

Head of Reducing Reoffending

Department: Justice and Home Affairs

Division: States of Jersey Prison Service - SOJPS

Reports to: Deputy Governor

JE Reference: JHA1079

Grade: CS12 **JE Date:** 9/3/2022

Job purpose

The aim of the prison is to provide a safe, decent, secure and healthy environment for all who live and work within it, to Support Justice and the Safety of the Island by keeping in custody those committed by the Courts and to provide an Evidence-based, Rehabilitative Environment to ensure that prisoners can lead useful lives in custody and on release, Reducing the Risk of Reoffending.

Reporting directly to the Deputy Governor, this senior manager is responsible for establishing and implementing a Reducing Reoffending Strategy based on the 7 pathways, this includes prioritising the prisoner's reoffending needs, the management and provision of regime activities and ensuring availability of sufficient full-time work for all prisoners.

All managers in States of Jersey Prison Service are required to be open, transparent, inclusive and accountable for what they do, to be service orientated and seek to best meet the needs of islanders at all times.

This role can be advertised as civil servant role or operational prison role, depending on the balance of skills in the team.

Job specific outcomes

1. Accountable for establishing a framework for 7 pathways and regime activities that can demonstrate measurable outcomes and continuous improvement in all areas, and for leading the management of the prisoner's journey through custody considering risks and outcomes on all 7 pathways.
2. Accountable for providing an open and transparent process for allocating prisoners to activity and employment opportunities within the prison, a process that prioritises prisoner's reoffending needs, and for the management and provision of Education, PE, vocational training and catering in the prison, looking at opportunities to benefit from provision across the island in these areas, in line with updated data for the island.
3. Accountable for ensuring a suitable regime and intervention provision that is based on data around prisoner needs and can be tracked to understand outcomes and lead into continuous reviewing and improvement, for leading the optimisation of the in cell and remote learning opportunities for prisoners as well as face to face regime activities in line with HMIP expectations while specifically considering the diverse needs of individuals, and for managing the prisoner pay budget and policy.
4. Collaborate with the Lead Forensic Psychologist and all other parts of Government in a multidisciplinary way to get most effective outcomes for islanders (prisoners, victims, the public), specifically focusing on the joined working with Probation, Customer and Local Services and

Education.

5. In conjunction with the Lead for Forensic Psychology and other heads of department, drive a rehabilitative culture that is enabling, reduces institutionalisation of prisoners and supports Reducing Reoffending and therapeutic principle in custody and in preparation for release.
6. Collaborate with Probation to consider public protection outcome and oversee the related processes in the prison; MARRAM, JMAPP, CER, ROTL. Collaborate across JHA to establish and maintain a robust evidence base for Reoffending data that can be reliably compared to other jurisdictions and demonstrate measurable year on year reductions in this area.
7. Accountable for engaging in literature, conferences and learning from other jurisdictions to ensure that reducing reoffending at the Prison is based on evidence and data from the most effective prisons in the world.
8. As a member of the Prison Management Board, develop and assists with the implementation of the Prison's strategic and business plans to ensure the achievement of the overall vision and aims of the Prison and which contribute to, and are in support of, Justice and Home Affairs and Government of Jersey strategic and business planning. Documenting all processes and procedures related to the function, creating, updating and/or upgrading KPIs and other measurements to evidence the correct operation of the function and potential areas of improvement in line with expectations set out by HMIP.
9. Accountable for implementation of Government of Jersey Policies and States of Jersey Prison Service Policies related to the role, ensure that applied procedures are compliant including development of new policies. Working within relevant legislation to ensure the Prison is a healthy, safe, secure and stimulating environment for all who live and work at States of Jersey Prison Service.
10. Monitor all health and safety matters at the States of Jersey Prison and direct the implementation of new health and safety procedures and policies as required. Ensure that risk assessments, leadership tours and fire evacuation exercises are undertaken and that all operations are conducted in compliance with Health and Safety Policy. Promoting positive working relationships equal opportunities.
11. Provide leadership and management of the Function. Will have the skills to apply all Human Resources (HR) related policies and practices and be able to carry out all aspects of people management such as Attendance Management, Disciplinary Investigations, Performance Management and Staff Appraisals. Overseeing the management, development and retention of staff, preparing the pipeline for talent progression through the service.
12. Ensure compliance with States' accounting procedures and practices. Control, monitor and allocate resources, both financial and personnel, in order to achieve best value for money. Managing a delegated budget, determining resources required and actively influence efficiency.

