

## Head of Engineering and Facilities

**Department:** Justice and Home Affairs

**Division:** States of Jersey Prison Service - SOJPS

**Reports to:** Deputy Governor

**JE Reference:** JHA1080

**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 managing the Engineering and Facilities needs of the Prison Service, this includes guaranteeing that all facilities, assets, and electronic, electric and mechanical systems are proactively maintained in top condition and ensuring all safety and security related systems function correctly at all times.

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. Lead the Engineering team to ensure the robust maintenance and continuous improvements of all electronic, electrical, mechanical and building maintenance in the prison including specialist security technology, IT services, heating, safety systems, CCTV, locks, gates and perimeter security specific to the prison, complying with all existing legislation. Leading the maintenance Plan of all systems using preventive maintenance, PPM and asset management software. Developing a testing, service and maintenance protocol for all systems in the prison. Ensuring all safety and security related systems function correctly at all times. Taking responsibility for the realisation of value from an asset or asset class during their whole lifecycle.
2. Accountable for the maintenance of any buildings outside the perimeter of the prison that constitute part of the prison estate, and ensuring compliance with all relevant legislation, domestic or industrial, and for advising on improvements on systems, equipment, buildings and associated services that form and support the Prison Estate and the Prison Service in order to achieve a more efficient and best value for money operation.
3. Accountable for the well-grounded management of a substantial maintenance budget, prioritising work by risk in order to operate within the limited cost envelope and presenting well researched and informed business cases to attract central funding to manage emerging risks when required, and for ensuring that all maintenance, improvement and new projects conform to a Ministry of Justice

Security specification and that any work whether by the inhouse team or contractors is done with prioritisation and full consideration of the operational need and sensitive operating environment and can be responsive to the 24/7 nature of a secure custodial setting.

4. Accountable for assisting in the design of further developments of the Prison infrastructure together with the preparation of specifications, tender documents, drawings, and need for contracted work, and for the overseeing of substantial infrastructure projects as each phase progresses, guaranteeing that the new facilities are successfully integrated to the normal live operation of the Prison Service and the old ones are dealt with in a secure, efficient way, ensuring that every technical aspect of this integration and change complies with the security standards required by the establishment.
5. Accountable for liaising, collaborating and coordinating work with the ITS project to align the technical and technological needs of the Prison Service with the technical and technological objectives of the Government of Jersey, and for leading contracted works and closely collaborate with the Head of Resourcing to fulfil the procurement needs of the function.
6. Accountable for providing apprentice development programs for potential future Government employees and prisoners, subject to risk assessment.
7. As the island expert in maintaining secure custodial settings, to be a point of contact and advice to other secure custodial settings.
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.

