

Job Description: Head of Health and Wellbeing

Function:	Health and Wellbeing
Position:	Head of Health and Wellbeing
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Director
Additional reporting line to:	N/A
Position location:	Male and Female Prison – HMP Peterborough

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

- The Head of Health and Wellbeing is accountable for driving transformation and embedding best practices across all aspects of health, (including substance misuse), social care, complex needs, and wellbeing within the prison and through-the-gate services. The role involves managing contract delivery by service providers, ensuring performance targets are met, and optimising return on investment.
- The Head of Health and Wellbeing will also directly line manage the Head of Safer Custody and be responsible for the delivery of an holistic safety, health, and wellbeing strategy across the whole prison.
- The Head of Health and Wellbeing will also be accountable for driving the staff wellbeing strategy and associated activities in collaboration with the HR Business Partner, reporting to the Directorate.

This can be either an operational or non-operational role. If operational, please see technical requirements.

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

Strategic Leadership

- Develop and implement a comprehensive health and wellbeing strategy for the prison.
- Ensure the delivery of efficient, sustainable and innovative health and wellbeing services align with the prison's strategic goals.
- Drive transformation and service improvements in areas such as substance misuse, nutrition, social care, gym activities, and overall wellbeing.
- Design, implement, and evaluate initiatives that support physical and mental health, including stress management, fitness, nutrition, and mental health support.
- Provide advice to senior leadership on health, wellbeing, and staff engagement trends and strategies in collaboration with HR Business Partner.
- Responsible for the strategic oversight of the Safer Custody function.

Team Leadership

- Provide a psychologically safe working environment for team members, ensuring they understand their role in delivering the strategic vision and plan, and feel a sense of belonging alongside empowerment to own their performance and personal development

Operational Oversight

- Monitor and manage the performance of healthcare providers, ensuring value for money and compliance with contractual obligations.
- Monitor employee assistance programme and other associated health services in collaboration with HR Business Partner and Head of HR – Justice Services
- Collaborate with stakeholders to align services with internal and external audit requirements, including HMIP and MQPL standards.
- Support the development and implementation of an "enrichment" policy to minimise time spent behind doors, enhancing prisoner wellbeing.

Collaboration and Partnership

- Engage with internal and external partners to foster a rehabilitative culture and ensure effective communication and equality considerations.
- Represent the Directorate in health and wellbeing-related forums and meetings.
- Work with the Senior Leadership Team to maintain a safe and secure regime, contributing to the establishment's strategic goals.

Performance Management

- Manage devolved budgets in accordance with financial procedures.
- Ensure accurate performance data collection and analysis to identify improvement areas.
- Oversee the development and implementation of compliant policies and procedures.
- Attend relevant boards/meetings and actively contribute either as chair or team member.

Dependent on experience, **operational post holders** will be required to undertake some or all other tasks including:

- Act as the Directorate representative by chairing adjudications and taking charge of day-to-day establishment operations as 'Senior Operational Manager on Call'.
- Undertake on call arrangements on a Rota basis.
- Contribute to the preparation of the establishment contingency and emergency plans and ensure implementation when required.
- Deliver and implement projects as directed by the Directorate.

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.

- Maintain operational stability.
- Ensure compliance with national standards, prison policies, and performance monitoring requirements.
- Balance operational stability with the effective delivery of health and wellbeing services.
- Ensure regime activities are delivered consistently and prisoners time spent behind the door are kept to a minimum.
- Lead staff welfare and wellbeing initiatives in collaboration with HR Business Partner through wellbeing strategy and driving through the line management and champions within the establishment
- Work in collaboration with HR Business Partner to drive and embed employee engagement strategies to maintain a motivated workforce, through line management and champions
- Coordinate staff welfare and wellbeing resources in collaboration with HR Business Partner including Care and Trim teams

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.

- Delivery of agreed performance and contractual targets.
- Ensuring operational stability and compliance with all external and internal expectations.
- Consistent and effective prisoner and staff engagement on health and wellbeing initiatives.

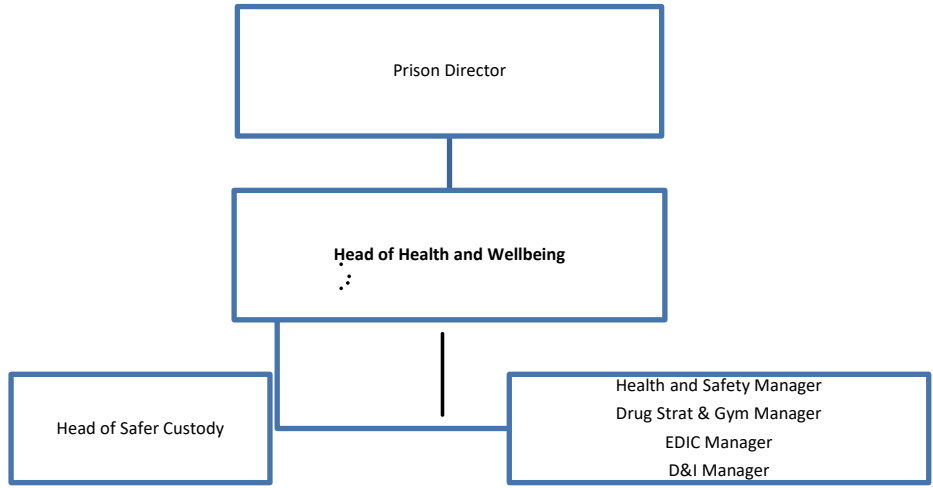
5. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

- **Contractual Compliance:** Adherence to service delivery agreements.
- **Operational Stability:** Consistently maintaining a secure and rehabilitative environment.
- **Audit Compliance:** Meeting HMCIP and Prison Service Order expectations.

6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.

- Proven experience in senior leadership, preferably in a similar operational, health-focused or people focused role
- Role model with authentic leadership, influence and credibility alongside effective communication and stakeholder management
- Experience with performance management frameworks and staff development, and personal growth initiatives
- Strategic decision maker who is solution focused
- Demonstrated ability to develop and implement innovative approaches to health and wellbeing with measurable impact.
- Understanding of occupational health, mental health, and wellbeing best practices.
- Strong understanding of multi-agency partnership working in health, social care, and criminal justice.
- Commitment to personal and team development.
- Previous leadership experience in a custodial environment highly desirable
- Qualification in occupational health, psychology, or a related field advantageous

7. Organization 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.



Received:

Date:

Date:

Job holder

Immediate Manager