ADDITIONAL RESPONSIBILITIES IF HEAD OF FUNCTION IS OPERATIONAL

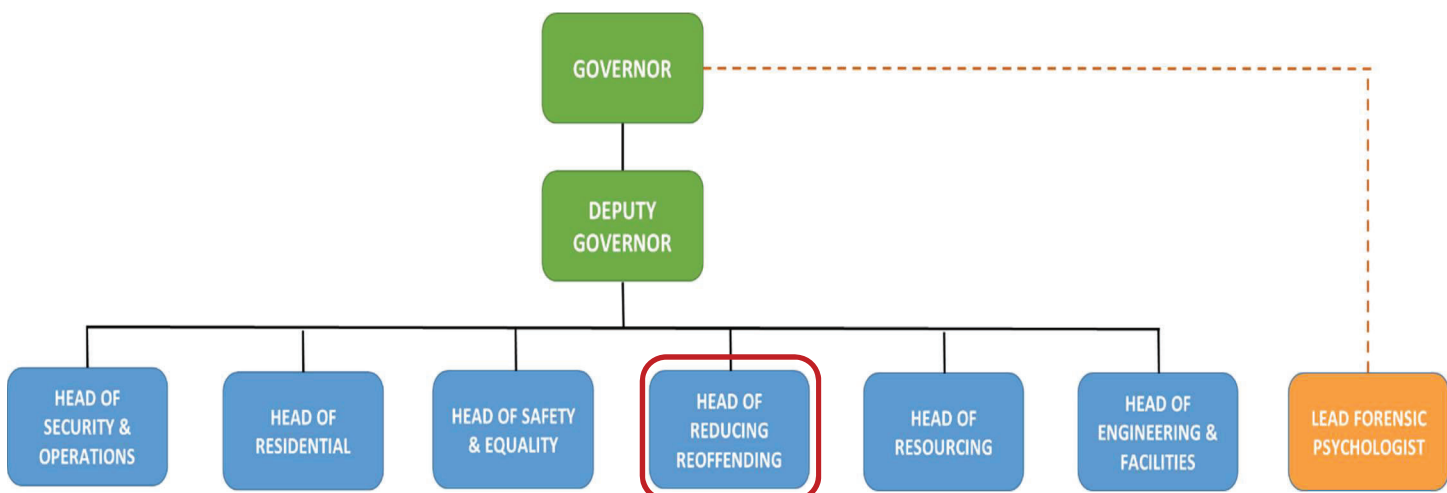
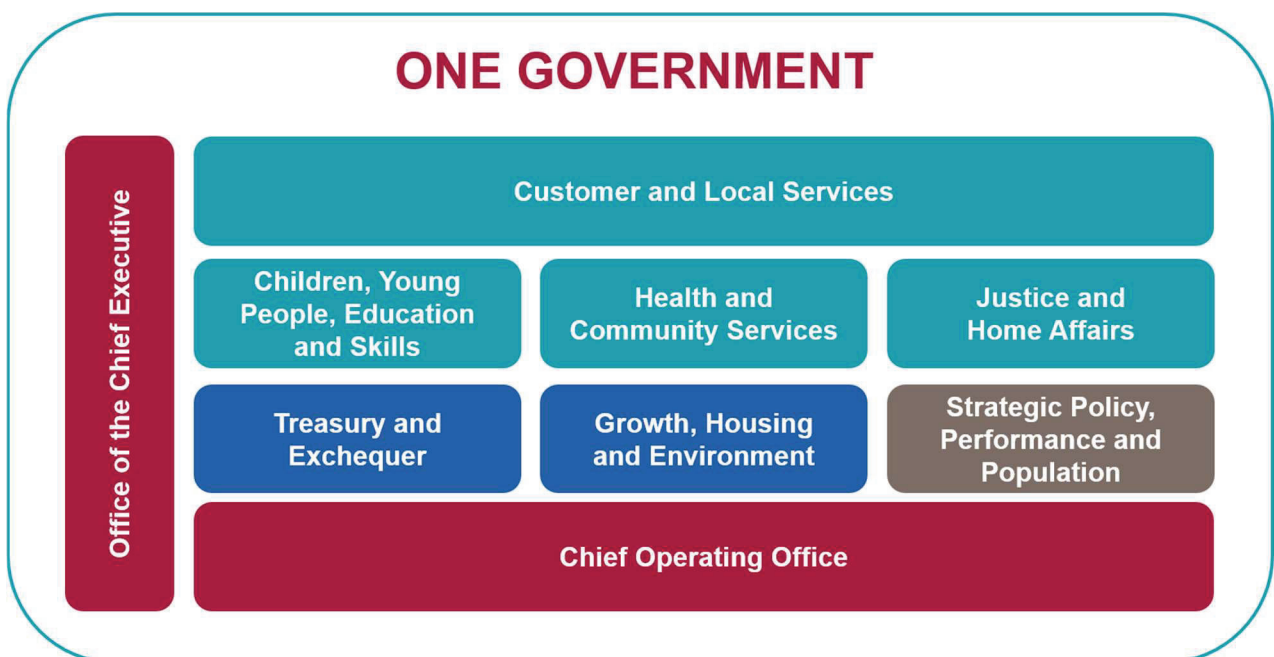
13. Take in charge responsibility for the operational running of the Prison acting as Silver Commander in major incidents and/or operations. Collaborate with peers to provide continuous cover and present joined up and well considered solutions. On a rota, undertake adjudications and the legitimate authority for holding prisoners in CCU or special accommodation as commissioned by the Deputy Governor or relevant commissioning authority.
14. Report daily to the Prison Management Board on significant operational matters or issues with political implications in order to keep them fully informed and up to date with events and provide leadership to ensure that all areas of operations and activities are subjected to a regular self-audit programme and that operational standards are met and that the establishment maintains order, control, discipline and a safe environment.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisation Chart



