

## Job Description

**Job Title:** Head of CFO3 Innovation

**Reports to:** Assistant Director of Justice

**Salary:** 45,035 to 55,235

**Location:** Home Based

### Purpose

This post holder will take responsibility for the implementation of Innovation activity across the CFO3 contracts. Working closely with the Head of Operational Improvement, Regional Managers and Assistant Director of Justice, to identify gaps in provision within the contract and sector areas, and enhancing provision in line with Justice sector priorities and the Shaw Trust Strategic Directive.

Managing a team of Innovation Managers who will be supporting the CFO3 Regional Managers to ensure that Shaw Trust provide innovative projects and solutions, undertaking a needs analysis across all regions and implementing projects and initiatives to a structured, fast paced timeline, with a significant budget

Contribute where applicable to performance review meetings with HMPPS and internal delivery teams, when appropriate. Work strategically with key partners at a senior level, including HMPPS, National Probation Service and CFO3 Prison Governors to ensure a joined up approach to HMPPS CFO delivery. Working closely with operational and support functions including, Quality Assurance, Finance, HR, ICT to coordinate effective activity.

### Main Duties and Responsibilities

1. Lead on the allocation of offender training budgets and Development Fund allocation, writing Development Fund applications and consulting with stakeholders to ensure that we make informed decisions about where/how/what, ensuring what we develop is not available via any other provision.
2. Work in close partnership with Head of Operational Improvement and Commercial Manager to monitor any spot purchasing through Development Fund and Discretionary Access Fund from our Local Directory of services, ensuring purchasing meets best value criteria and is meaningful and appropriate.
3. Ensure offender training and development fund budgets are spent in line with forecast.
4. Maintain awareness of justice sector initiatives and issues, adopting a proactive approach to embedding innovation/addressing sector issues through the development of specialist projects

5. Maintain a keen awareness of activity and contracts underway in other areas of the business, to ensure interfaces are maximized and cross divisional working is for the benefit of the participants.
6. Ensure that strong relationships with organisations delivering complementary services to participants, including: VCSE organisations; PEF; Commissioned rehabilitative services, National Careers Service; Work Programme and locally-commissioned services are developed and maintained effectively, to promote a joined-up approach to delivery
7. Develop effective and beneficial joint working or sub contracting relationships with relevant organisations, including the creation of delivery models and bid solutions
8. Work with the Commercial Manager to procure services, onboard subcontractors and mobilise contracts and projects.
9. Represent Shaw Trust on National, local and regional operational forums and steering groups and share relevant information to ensure HMPPS CFO delivery remains responsive to changes in offender needs and that stakeholders are bought into the HMPPS CFO programme.
10. Work with the commercial team on completing internal funding and tender applications to secure complementary funding to test new ideas and projects.
11. Manage the facilitation of participant focus-groups to identify programme adaptations and innovations to better meet participant needs.
12. Maintain a positive and progressive relationship with HMPPS facilitating identification, collation and sharing of innovative delivery approaches.
13. Prepare for comprehensive monthly updates with the Senior Management teams and contribute to HMPPS quarterly and monthly reviews where Development Fund activity is ongoing in the specific region.
14. Understand and adhere to all responsibilities to ensure that the quality requirements Quality Assurance Frameworks, the prime contractor, funding body, Investors In People, OFSTED, DWP Quality Framework, Matrix, Merlin, ESF or any other contract stakeholder, are maintained.

## Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in

relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.

5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust 's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p><b>Person Specification</b></p> <p><b>Job Title:</b></p> <p>(E=Essential D=Desirable)</p>
<p><b>SKILLS AND CORE COMPETENCIES</b></p>
<p><b>Technical competency (qualifications and training)</b></p> <ul style="list-style-type: none"> <li>• Educated to degree level and/or significant experience within a relevant field (E)</li> <li>• Demonstrable evidence of Continuing Professional Development (E)</li> <li>• Bid writing qualification or similar (D)</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Robust experience of developing and mobilising Justice sector projects or initiatives (E)</li> <li>• Robust understanding of ESF Funding requirements (D)</li> <li>• A clear understanding of the operational and performance management requirements of justice contracts, including supply chain management (E)</li> <li>• Experience in the criminal justice sector, with a sound knowledge of the operation of prisons and community rehabilitation services. (E)</li> <li>• Experience writing successful justice bids or grant applications (E)</li> <li>• Excellent people manager and communicator with strong negotiation and influencing skills. (E)</li> <li>• Experience of effective managing own contractual budget (E)</li> <li>• ICT proficiency including all major Microsoft applications. (E)</li> <li>• Experience working within or with a wide range of partners, including public, private and voluntary sector agencies. (D)</li> </ul>
<p><b>Skills and Attributes</b></p> <ul style="list-style-type: none"> <li>• Self-management – the ability to manage workload effectively (E)</li> <li>• Excellent IT skills, including familiarity with Microsoft Office software and previous experience of working with databases (E)</li> <li>• Innovative, can do attitude (E)</li> <li>• Excellent verbal and written skills and ability to communicate concisely and effectively and confidence to present at senior level (E)</li> <li>• Strong commercial acumen and project management capability (E)</li> <li>• Skilled in negotiating and influencing discussions in complex or difficult areas to achieve desired outcome (E)</li> <li>• Proven skills and success in developing effective relationships with a range of stakeholders (E)</li> </ul>

**Personal qualities, communicating and relating to others**

- Excellent interpersonal, communication and presentation skills **(E)**
- Ability to work on own initiative, as well as in consultation and negotiation with senior managers and other stakeholders as required **(E)**
- Able to demonstrate being highly organised, have good planning skills and be able to deliver to agreed target dates **(E)**
- Flexible, adaptable and innovative **(E)**

**Safeguarding**

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. **(E)**
- This post requires a Disclosure and Barring Service Check at a Basic level **(E)**

**Other**

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. **(E)**