

Job Description: [Barber]

Function:	Industries
Job:	Barber
Position:	Barber
Job holder:	Wayne Peters Head of Reducing Reoffending
Date (in job since):	Immediate
Immediate manager (N+1 Job title and name):	
Additional reporting line to:	
Position location:	HMP Lowdham Grange

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

- To contribute to reducing reoffending, changing lives for the better and improving the quality of life for prisoners
- Build links with local and national companies that could provide employment opportunities on release.

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.

Industries Senior Officer

Barber

Prisoners completing
appointments

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.

- Working with challenging prisoners who may at times present with problematic behaviour.
- Duty of care for vulnerable prisoners
- Develop effective working relationships across the prison
- Be compliant with all paperwork requests that feed into performance reports
- Ensure high standard of delivery

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

- Work effectively as part of the industries team
- Ensure a high level of customer services is completed every day
- Develop effective achievement plans using time bound targets
- Accountability of tools and the safe use of them
- Ensure all relevant policies and procedures are followed to ensure the safeguarding of prisoners including health and safety and the local security strategy.

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.

- Enthusiasm in the specialist area
- A flexible and responsive attitude with the willingness to innovate
- Promotion of equal opportunity and equality and diversity
- Participate in training and development as required
- Abide by the Sodexo corporate mission statement and all appropriate regulations, policies and procedures
- To provide a holistic therapy service for prisoners

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

- Good IT and organisational skills with a commitment to accuracy
- Excellent communication skills
- Ability to engage, motivate, support and coach colleagues
- Recognised level 3 qualification in specialism

Knowledge

- Experience of working as a barber
- Understanding of current legislation and health and safety issues within the Hair & beauty trade salon.

Experience

- At least 3 years trade Experience

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

- Innovation and change
- Brand Notoriety
- Growth
- Ability to be flexible and have a dynamic approach to delivery
- Understanding diverse groups

9. Management Approval – To be completed by document owner

Version		Date	
Document Owner			