

Prison Governor

Department: Justice and Home Affairs

Division: Jersey Prison Service

Reports to: Director General

Job purpose

As head of profession for the States of Jersey Prison Service, to exercise legal responsibility to the Minister, ensuring to provide an efficient, effective and operation of the overall service.

Accountable for the provision of leadership, direction, coordination, strategic decisions and risks for the prison with managerial responsibility for all staff across their functions. They are accountable for the budgets allocated to functions and the effective and efficient use of resources to ensure the security of establishment, whilst actively supporting the reducing reoffending strategy.

Job specific outcomes

- Accountable for the Jersey Prison Service, to deliver strategic and operational service objectives in line with the Prison Service and overall Justice and Home Affairs vision, ensuring the Service is equipped to deal with future challenges, including following best practice guidance, initiating change and contributing towards law drafting instructions as necessary to give effect to such policies.
- Accountable for the effective and efficient performance and development of the Senior Management Team (SMT), valuing the positive contributions of staff.
- Provide advice, guidance and support to the Director General for Justice and Home Affairs (as Accountable Officer) and to the Minister for Home Affairs, to enable the effective discharge of the Minister's statutory obligations under the Prison (Jersey) Law, 1957 and other relevant Laws, Regulations and Rules. Keeping abreast of changes to International Conventions, Agreements, Legislation and developments in penal affairs in order to determine the impact on the Minister's areas of responsibility and advise on actions required where appropriate.
- To ensure an efficient and effective Service which sets and achieves business planning targets and benchmarks that are consistent with the overall aims of the Government Plan, conducting inspections and audits to monitor progress, support continuous improvement and delivery.
- Lead and implement corporate and departmental change programmes, strategies and activities, working closely with key partners and colleagues across the Government of Jersey, promoting commercial revenue activities and business engagement, encouraging a learning organisational culture focused upon improvement and high performance in line with one government principles.

- To identify and address serious offending behaviour using accredited programmes to reduce the likelihood of re-offending, including working in partnership with the Probation Service and other agencies in support of the reducing reoffending and an integrated offender management strategies.
- To ensure the Prison Service operates efficiently, managing the budget allocation in compliance with relevant Financial Directions and keep the Accounting Officer apprised of any significant developments.
- To ensure that good systems and processes are in place to manage threats to the security and safety of the establishment and to individuals therein (staff, prisoners and visitors), ensuring fair and transparent processes are in place to adjudicate on prisoners alleged to have infringed against Prison Rules.
- To represent the Prison Service and/or Justice and Home Affairs as required in relevant forums, contributing towards corporate planning, policy and strategy development of the Department and public services as a whole, whilst maintaining harmonious and professional working relationships with all key stakeholders and partners (e.g. Independent Prison Monitoring Board, the States of Jersey Police, the Jersey Customs and Immigration Service and the Jersey Probation & After Care Service)
- To ensure professional and effective communications with the media as appropriate or as directed by the Minister for Home Affairs and or the Director General for JHA.

Statutory responsibilities

Statutory obligations under the Prison (Jersey) Law, 1957 and 2007 and other relevant Laws, Regulations and Rules and the Criminal Justice (Young Offenders) (Jersey) Law 2014

