

Job Description: Prison Senior Operational Leader



Function:	HMP Addiewell
Job:	Senior Leader
Position:	Senior Operational Leader
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

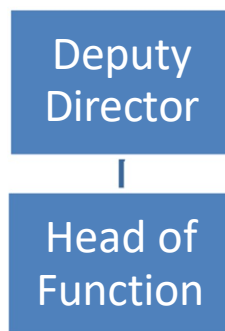
1. Purpose of the Job – State concisely the aim of the job.

- To support the Deputy Director and Director in developing and delivering strategic priorities in accordance with Company values and wider client strategic aspirations and direction.
- To ensure that prisoner care is of the highest possible standard.
- To supervise and direct performance within your function in the prison in accordance with the Contract and wider requirements of Sodexo.
- To lead within your function; effective risk management, implementing appropriate proactive strategies to support performance improvement and demonstrate agility and resilience in response to competing priorities.
- To take charge of complex operational incidents and participate in incident management as required.
- Support the operational running of the prison as Duty Manager as rostered.
- To represent the prison and Sodexo in the wider community when necessary, developing meaningful stakeholder networks.

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:	€thc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						
Characteristics		▪ Add point							

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.

- Ensure that functional areas carry out their designated activities and services to prisoners in accordance with Policy and Procedures, Health and Safety, Security, Diversity, Equity & Inclusion, Safer Custody, and all procedures and routines specified in the contract with the client.
- Ensure that prisoners have access to a balanced regime that takes into account individual needs and the welfare of prisoners in a secure environment.
- To anticipate risks (operational, financial, contractual and reputational), devising and implementing appropriate proactive strategies

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

- With guidance from the Director, Deputy Director, Company Policy and the requirements of the client, formulates Policy and Procedures for the effective operation of the Prison.
- Carry out the role of duty senior operational manager and undertake on call duties as required.
- As a member of the Senior Leadership Team, undertake additional duties as required that will contribute to the effective operation of the prison.
- Supervise and direct performance within your function in accordance with the Contract and wider requirements of the client
- Build strong teams which work collaboratively to deliver operational and contractual requirements, and build systems for ensuring accountability for delivery
- To develop managers and teams within your function, ensuring appropriate support and guidance is provided through effective individual and team meetings

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.

- Budget management
- As a member of the Senior Leadership Team develop and execute Policy and Procedures and Strategic Plans.
- Adhere and manage in accordance with all Sodexo policies and procedures
- Occasional in charge management of the prison in the absence of the Deputy Director and Director

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

Essential

- Exceptional communication and leadership skills.
- A proven track record in prison operational experience.
- Understanding of business objectives, policies and procedures.
- A positive attitude, flexibility and effectiveness under pressure.
- Operational management experience
- High Level risk management skills

- A clear and demonstratable understanding of key people management tools and resources
- Contract knowledge and contract and client management skills.

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

- Being resilient
- Collaborates
- Ensures accountability
- Communicates effectively
- Builds effective teams

9. Management Approval – To be completed by document owner

Version	1.0	Date	April 2024
Document Owner	Samantha Pariser – Prison Director		

NAME: _____

SIGNED _____

DATED: _____

HEAD OF COMPLIANCE

The role will involve responsibility for:

- Managing the Contracts and Performance Manager and PDU Senior Administrator
- As such to be responsible for monitoring contract delivery, including all required reports
- Monitoring delivery against all action plans including HMIP
- Management of our local compliance tool
- Coordination of the establishment's risk register
- Coordination of all local reporting requirements

Additionally the role will involve:

- Operational responsibility for Custody and OMU
- Management of key work delivery
- Management of the Detail department
- Keeping control of big cross-functional areas of development work, and overall management of key cross-functional operational systems eg internal movement systems