

Job Description:

**Head of Offender Management and Public Protection**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Function: | | | | Government - Justice | | | | | | | | |
| Job: | | | | Senior Leadership Team | | | | | | | | |
| Position: | | | | Head of Offender Management and Public Protection | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Deputy Director | | | | | | | | |
| Additional reporting line to: | | | | Director | | | | | | | | |
| Position location: | | | | HMP Peterborough | | | | | | | | |
|  | | | | | | | | | | | |
| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| * This is a Senior Leadership role within HMP Peterborough. * To oversee the strategic delivery of all Offender Management Services including public protection, sentence management, prisoner transfers, OMiC delivery and support for remand prisoners, at HMP Peterborough, in accordance with Company values and wider HMPPS directions, policies and procedures. * To develop robust and effective relationships with partners and stakeholders across the Justice sector, maintaining public safety and confidence. | | | | | | | | | | | | |
|  | | | | | | | | | | | |
| 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. | | | | | | | | | | | | |
| Revenue FY13: | €tbc | | EBIT growth: | | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc | |
| EBIT margin: | | tbc |
| Net income growth: | | tbc | Outsourcing growth rate: | n/a | HR in Region | tbc | |
| Cash conversion: | | tbc |
| Characteristics | | * Add point | | | | | | | | | | |

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. |
| Deputy Director  Head of Offender Management and Public Protection (male and female prisons)  Head of Offender Management Services HOMS (male and female prisons) working alongside dotted line responsibility for Head of Offender Management Delivery (Probation Service Leads)  Prison Offender Managers / Team Leader  Case Administrators / Public Protection Unit |

|  |
| --- |
| **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 departments throughout the prison and with partner organisations, especially the National Probation Service, Police and Safeguarding agencies. * To implement Ministry of Justice priorities at pace, with accuracy and assurance, with specific reference to population management and sentencing. * To ensure the distinct objectives and priorities of both male and female prisons at HMP Peterborough are achieved. |

|  |
| --- |
| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Line Management of HOMS. * Maintain collaborative partnerships with HOMDs and Probation Service East of England region. * Ensure effective stakeholder management and liaison with external agencies, particularly those with a focus on risk management, public protection, violence reduction, and rehabilitation. * Lead the delivery of OMIC across the prison. * Work collaboratively with Head of Reducing Reoffending and Safer Prisons Leads to implement and embed the Remand Prisoner Support Model. * Work in conjunction with Head of Security to ensure strict adherence to Monitoring of Prisoner Communications policies and procedures. * Alongside the Head of Reducing Reoffending, be responsible for ensuring the prisoner journey is sequenced and understood throughout the prison to achieve the best possible outcomes for prisoners. * Ensure local strategies align with the needs of the populations of HMP Peterborough, male and female, and inform wider criminal justice priorities. * Timely production of management information and reports, being responsive to requests from HMPPS and Sodexo for evidence of delivery. * Alongside the Probation Service, to provide the lead for the management of risk including MAPPA and Public Protection procedures. * To provide a strategic direction for Public Protection work to ensure that risks are effectively identified and managed within the prison, risk escalation is monitored and communicated, and risk management plans are agreed for individual prisoners upon release in conjunction with identified stakeholders. * To chair / administer relevant meetings including but not limited to; Interdepartmental Risk Management Meetings (IRMM); Public Protection meetings; Team meetings and huddles. * To be an innovative and strategic member of the Senior Leadership Team. |

|  |
| --- |
| 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. |
| * The Prison is fulfilling its responsibilities in protecting the public and reducing the risk of reoffending for our prisoners. * Delivery of the agreed functional standards and contractual targets. * Innovative solutions to protect the public and reduce the risk of reoffending. * Monitor delivery of interventions to ensure outcomes are maximised for our prisoners and contractual targets are met. |

|  |
| --- |
| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| **Essential**   * Proven track record of authentic leadership and people management of teams. * Technical knowledge of relevant prison legislation, policy frameworks, inspection and audit processes, as well as the wider criminal justice system. * Ability to think and act strategically. * Able to prioritise resources and remain resilient to achieve establishment objectives and protect the public. * Experience of responding to changes in policy and legislation effectively and efficiently. * Ability to manage, develop and lead client and 3rd party key stakeholder relationships. * Commitment to Equality, Diversity & Inclusion. * Good understanding of Service Level Agreements. * Understanding and awareness of commercial and contractual issues. * Understanding of HMIP Expectations relating to Offender Management. * High level Risk Management skills. * Experience of always displaying discretion and maintaining strict confidence in all sensitive matters.   **Desirable**   * Senior Leadership experience. * Experience of contract management or managing performance in a complex environment / organisation. * Experience of OMiC delivery in a custodial setting. |

|  |
| --- |
| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| |  |  | | --- | --- | | * Rigorous Management of Results | * Brand Notoriety | | * Leadership and People Management | * Planning and Organising | | * Analysis and Decision Making | * Innovation and Change | |

|  |
| --- |
| 9. Management Approval – To be completed by document owner |
| |  |  |  |  | | --- | --- | --- | --- | | Version | 1.0 | Date | June 2025 | | Document Owner |  | | | |