

Job Description:
Industries Pathway Manager

|  |  |
| --- | --- |
| Function: | Regimes |
| Job:  | Industries Pathway Manager |
| Immediate manager (N+1 Job title and name): | Commercial and Regime Manager |
| Additional reporting line to: | Head of Rehabilitation, Head of Learning and Skills |
| Position location: | HMP Northumberland |
|  |
| 1. Purpose of the Job – State concisely the aim of the job.  |
| The job holder is responsible for identified activities within the Industrial Workshops and land-based areas of the establishment supporting the Commercial and Regimes Manager. The Industries Pathway Manager is the coordinating link between Instructional Officers (IOs) and the prison senior management.  |
|  |
| 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. |
| Overview FY22: |  |  |  | NVQ Qualifications offered | In all areas |
| Working Hours Target | 250k per quarter- 1.2m hours per annum  | Progression in Workshops | Booklets completed for all |
| Full Employment Target | 95% | Sentence plan targets | Monitored for all |
| Attendance and Punctuality for prisoners | 80-90% | Whole prison approach to rehabilitation | All prisoners supported  |
| Characteristics  | The job holder will be responsible for 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 and the nature of work undertaken. The job holder will be 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. This can be an operational or non-operational role.  |

Draft. Version: 27-03-2014

|  |
| --- |
| 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. |
| * Responsible for ensuring all staff within Industries provide a respectful, safe decent environment for all prisoners and staff.
* Responsible for advising Senior Management Team (SMT) on industry related areas.
* Develop and implement local industries improvement plan and reviewing industries strategy annually.
* Responsible for ensuring staff and prisoners are fully trained and qualified for the activities they are employed in.
* Responsible for setting accreditation targets for the department and monitor targets and progress against them. Visit all areas on a regular basis to check that all required work is being completed to the set standards.
* Responsible for the performance of production workshops both in terms of prisoner occupation, production and sales turn over.
* Responsible for embedding a culture of rehabilitation to support reducing reoffending rates
* Responsible for coordinating, tracking and facilitating the prison ROTL scheme.
 |

|  |
| --- |
| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| Supporting the Commercial and Regimes Manager:* Support the monitoring and 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 establishm**ent.**
* Support and ensure production is scheduled and managed to deliver targets (including income generation levels) and quality standards and maintains delivery of contractual arrangements.
* 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.
* Where required, be responsible 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 always maintained.
* Support in the delivery of national accredited qualifications and skills to prisoners where appropriate.
* Responsible for the provision of management / reports required.
 |

|  |
| --- |
| 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. |
| * Deputise as required for the Senior Commercial and Regimes manager.
* Responsible for the management of all staff within their area. This includes forecast working hours as part of the working prisons KPT, staff performance, development, and annual appraisal through to sickness absence management.
* Ensure all Sodexo standards and Service Delivery Indicators (SDIs) are implemented and managed within the relevant work area.
* Ensure the process of prisoner allocation into activities/roles is in line with the Employment, Activities and Pay Policy.
* 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.
* Provides leadership and direction to staff within their defined work area through briefings, building informal and formal relationships and effective communication.
* Support prisoners in achieving the objectives of their sentence plan by ensuring they are allocated to appropriate employment and training
* Support embedded learning within commercial areas by ensuring that processes, systems and staff relationships are effective
* Ensure that prisoners have in place effective training and learning plans, and that these are kept up to date by instructors/ supervisors
* 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. A key focus on the commercial customer relationship in terms of productivity, price, and Quality targets.
* 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.
* 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 PDR Scheme and shall be discussed in the first instance with the job holder.
 |

|  |
| --- |
| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * The job holder will have experience in industry or commercial production environment.
* Must complete specific training to hold the qualifications required for area of specialism outlined on the Job Description.
* Will need to keep up to date of knowledge/working practices in areas of expertise.
* Awareness of current ISO9001 Standard or an equivalent quality management system, and have a broad understanding of Health and Safety requirements in an industrial setting
* A keen interest in the rehabilitation of prisoners and support the reducing reoffending strategy of the prison
* Take a whole prison approach and ensure that communication with key departments and stakeholders is undertaken around progression plans, qualifications, and overall development of prisoner’s skills within the industries area is captured, recorded, and shared as required.
* Has a ‘can-do’ attitude and is willing to accept and drive change.
 |

|  |
| --- |
| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires LEVEL 3  |
|

|  |  |
| --- | --- |
| * Customer Focus
 | * Communicates Effectively
 |
| * Resourcefulness
 | * Builds Effective Teams
 |
| * Manages ambiguity
 | * Persuades
 |
| * Being resilient
 | * Drives Results
 |
| * Collaborates
 | * Optimises Work Processes
 |
| * Ensures Accountability
 |  |

 |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Version | 1 | Date | 15.07.2022 |
| Document Owner | Sarah Phillips |

 |