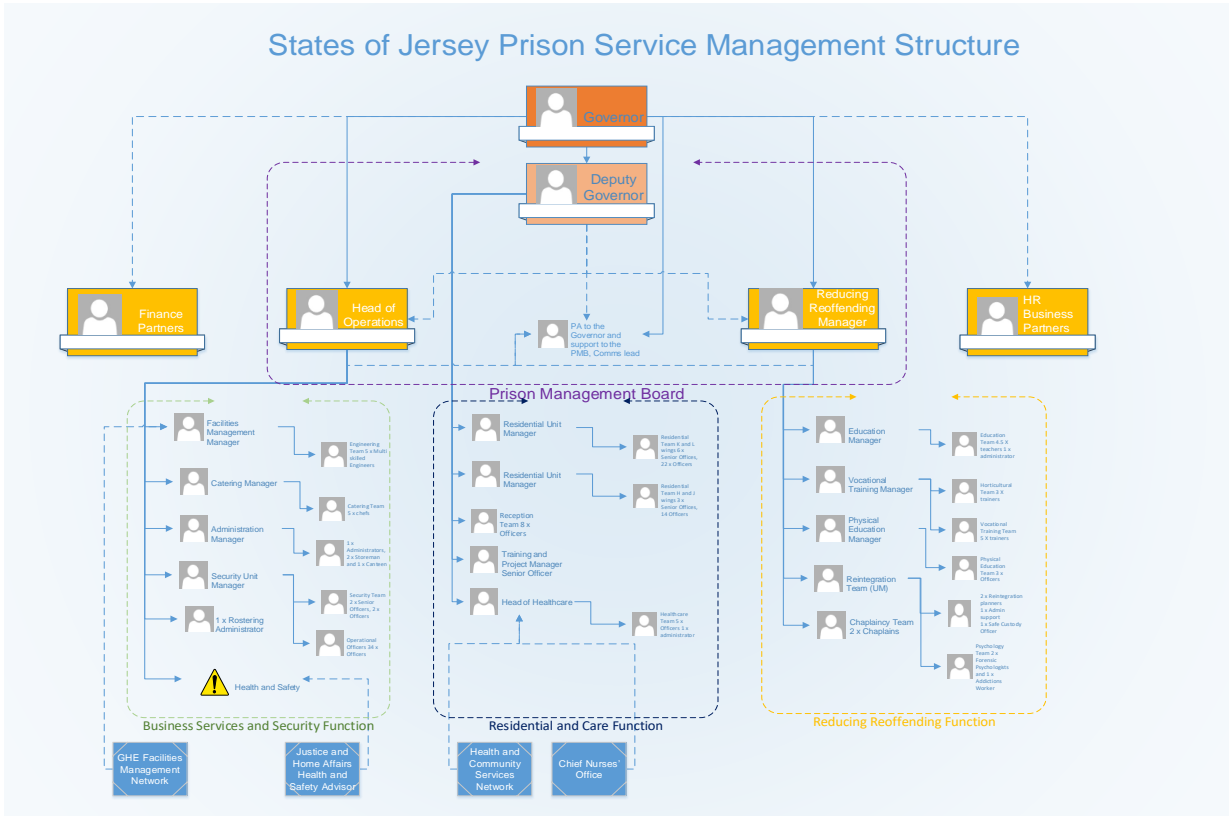
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

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.

Services

- Accountable for the Jersey Prison Service under the under the Prison (Jersey) Law, 1957 and other relevant Laws, Regulations and Rules.

Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Educated to level 7 qualification;</p> <p>A recognised qualification leadership, management of business related field</p>	<p>Holds the status of "Suitable to be in Charge"</p>
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Extensive knowledge of budgetary or resource management;</p> <p>Extensive specialist knowledge and expertise in the field of prison leadership at a strategic level;</p> <p>Knowledge of employment legislation, financial directions, people leadership policies relevant to the leadership of a key public sector body;</p> <p>Strong knowledge of legislation relevant to Prison Services</p>	
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Experience and understanding of reducing reoffending, offender rehabilitation, with an understanding of the political environment.</p> <p>Ability to take a risk based approach, to be able to inform and influence decisions and shape policy and legislation, and to direct and prioritise resources.</p>	

	Ability to interpret complex Prison related legislation	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Excellent leadership, strategic management, and interpersonal skills with the ability to lead and motivate employees through change, whilst delivering on departmental objectives, in line with the overall visions.</p> <p>Must demonstrate a very high level of personal resilience and the ability to lead and inspire others during challenging situations, whilst also demonstrating compassion where appropriate.</p> <p>High level of political judgement, related with the ability to comprehend multi-strand, technical and highly complex information, which can be sensitive, controversial and often politically contentious having island-wide implications.</p> <p>Excellent interpersonal, negotiating and influencing skills is required, sometimes at a very senior level to build relationships, which have been developed through experience and training;</p> <p>Excellent communication and media skills to allow for clear messages of guidance especially at a time of emergency / crisis;</p> <p>Ability to apply critical thinking and a high level of judgement, applying this insight in a practical and</p>	

	<p>engaging manner with the ability to make 'the right choice', often under pressure, where there is not a simple, or single option;</p> <p>Capacity to apply creative and business like approaches to managing organisational performance and the delivery of cost effective and efficient outcomes.</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Must have proven, demonstrated experience in leading strategically, ideally at a Senior Governor-in-charge level, demonstrating a good breadth of differing, complex management experiences at a senior level;</p> <p>Experience of working directly with and for Ministers and senior stakeholders, anticipating issues and requirements and providing authoritative, convincing and well informed advice.</p> <p>Experience of business continuity, taking lessons that have been learnt from other services.</p> <p>Experience of delivering and sustaining a transforming culture that meets the needs of, and engages with customers and staff within an inclusive, open and high-performing environment;</p> <p>Demonstrable track record of leading, motivating and managing teams to achieve significant</p>	

	sustainable service improvements and outstanding results, meeting financial and performance targets and objectives.	
Criteria relating to Safeguarding <i>Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</i>		

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 1 to 3 core accountabilities, attributes and behaviour indicators.