framework. * Responsible for driving delivery of the regime through other heads of function, and managers to ensure its effective, and sustainable, running is prioritised, and positive changes are identified and taken forward, where necessary. * Responsible for developing a framework and monitoring progress to measure delivery of interventions across the regime and to lead on ensuring that the appropriate corrective action is taken where necessary. * Responsible for locally operationalising and ongoing oversight of the Resettlement Passport. This includes strategically coordinating relevant agencies, ensuring the Passport brings together key information through the prisoner’s journey and to ensure their successful resettlement into society, and maximises opportunities within the different resettlement pathways, giving prison leavers better access to services. * Strategic lead to ensure join up between prison and probation, including with resettlement teams/pre-release team, promoting and delivering on the OneHMPPS concept within the prison and through the gate. Proactively seeking out opportunities to leverage third sector, and other external agencies’, expertise, services and provision to bring this into the prison estate to support with the rehabilitation of prisoners. * Responsible the Offender Management (OMUs) across the prison, promoting reducing reoffending, and ensuring staff are upskilled to competently undertake their duties and understand the prison’s rehabilitative offer, and that these are included within the formulation of sentence plans. * Responsible for the development and delivery of the Interventions Plan. |

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| 6. Accountabilities – key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Assist the prison in fulfilling its responsibilities in reducing the risk of reoffending for our prisoners and help maintain public safety. * Lead and develop a multi-skilled workforce. * Ensure safety standards are maintained. * Deliver the agreed functional standards and contractual targets * Develop innovative solutions to reduce the risk of reoffending * Monitor delivery of interventions to ensure outcomes are maximised for our prisoners and contractual targets are met. |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| **Essential**   * Credibility, authenticity and integrity. * Delivery focussed, with a clear understanding of female offending and the gender differences/experiences of women in custody. * Senior leadership experience, * Experience of contract management or managing performance in a complex environment / organisation. * A clear and demonstrable understanding of what makes a good leader, the skills required and the ability to motivate and engage others * Ability to manage, develop and lead client and 3rd party key stakeholder relationships * A clear and demonstrable understanding of key people management tools and resources * High level Risk Management skills * Experience managing change   **Desirable**   * Experience of managing engagement, compliance and high-quality risk assessment and analysis. Experience of community engagement and working with stakeholders demonstrating an ability to resolve complex issues and sound judgements in relation to risk assessment. Successful candidates will demonstrate enthusiasm, commitment, motivation, and the ability to be both fair and firm in challenging situations. |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| * Drives Results * Ensures Accountability * Collaborates * Cultivates Innovation * Business Insight * Optimises Work Processes |

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