

Job Description (Draft)

JOB TITLE: Community Payback Operational Manager

RESPONSIBLE TO: BeNCH Community Payback Manager

PURPOSE OF JOB: To ensure operational delivery of Community Payback at LDU level.

BAND: Band 4 (subject to job evaluation)

DATE REVIEWED

REVIEWED BY:

General values

The following values are a general background to the specific duties and responsibilities:

- Working to reduce crime and the fear of crime
- Delivering the best possible quality service
- Working to combat discrimination and disadvantage; promoting equality
- Respecting the confidentiality of information
- Ensuring public accountability

Main Responsibilities:

- To ensure operational delivery of Community Payback at LDU level through direct supervision of CP supervisors and PSO's
- To ensure that worksites are audited and pro-social modelling is delivered
- To ensure and maintain a schedule for supervisors ensuring cover for leave
- Ensure that tool and vehicle management systems are complied with and to raise stock orders as necessary
- To undertake periodic quality audits to check compliance with the CP manual
- To undertake PSM assessment of supervisors and PSO's
- To meet with LDU beneficiaries and negotiate terms of contribution towards cost.
- To sign off risk assessments in line with the first line management responsibilities in the CP manual
- To attend local partnership meetings (e.g CSP) as required

General Responsibilities:

- You may be required to work in an alternative management role from time to time.
- Attend any training as and when required.

The post holder will at all times

- Undertake such other duties which may appropriately be delegated by the Service.
- Attend courses, working parties etc, where necessary, to facilitate personal development and greater effectiveness within the post
- Carry out his/her duties with regard to the organisation's policy on Equality and Diversity
- Use IT equipment and software as required
- Ensure that the Health & Safety standards required by the organisation are met in the workplace

Key Performance Indicators (KPIs)

- CP operational delivery will be completed accurately and in a timely way and will satisfy all appropriate audit requirements.
- Team members will be supported effectively.
- Management information provided accurately and within specified deadlines.
- All records maintained accurately and completed within specified legal requirements where appropriate and in accordance to any Probation Instructions where applicable.
- To work in accordance with all BeNCH CRC policies and procedures.

Person Specification – Community Payback Operational Manager

		Essential	Desirable	Tested by:
1.	Ability to Manage staff	X		Application form/interview
2.	Performance, outcome and business focused	X		Application form/interview
3.	Well organised ,able to plan and capable of decision making	X		
4.	Effective communication skills	X		
5.	Able to maintain collaborative working relationships.	X		
6.	Positive approach to working with all stakeholders	X		
7.	Able to manage budgets and resources	X		
8.	Good IT skills	X		
9.	Good team work and individual relationship skills	X		
10.	Highly motivated	X		
11.	Flexible thinker and positive approach	X		
12.	Seeks to attain continuous improvement	X		
13.	Ability to lead others	X		
14.	Results orientated	X		
15.	Knowledge of CP project management		X	