Person Specification

Specific to the role

An * identifies this is only relevant to managers applying to be operational

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>To have minimum level 3 manager qualification or equivalent and required to complete a level 5 management qualification.</p> <p><i>*Accredited operational manager in line with the current requirements of SoJPS</i></p>	<p>Mental health training or qualification</p> <p>Project Management qualifications</p> <p>Vocational Training</p> <p>To be ACAS trained in investigation</p>
Knowledge	<p>Have a working knowledge of the Prison (Jersey) Law, Prison Officers (Jersey) Regulations as amended and Prison (Jersey) Rules as amended together with all Prison and Government of Jersey policies and procedures in order to enhance the quality of performance delivery.</p> <p>Have a working knowledge of the 7 pathways to Reduce Reoffending and how to operationalise these and ensure outcomes for offenders.</p> <p>Have a good working knowledge of the structure of the Government of Jersey and its key Stakeholders.</p> <p>Working knowledge or a wide range of IT systems.</p>	<p>To have a good working knowledge of your budgetary responsibility, demonstrating sound use of public money at all times and being personally accountable for decisions regarding the use of resources</p> <p>Jersey Employment sector</p> <p>Jersey Education system</p> <p>Prison Service Systems</p>
Technical / Work-based Skills	<p>The ability to use data, trend analysis and evidence in making decisions</p> <p>For operational roles, all managers are required to achieve the basic standard of prison officer fitness and to be in date for C & R refresher training</p> <p>IT Systems</p> <p>Report Writing</p>	<p><i>*Advanced C&R. Advanced level of fitness test</i></p>
General Skills/Attributes	<p>Being able to demonstrate consideration of all protected characteristics in decision making, an awareness of potential for unintended consequences and impact on decision making and generating a culture in respective teams that values difference and can embrace and celebrate it.</p> <p>Being able to work in a multi-disciplinary way with other agencies, departments and professionals involved in working with individual prisoners as well as the prisoner themselves to make well informed, joined up, effective and defensible decisions</p> <p>The ability to operate in an open, transparent, and objective way</p>	<p>To ensure that work is embedded in processes that are resilient and do not rely on the knowledge or presence of a named individual (hub working).</p> <p><i>*Being able to demonstrate a collaborative and enabling leadership style that actively listens to and values the contribution of all members of the team, being able to use a command style of leadership sparingly and usually only when the prison is formally operating in command mode</i></p>

	<p>Must be innovative and creative in developing initiatives and meeting the challenges of the prison within the constraints of available resources. The post-holder should have an aptitude for initiating and bringing about change</p> <p>Presentation skills, Negotiation and Stakeholder Management</p> <p>The ability to communicate and liaise with senior officials of the States of Jersey</p> <p>Ability to analyse highly complex information and develop a range of options.</p>	
<p>Experience</p>	<p>Experience on the principles of a rehabilitative environment and how to put this into proactive actions and challenge any aspects of the prison or culture that are not conducive to rehabilitation.</p> <p>Experience on dealing with confidential information and sanitising this information.</p> <p>Experience with Recruitment and Selection processes</p> <p><i>*Incident command experience and training</i></p> <p><i>*Adjudication experience and training</i></p>	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 4 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the Government of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.