

**Job Description**

**Head of Business Assurance & Performance HMP Addiewell**

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| Function: | Government – Justice |
| Position: | Head of Business Assurance and Performance |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager  (N+1 Job title and name): | Prison Director |
| Additional reporting line to: |  |
| Position location: | HMP Addiewell |
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| 1. Purpose of the Job – State concisely the aim of the job. | |
| The post holder has responsibility for leading the delivery of an efficient and effective function including overall functional responsibilities for set targets, providing Business Assurance to the Prison Director. This includes business planning, and business continuity. As a member of the Senior Leadership Team (SLT), the post holder will contribute and implement the Function’s objectives as defined in the establishment’s Business Plan. This function will include activities within the establishment Business Delivery & Planning, Audit & Assurance and interface with Finance, Health and Safety, Facilities Management and HR to monitor and support strategic priorities. The post holder will be a key contributor to strategy and delivery alongside the Director, Deputy Director and support the prison director in ensuring full delivery of the HMP Addiewell contract  The postholder will ensure that the prison’s assurance framework is effective and ensures high levels of  contractual and regulatory compliance and support the Director in preparations for all performance, risk and  contractual meetings.   * Drive and monitor:   + Compliance against Sodexo, client and contractual instructions   + Performance against Sodexo, client and contractual targets   + Operational assurance through local compliance tool, client tools and the self-audit programme   + The delivery of action plans and support the Director in addressing any areas which require development.   + Risk management within the prison, including establishment risk register * Build and maintain Client Relationship through:   + Scheduled meetings to discuss compliance and assurance   + Scheduled meetings to discuss strategic changes   + Scheduled meetings to discuss contractual measures   + Delivery of scheduled reports | |

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| 5. 2. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| **Responsible and accountable for: -**   * The development and completion of the Prison establishment’s contractual delivery requirements and the co-ordination and update of establishment business planning objectives * The completion of Compliance returns within stipulated timeframes * The Prison establishment’s lead for Audit and Assurance activities, ensuring all audits are completed within contractual timeframes and requirements. To be the point of contact for all SLT members ensuring completion of audit actions. * Adherence to Governance outcomes including, Information Assurance, Performance data quality and the prison Assurance framework * Delivery of reports and data as per contractual requirements * All the Prison establishment’s assurance reporting including local data validation to ensure they are embedded within the establishment management structures. * Local asset management * Manage the Prison’s Complaints Process ensuring compliance with contract * Delivery of business continuity * Act as the Litigation & SAR sponsor * Monitoring and providing establishment performance data including sign off and data validation, collating all reporting requirements as per contractual obligations * Act as point of contact for information on all partnership working with external service providers and stakeholders including performance management information and contract management oversight of local projects * Develop and deliver a performance framework allowing oversight of a range of partnership commissioning including local contract arrangements * To be the primary interface with the client on all contractual matters * To chair the establishment risk assurance meeting.   **The post holder will also be responsible for undertaking some or all other management tasks including:**   * Oversee the compilation and regular progress reporting of performance improvement programmes. * Attend relevant boards/meetings and actively contribute either as chair or team member * Ensure defined work areas 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 Health and Safety compliance * Contribute to the preparation of the establishment contingency and emergency plans and ensure implementation when required * Carry out all aspects of people management such as Attendance Management, Disciplinary Investigations, Performance Management and Staff Appraisals |

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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. |
| * Improved contractual delivery against CDI’s * Ensure the Client has confidence in data accuracy * Timely completion of all contractual reporting * The Director and Deputy Director have oversight of contractual delivery requirements |

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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. |
| * Accountable for the accurate reporting of all Prison establishment performance data sign off and data validation. * Provide leadership and direction for managers and staff within the defined work area through briefings, building formal and informal relationships and effective communication. * Produce relevant reports as required and ensure that the response to all correspondence are within agreed timescales * Ability to identify and assess both risks and opportunities. Ability to identify gaps at an early stage and work collaboratively to mitigate risks as necessary * High level of contractual compliance |

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| 5. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position. |
| * Role model senior leader - authentic leadership skills with a clear and demonstratable understanding of key people management tools and resources * Proven track record in contracts and performance management * Clear understanding of commercial contracts, contract knowledge and contract and client management skills * Understanding of business objectives, policies and procedures * High level risk management skills * Effective stakeholder relationship management – internal and external * Exceptional communication * A positive attitude, flexibility and effectiveness under pressure * Understanding of Project management methodologies * High levels of integrity and demonstrable drive to deliver high quality services for prisoners and staff. |

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| 2. 6. Organisation 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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