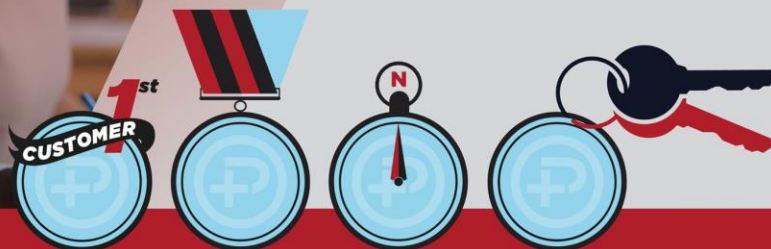


**“We change lives.  
One individual at a time.  
And in the same way, we’re  
going to change society.”**



## Job Description

JOB TITLE:	Skills and Work DSM
DEPARTMENT	Justice Services
REPORTING TO	Head of Education Skills and Work
CAREER GROUP	Manager
DISCLOSURE LEVEL	Prison Clearance

### MAIN PURPOSE OF THE ROLE:

The Skills and Work DSM will provide strategic leadership and management to the Skills and Work Department, ensuring the delivery of high-quality skills training and work opportunities for prisoners.

Reporting to the Head of Education Skills and Work, the post holder will mobilise activities within industries, workshops, and land-based areas, fostering a realistic working environment. This role also entails developing and implementing local policies and improvement plans, managing the Career Information Advice and Guidance (CIAG) team, overseeing the Employment Hub, and supporting departmental staff development.

Additionally, the post holder will ensure compliance with prison regulations, health and safety standards, and relevant legislation, while promoting inclusivity and equitable access to opportunities for prisoners.

### KEY RESPONSIBILITIES



- The post holder will be responsible for the mobilisation of activities within the industries, workshops, and land-based areas where applicable, and for training within a realistic working environment.
- The Work & Skills DSM will develop and implement policies to suit local needs within the function and will be responsible for the writing of initial local policies, improvement plans and procedures related to work and skills. These will be reviewed accordingly.
- Complying with the security requirements of HM Prison Services at all times.



- **Leadership and Management:** Provide strategic leadership and management to the Skills and Work Department, ensuring the delivery of high-quality skills training, and work opportunities for all prisoners.
- **Industries Management:** Oversee the operation of prison industries, ensuring they provide meaningful work experiences and skill development opportunities that align with current job market demands. Monitor and evaluate industry programs to ensure safety, quality, and productivity.
- **Activity Allocations:** Manage the allocation of prisoners to various activities, ensuring fair and equitable access to educational, vocational, and recreational opportunities. Work closely with other prison departments to coordinate and optimise activity schedules.
- **CIAG Oversight:** Supervise the Career Information Advice and Guidance (CIAG) team to ensure prisoners receive comprehensive career guidance, job search support, CV writing assistance, and interview preparation. Develop and implement CIAG strategies that support prisoners' employment prospects upon release.
- **Employment Hub Management:** Oversee the Employment Hub, ensuring it provides comprehensive support for prisoners preparing for release. Facilitate connections with potential employers, organise job fairs, and provide resources for job searching and application processes. Collaborate with community organisations and local businesses to create employment opportunities for prisoners.
- **Administration Management:** Lead the administrative team, ensuring efficient and effective administrative support for all departmental activities including Education. Oversee the maintenance of accurate records, data management, and reporting.
- **Program Development:** Collaborate with internal and external stakeholders to develop and enhance education, skills training, and work programs. Ensure programs are relevant, engaging, and aligned with industry standards and prisoner needs.
- **Stakeholder Collaboration:** Build and maintain relationships with key stakeholders, including prison staff, external training providers, employers, and community organisations, to enhance program delivery and create employment opportunities for prisoners.
- **Quality Assurance:** Implement and maintain quality assurance processes to monitor and evaluate the effectiveness of all departmental activities. Use data and feedback to drive continuous improvement and ensure compliance with relevant standards and regulations. Attend monthly Quality Improvement Group meetings to provide progress on impact.
- **Resource Management:** Oversee the procurement and management of resources necessary for program delivery, ensuring efficient use of budget and resources. Ensuring regular stake takes.
- **Staff Development:** Provide leadership, support, and professional development opportunities to departmental staff, fostering a collaborative and productive team environment.
- **Prisoner Support:** Develop and implement strategies to support prisoners with varying abilities and backgrounds, promoting inclusivity and equal access to opportunities.
- **Policy and Compliance:** Ensure all activities comply with prison regulations, health and safety standards, and relevant legislation.

#### PERSON SPECIFICATION

Requirement	Essential	Desirable
<b>Education and Training</b>	✓	✓
Must hold or be working towards IOSH ✓ Qualified to level 4 or above	✓	
<b>Skills, knowledge and abilities</b>		
Awareness of current ISO9001 Standard or an equivalent quality management system and a broad understanding of Health and Safety requirements in an industrial and or work setting.	✓	

Strong leadership skills with the ability to motivate and manage diverse teams.	✓	
Demonstrated excellence in communication and interpersonal skills, with the ability to effectively engage and negotiate with external stakeholders and partners.	✓	
Ability to handle conflicts and disciplinary issues effectively.	✓	
Strong analytical and strategic thinking skills.	✓	
Knowledge of adult learning principles and training methodologies.	✓	
Proficiency in managing resources and materials effectively	✓	
Strong problem-solving and decision-making skills.	✓	
Proven ability to handle effectively challenges and emergencies.	✓	
Flexibility to adapt to changing priorities and requirements.	✓	
Knowledge of safer custody practices and ensuring a safe working environment.		✓
Proven ability to build and maintain strong networks and relationships, both internally and externally.		✓
Ability to advise senior management on industry and skills related matters.		✓
Proficiency in developing and implementing strategic improvement plans.		✓
Ability to design and deliver effective training programs.		✓
Skills in setting and monitoring training and accreditation targets.		✓
<b>Experience</b>		
Experience in an industrial or commercial training and or production environment.	✓	
Experience in managing large teams, including staff training, development, and performance management.	✓	
Experience in managing and driving performance of production workshops or similar industrial environments.	✓	
Experience in budget management, and financial compliance.	✓	
Experience in ensuring compliance with relevant policies, procedures, and regulatory requirements.	✓	
Proven experience in a managerial role, preferably within a prison, correctional facility, or a similar environment.	✓	
Experience in developing and managing partnerships with private sector companies, educational institutions, and training centres.	✓	
Experience in liaising with internal and external stakeholders to promote prisoner employment and resettlement.		✓

DEMONSTRATE THE PEOPLEPLUS TRADEMARKS		Essentials	Desirable
	<b>Customer First</b> - Helping our customers improve their lives is our 'why'.	✓	
	<b>True North</b> - We always operate with high ethical standards, keeping a sense of our 'True North', even when no-one is watching. We are the best version of ourselves, all the time, in everything we do.	✓	

	<b>Own It</b> - We always take personal accountability for everything we do, including any issue we come across, owning it until it is fixed and seeking help when we need it.	✓	
	<b>Improve to be the best</b> - We want to be the best at what we do for our clients, customers, service users and learners. That means we have a passion to keep learning and improving. We never accept second best.	✓	