



JOB PROFILE

Post Title:	Deputy Superintendent of Prisons HM Prison & Offender Management Service
Directorate:	Safety, Security & Home Affairs Portfolio
Responsible to:	Superintendent of Prisons
Responsible for:	Senior Prison Officers
Grade:	

Job Purpose

As Deputy Superintendent Prisons on Saint Helena Island, the role is accountable in supporting law for the compliance and delivery of Custodial Services in line with the Prison Ordinance and Regulations.

The post holder will support the Superintendent, and deputise in their absence to ensure the safety and security of all types of imprisoned (convicted and un-convicted) persons, including males, females and young offenders.

The role includes supporting in the oversight of those released from custody subject to licence conditions and recall processes through Probation Services. Post holder must ensure compliance with International laws covering Human Rights for those detained by the state covering all three islands: Saint Helena, Tristan de Cuna and Ascension.

To protect the public through management and operational delivery of HM Prison & Offender Management Services, thus improving the lives of those within our community and help the island thrive by providing an efficient and effective service to assist in the rehabilitation and resettlement of prisoners, reporting to the Superintendent and His Excellency the Governor.

Main Duties and Responsibilities

The main duties shall include, but not be limited to, the following:

- To support the Superintendent of Prisons during the period of contract to help manage, and administer operations of the Prison Service, reporting directly to the Superintendent and (when deputising for the Superintendent) advising His Excellency the Governor on urgent custodial, human rights, early release and security matters
- To help raise the profile of HM Prison & Offender Management Service and its mission statement: "His Majesty's Prison Service serves the public by keeping in custody those committed by the courts. Our duty is to look after them with humanity and help them lead law abiding and useful lives in custody and after release".



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- Maintain up to date penal knowledge, skills and experience, in relevant custodial matters, ensuring the Prisons Ordinance, regulations, contingency plans and policies are followed and where necessary, reviewed.
- When deputising for the Superintendent, advising His Excellency the Governor on applications for early release, recall and parole of prisoners and urgent security matters
- Liaise with the Attorney General's Chambers and Elected Members regarding custodial legislation
- Liaise with Criminal Justice partners, contributing to risk assessment, safeguarding and multi-agency public protection arrangements
- To work with the Superintendent to ensure there are effective resettlement procedures in place to promote the resettlement and rehabilitation of prisoners, including Release on Temporary Licence (RoTL), education, training and employment opportunities
- On leadership and direction from the Superintendent - Work to modernise and develop HM Prison & Offender Management Service and its personnel into a professional service, in its own right, separate from SH Police Service command structure
- To support the Superintendent to ensure that the team of circa 20 staff receive prison specific training, awareness, support and development and that effective succession planning takes place, and there is an effective behaviour and discipline system in place which is monitored and reviewed
- To support the Superintendent control financial expenditure within established limits
- To ensure that the Key Performance Targets (KPTs) for HM Prison Service are delivered
- When deputising for the Superintendent to be an active member of the Prison Project Board for the new Prison facility and ensure that adequate prison staffing structures and resources are in place to operate in a new, custom prison facility
- Promotes the compliance with the public service mission and values, relevant code of conduct and investigates any breaches

Special Conditions

The Prison Service is operationally independent of the Saint Helena Government although funded directly by it. All operational decisions are taken without reference to others, but may be referred to His Excellency the Governor as appropriate. The Superintendent of Prisons (SoP) will provide oversight on the delivery of government policy.

The Prison Service on Saint Helena operates 24 hours a day, 7 days a week. The post holder will be required to work during unsociable hours, including weekends and public holidays and



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must be available to take command of prison operations during the event of an emergency, major incident or urgent public protection matter.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

Core Competency Framework

Competency	Level
Professional Development: Required Professional Competency standards met	iv
Planning & Delivery of Work: Ensures appropriate resources and levels of capability to deliver to plan. Promotes and enforces appropriate organisational rules and procedures Leads by example in managing business relationships	v
Analysis and use of Information: Identifies and uses various sources of evidence to support outputs. Uses evidence to evaluate policies, projects and programmes. Works confidently with data before making decisions: e.g. interpret trends, issues and risks. Establishes underlying causes of problem. Considers options before deciding solution.	v
Decision Making: Solves problems that have significant short-term implications for the organisation. Assesses the impact of decisions. Identifies causes rather than just symptoms to inform solutions. Uses trends and patterns in information for evidence based decisions. Confident in making decisions within policy guidelines Assembles available knowledge to ensure evidence based decisions.	iv
Working with Others: Manages relationships with key stakeholders by utilising a high level of understanding of own and other's behaviours. Develops relationships with key stakeholders. Influences key stakeholders on issues relevant to the organisation. Creates an environment which will enable delivery of shared policy outcomes	iv
Communication: Varies language and content to ensure understanding of audience. Facilitates understanding by explanation and example. Highlights key points for summary from detailed and complex documents	iv
Influencing and Persuading: Ensures strategies to support a diverse workforce are implemented. Recognises and anticipates the needs of senior managers and government officials. Presents unpopular messages confidently.	iv



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Competency	Level
Varies style of communication to have maximum impact on audience Influences to maintain a balance between individual motives and directorate/departmental requirements Integrates logic and emotion to construct and convey complex arguments in a face to face situation	
Dealing with Change: Encourages employees to embrace and contribute to change. Presents the business need for change and can focus others on the positive aspects. Enables others to implement change. Anticipates obstacles to change.	iv
Continuous Improvement: Keeps up to date with developments that affect SHG and anticipates what may affect it in the future. Creates an environment which allows people to improve the way they work. Creates an environment where employees and colleagues work to improve the way things are done.	iv
Managing Resources: Ensures appropriate resources and levels of capability to deliver to plan Uses management information to monitor/control resources. Supports initiatives for new and more efficient use of resources. Gains respect and credibility from team members through effective delegation, coaching and development.	iv



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
Deputy Head of Function or prior to 2016 be accredited as an Operational Manager (or in post as a G5 prior to 1999).	E	✓	
Incident Management Silver Commander	E	✓	
Adjudication Procedures	E	✓	
Knowledge & Experience:			
A Prison Operational Manager Band 7 or above with at least three years operational experience in the grade	D	✓	
Experience in developing, coaching and mentoring staff	E	✓	✓
Experience of managing, investigating and resolving complaints relating to prisons and prisoners	E	✓	✓
Experience of managing a devolved budget	E	✓	✓
Experience of project management	D	✓	
Skills and Abilities:			
Be highly motivated and proactive in order to meet the needs of a small but changing community	E		✓
Lead from the front, communicating and motivating people towards achieving goals.	E	✓	✓
Ability to develop, review and implement prison policies and processes	E	✓	✓
Ability to develop and implement emergency and contingency plans	E	✓	✓
Other:			
Willingness to work flexibly – some evening and weekend work may be required.	E		✓
On call arrangements to advise and make decisions regarding urgent public protection arrangements, licence recalls, take command of prison operations in the event of an emergency	E		✓
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		✓
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	✓	✓



PERSON SPECIFICATION

Our Values

- **FAIRNESS** - We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.
- **INTEGRITY** - We communicate openly and we are honest, accountable and ethical.
- **TEAMWORK** - We work together and we support each other.