

Job Description:

Head of Safety and Decency

Function:	Justice Services
Position:	Head of Safety & Decency
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Deputy Director
Additional reporting line to:	
Position location:	HMP Forest Bank

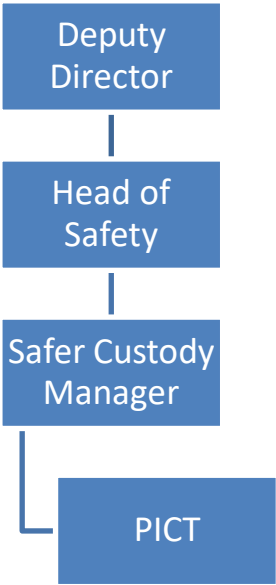
1. Purpose of the Job – State concisely the aim of the job.

- Lead a diverse team of colleagues, which include Operational and Non-Operational colleagues.
- Oversee the functional delivery of Safer Custody, the Safety Strategies and decency agenda in line with the National Safety Framework.
- Provide effective governance of self-harm, violence, DIC outcomes, CSRA ,decency and Use of Force
- Develop, implement and review an effective risk reduction strategy for Violence reduction based on 7 identified safety nets.
- Responsible for the Prison Performance Tool (PPT) and contractual performance indicators delivery including improving performance of the safety dimensions identified in the latest MQPL report.
- Effective and timely analysis of data to inform learning and continuous improvement.
- Responsible for development, and delivery of, business cases which reduce the risk of harm to self and others.
- To create an environment that supports a rehabilitative culture through effective team working with senior leader colleagues.
- Establishment Safeguarding Lead
- Achieve high levels of staff engagement through value-based leadership.
- To support the delivery of Safety, Diversity & Inclusion of staff and residents.
- To represent the prison and Sodexo in the wider community on key safety forums.
- Provide Senior Operational Management cover in line with Duty rota.

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.

Financial									
Staff									
Other									

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.



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.

- Delivery of effective strategies to reduce harm, both to self & others, underpinned by effective analysis of data and incidents to embed a learning culture of continuous improvement based on the National Safety Framework adopted by HMPPS
- To anticipate risks (operational, financial, contractual and reputational), devising and implementing appropriate proactive strategies
- Effective risk management arrangements are maintained
- To develop & maintain significant relationships with other prison departments and with partner organisations, especially the Samaritans, regional Safer Custody lead, DIC Sub-Group, Salford Adult Safeguarding Board, Community safety partnerships and interventions providers.

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

- Continually review the skills and competencies of the team, addressing issues proactively.
- Maintain communications and relationships with a range of external organisations focused on safety & decency.
- Conducts disciplinary and grievance hearings and appeals in accordance with Company policies and procedures
- Effective governance and quality assurance of ACCT, UOF, violent incident investigations, post DIC investigations, near misses, Datix investigations, CSIP, defensible decisions, enhanced case reviews etc
- Reviewing the talent, succession, performance and competencies of your team and addressing issues proactively
- Providing a caring and decent environment for staff, residents and visitors
- To be an innovative and strategic member of the Senior Leadership team.

- Manage staffing, absence and completion of EPAs in line with company guidance and procedures.
- Timely production of management information and reports.
- Management of risk including self-harm, violence, DIC, Use of Force and Early Days in Custody. To provide a strategic direction for Safety to ensure risks are effectively identified and managed within the prison, risk escalation is monitored and communicated, and risk management plans are agreed for individual residents upon release in conjunction with identified stakeholders.
- To chair / co-chair relevant meetings; Safer Custody, SIM, CSRR, DIC action planning, UOF committee, Constant Observation reviews, Complex Case meetings, team huddles.
- Attend the weekly Tactical Tasking and Coordination Meeting to understand and reduce the impact of gang related violence.
- Develop strategies for cohorts of residents whose safety may be directly impacted such as those in debt, self-isolators, the vulnerable and those with complex needs.
- Provide attendance at corporate groups on safety.
- Embed rehabilitative processes into safer prisons strategies.
- To promote diversity, equality and inclusion.
- To respond to complaints and correspondence within timeframes set and as requested.
- Act as the establishment Safeguarding Lead
- Provide welfare support to staff attending coroners court and provide assistance to the coroner where needed during inquests, manage the PICT team and monitor outcomes
- Contribute to the establishments well-being strategy for staff and residents
- Oversight of Early Days in Custody (EDiC) and its role on both the EDC and Reception as well as providing support and management to the Establishments Insiders.

6. 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.

- Effective development and delivery of a needs led Safety Strategy, Violence Reduction Strategy, Decency, Safeguarding Strategy and associated improvement plans.
- To provide governance and quality assurance across the functional areas this includes compliance and performance.
- Assist the prison in fulfilling its responsibilities in reducing violence and self-harm.
- Improve effectiveness and governance of physical security measures such as BWVC
- Develop innovative solutions to reduce risks
- Monitor delivery of interventions to ensure outcomes are maximised for our residents and contractual targets are met
- Drive culture changes in key areas such as Violence Reduction, Use of Force, procedural justice, decency and debt whilst encouraging the participation in interventions to change attitudes, thinking and behaviours, such as Restorative Approaches and behavioural programmes.
- Support the establishment in becoming a rehabilitative environment and maintaining a trauma informed approach.

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

Essential

- A clear and demonstrable understanding of what makes a good leader, the skills required and the ability to motivate and engage others
- A clear and demonstrable understanding of the demands of an operational environment
- Demonstrable knowledge of relevant criminal justice / prison legislation, standards and policies to include HMPPS strategy, inspection and audit processes; and knowledge of the wider criminal justice system
- Ability to manage and develop key stakeholder relationships
- Previous experience of operating at senior functional management level within the criminal justice system
- Innovative flair

- An enhanced safeguarding & risk management understanding

Desirable

- Experience in contractual compliance and delivery
- Experience of being the public face of a large organisation, being able to speak to multiple audiences and delivering presentations in a politically sensitive environment.
- Proven ability to manage change in a structured way
- Knowledge of commercial financial management processes and procedures.
- Skills and previous experience of business continuity planning

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

<ul style="list-style-type: none"> ■ Growth, Client & Customer Satisfaction / Quality of Services provided 	<ul style="list-style-type: none"> ■ Leadership & People Management
<ul style="list-style-type: none"> ■ Rigorous management of results 	<ul style="list-style-type: none"> ■ Innovation and Change
<ul style="list-style-type: none"> ■ Financial & Business Awareness 	<ul style="list-style-type: none"> ■ Business Consulting
<ul style="list-style-type: none"> ■ Analysis and decision making 	<ul style="list-style-type: none"> ■ Impact and Influence
<ul style="list-style-type: none"> ■ Employee Engagement 	<ul style="list-style-type: none"> ■ Continuous improvement.
<ul style="list-style-type: none"> ■ Results orientation 	

9. Management Approval – To be completed by document owner

Version	1.1	Date	18 Aug 2020
Document Owner	Sonia Ebbs		