

Job Description

IOMU Team Leader



Function:	Rehabilitative Services
Position:	IOMU Team Leader
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Nathan Sawford – Rehabilitative Services Manager
Additional reporting line to:	
Position location:	HMP and YOI Bronzefield: Main Administration Office

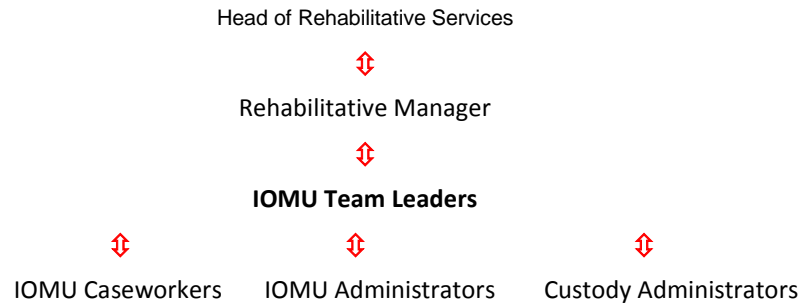
1. Purpose of the Job – State concisely the aim of the job.

- To protect the public, reduce the likelihood of reoffending, contribute to the safety and wellbeing of women in custodial care, and help maintain the security and good order of the prison.
- To support the Head of Rehabilitative Services and Rehabilitative Services Manager in developing and delivering the Bronzefield Business Plan.
- To lead a diverse team of staff, which include IOMU Caseworkers, IOMU and Custody Administrators and a Family Support Worker.
- To maintain and develop communication and relationships with external organisations who focus on rehabilitation and through the gate services for women.
- To be responsible for a range of rehabilitative services aimed at reducing the likelihood of returning to custody and facilitating the successful reintegration of women back into the community.
- To ensure that residents are case managed in custody by IOMU Caseworkers and CRC Resettlement Facilitators (including preparing them for release by providing motivation, assistance and support with resettlement needs as part of a sentence plan).
- Actively support the full integration of the CRC and Through the Gate services.
- To ensure that Bronzefield delivers against the mandatory service requirements to the Court, HMPPS, parole board and Public Protection agencies.
- To deliver the business and contractual requirements of the function to meet the needs of the client and Sodexo.
- To achieve high levels of staff engagement through value based leadership and demonstrating managerial behaviours.
- To actively promote Sodexo Justice Services as the provider of choice.

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.

- Significant relationships with other prison departments and with partner organisations, especially the National Probation Service and Community Rehabilitation Companies.
- Flexibility and Occasional evening working may be required.

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.

Regulations, guidelines and practices that are to be adhered to include:

- Ministry of Justice policies and guidelines
- HMPPS policies and guidelines
- HMP and YOI Bronzefield local operating policies
- Sodexo Health and Safety policies

To deliver the functionally agreed performance standards and contractual targets in a timely manner to meet the needs of the client. This currently includes:

- Home Detention Curfew
- Release on Temporary Licence
- Sentence Calculations
- Parole
- Court Productions
- Sentence Calculations
- OASys
- Safeguarding Children
- MAPPA
- ViSOR
- BCSTs

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

- Manage staffing, absence and completion of Performance Development Reviews in line with company guidance and procedures.
- To provide one to one supervision; identifying any learning/development needs relating to core tasks.
- To support the other IOMU Team Leader post holders and participate in Multi Agency Lifer Risk Assessment Panel and Multi Agency Risk Assessment Panel, processes.
- To ensure that reports are provided to support processes including Home Detention Curfew, Release On Temporary Licence, Multi Agency Public Protection Assessment, Parole etc., and to attend case review boards as appropriate.
- Timely production of management information and reports.
- Ensure efficient and effective day to day running of IOMU and Custody teams.
- To provide day to day support 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 residents upon release in conjunction with identified stakeholders.
- Represent Sodexo Justice Services as required.
- Deliver and attend training as required.
- To chair relevant meetings and team huddles.
- To promote diversity, equality and inclusion.
- To respond to complaints and correspondence within timeframes set and as requested.

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.

Quantitative

Meeting/exceeding deadlines and/or targets for:

- Part 1 of the Basic Custody Screening Tool
- OASys quality assessments
- HDC (Home Detention curfew)
- Return of Multi Agency Public Protection Assessment Forms
- ROTL (Release on temporary Licence)
- Purposeful activity
- Prisoner Applications
- Prisoner Complaints
- Correspondence
- Parole reports
- Staff PDR (Performance Development Report)
- P-Nomis

Qualitative

Includes but not limited to the following:

- Develop strong, mutually supportive relationship's with colleagues that is in line with Sodexo's Management Behaviour expectations
- Colleagues will see me as a helpful, constructive 'team player'.
- Colleagues will see me as 'risk aware', and as caring and knowledgeable about our residents.
- Establish professional relationships with residents and maintain appropriate boundaries in all cases.
- Residents will make good progress against their sentence plan objectives.
- Make regular, clear and accurate records (electronic and paper) that are easily understood by other staff.
- Develop good working relationships with other prison departments.
- Develop good working relationships with partner organisations, especially Offender Managers and others working for the National Probation Service and Community Rehabilitation Companies.
- Act in an anti-discriminatory way at all times.

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

Essential:

- Non-judgmental understanding of the life experiences and social problems affecting women in custody and how these also affect their ability to resettle effectively and safely into the community.
- Ability to deal with aggressive/abusive behavior whilst remaining professional.

- Developed communication skills (both oral and written).
- Excellent people and time management skills.
- Understanding of current (relevant) Prison Service Orders and Prison Service Instructions, Sodexo Policies, Procedures and Guidance.
- Desire to make Bronzefield a safe and respectful establishment.
- Experience in case management of offenders.
- Experience in report writing.
- Understanding of the resettlement needs of the female offenders.
- Good understanding of the pathways.
- Good IT and written skills.
- Good interpersonal skills.
- Flexible and innovative.
- An enhanced understanding of risk assessing.

Desirable:

- Experience of working in a custodial environment and/or of working with residents in the community. (The quality of the experience may be more important than the quantity and could be gained through either paid or voluntary work in a range of settings, including: approved premises; prison visiting services; victim support services; youth offending teams; third sector/charitable organisations; community payback teams; restorative justice.)
- Experience of working with challenging behavior.
- Understanding of the wider criminal justice system, including public protection arrangements.
- Experience of risk assessment and/or risk management.
- Awareness of *Transforming Rehabilitation* in probation and prison services.
- Degree in a related subject (e.g., criminology, sociology, psychology/forensic psychology) or relevant vocational qualification.

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

- Growth, Client and Customer Satisfaction/Quality of Services provided
- Rigorous management of results
- Brand Notoriety
- Commercial Awareness
- Employee Engagement
- Learning and Development
- Innovation and Change

9. Management Approval – To be completed by document owner

Version	Version 001	Date	17 April 2017
Document Owner	Nathan Sawford		