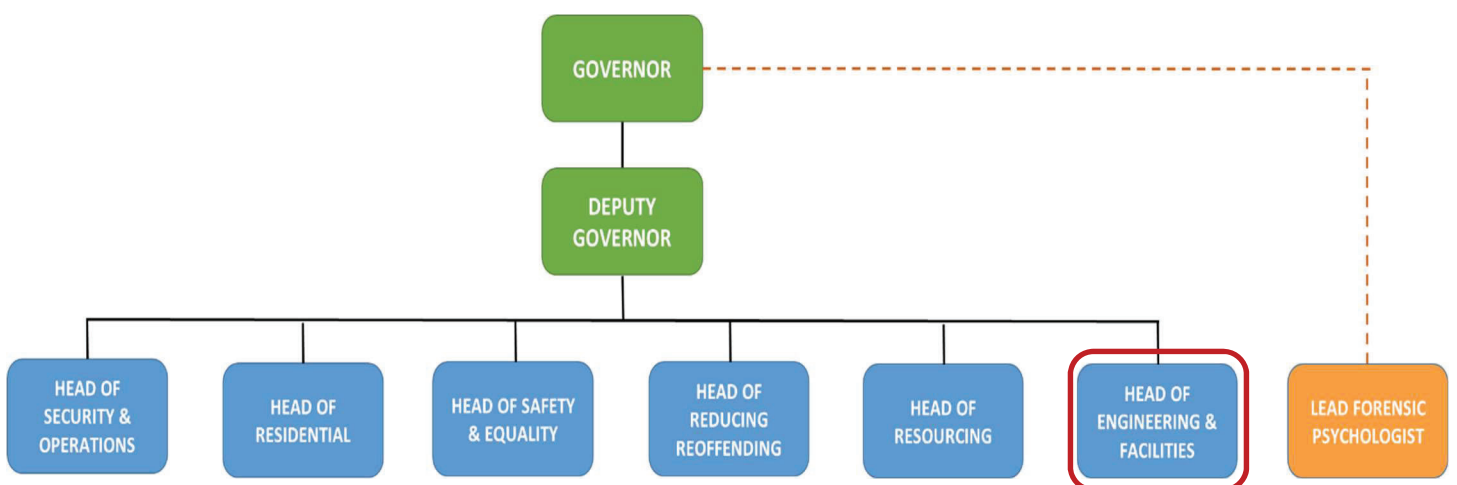
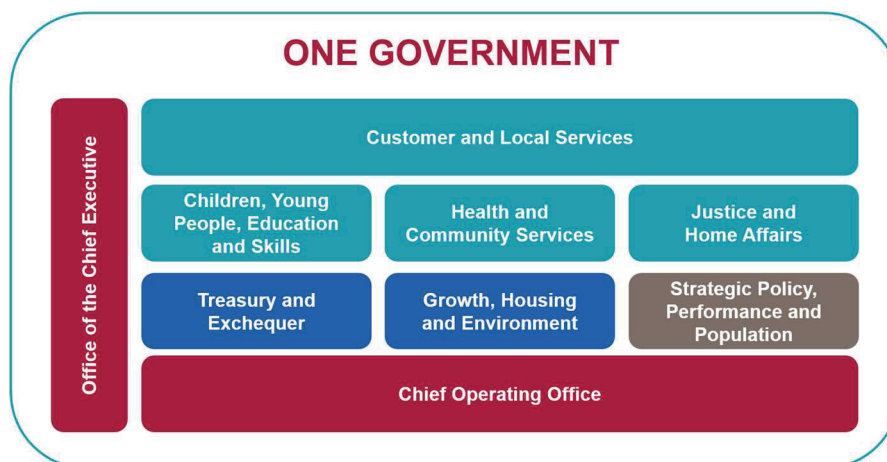
- Report daily to the Prison Management Board on significant operational matters or issues with political implications in order to keep them fully informed and up to date with events and provide leadership to ensure that all areas of operations and activities are subjected to a regular self-audit programme 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
<b>Qualifications</b>	<p>The post holder will be qualified to HNC level in Mechanical, Electrical or other related Engineering, having completed a recognised 4 year Technical Apprenticeship and attained the relevant qualifications, i.e. City and Guilds levels 1, 2 &amp; 3 or equivalent as a minimum.</p> <p>Successful completion of the CMI Level 3 Inspiring Managers qualification or hold an equivalent qualification (e.g. NVQ level 3 in Management) is necessary. Working towards qualification in recognised facilities management such as IWFM</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>To be ACAS trained in investigation</p>
<b>Knowledge</b>	<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>Prison Service Systems</p>
<b>Technical / Work-based Skills</b>	<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 &amp; R refresher training</p> <p>IT Systems</p> <p>Report Writing</p> <p>The post holder should also have the ability to read and understand complex schematic drawings of technical systems and infrastructure.</p>	<p><i>*Advanced C&amp;R. Advanced level of fitness test</i></p>
<b>General Skills/Attributes</b>	<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>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</i></p>

	<p>The ability to operate in an open, transparent, and objective way</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>Technical ability and mental capacity to be able to make considered, but timely, decisions on a wide variety of subjects that carry a high degree of risk to the operation of the function and, in turn, the infrastructure of States of Jersey Prison Service assets.</p> <p>Interpersonal and communication skills required with proven ability to influence, communicate with and motivate a wide range of people throughout the prison. Including professional groups, senior managers, Contractors and suppliers at all levels of staff</p>	<p><i>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><b>Experience</b></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.**