

GREATER MANCHESTER PROBATION AREA

----- Forwarded by Sangita Parmar/GreaterManchester/NPS on 02/07/2009 11:40 -----

Sangita Parmar/GreaterManchester/NPS

To kevin.o'gallagher@unitetheunion.com

cc Helen Parris/GreaterManchester/NPS@PROBATION, Lucy

Thornley/GreaterManchester/NPS@PROBATION

05/06/2009 12:16

Subject Freedom of Information Request

I refer to your request under the freedom of information act. Please see below my responses together with any relevant attachments.

- a) Yes, other than one outstanding national appeal for Practice Development Assessors.
- b) Yes
- c) No
- d) The job matching and carried out on the basis of a combination of i), ii) and iii). National profiles were used for the generic roles e.g. SPO's PO's. However, role based job and individual post based jobs were undertaken separately e.g. approved premises.

Details of management posts are attached:

- e) in attached document (follow tabs)
- f) 8 Appeals were lodged and, of those, 3 were successful, 2 unsuccessful and 3 were reviewed as a result of a resubmitted JD.
- g) see attached:

Regards

Sangita Parmar

HR Manager

Greater Manchester Probation Service

10/08/2009

Information correct on 31 March 2009



g) Staff Profile by Grade

Grade	Number of Staff
Band 1.	28
Band 2.	252
Band 3.	555
Band 4.	424
Band 5.	127
Band 6.	23
PCOG Band A.3750	1
PCOG Band B.3750	8
PCOG Band D.3750	3
Total	1421

Staff Profile by Job

Job Title	Number of Staff	Job Title	Number of Staff
Admin Asst	21	Hostel Admin Officer	6
Admin Officer	16	IDAP Tutor	7
Assistant OM	11	Office Manager	22
Asst Chief Officer	9	Principal Admin Officer	18
Caretaker	1	Probation Officer	360
Community Service Manager	8	Probation Service Officer	321
Community Service Officer	34	Programme Manager	4
Community Service Supervisor	89	PSO - Treatment Manager	12
Deputy Chief Officer	2	Psychologist	1
Director of Finance	1	Residential Services Officer	30
District Admin Mgr	20	Residential Services Worker	30
District Manager	19	Risk Support Officer	1
Divisional Admin Officer	1	Secretary Management	7
General Supervisor	10	Senior Admin Officer	15
Hostel Admin & Finance Mgr	1	Senior Probation Officer	81
Trainee Probation Officer	51	Team Support Officer	194
Treatment Manager IDAP	4	Senior Treatment Manager	4
Weekend Sup - Hostel	10	Total	1421

Staff Profile by Ethnicity and Gender

Ethnicity / Gender	Female	Male	Grand Total
BME	82	66	148
NS	38	17	55
White	837	381	1218
Total	957	464	1421

Management post	Initial Band	Appeal
DM	Band 6	
SPO	Band 5	
Unpaid Work Manager	Band 4	successful appeal to Band 5
Admin and Finance Manager	Band 5	
DAM	Band 5	
SPO Approved Premises	Band 6	Revised JD and now Band 5
Central Services Manager	Band 3	Appealed but remains in Band 3
Head of PR and Comms	Band 6	
Finance Manager	Band 6	
Payroll Manager	Band 5	
Property and Procurement Manager	Band 4	Grading review afer unsuccessful appeal and now Band 5
Health and Safety Manager	Band 5	
HR Manager	Band 6	
L & D Manager	Band 5	successful appeal to Band 6
Qualification Development Manager	Band 5	
Business Support Manager	Band 5	
HR Organisational Change Manager (Temp)	Band 6	
Information Services Manager	Band 5	
IS/IT Project Manager	Band 4	Appealed but remains in Band 4
IS/IT Strategic Programme Manager	Band 5	
IT System Manager	Band 5	
Performance and Policy Support Manager	Band 5	
Performance Manager	Band 5	
Qualification Development Manager	Band 3	successful appeal to Band 4 and then a grading review was submitted and now Band 5
Demonstrator Project Manager	Band 6	
Deputy Dip Manager	Band 3	
Guns and Gangs Practice and Public Protection Coordinator	Band 5	successful appeal Band 4
Programme Manager	Band 5	

Dept/Division	Job Title	Type
Approved Premises	Admin and Finance Manager	I
Approved Premises	Admin Officer	R
Approved Premises	Central Admissions Officer	I
Approved Premises	Information and Operational Support Manager	I
Approved Premises	PO	R
Approved Premises	Residential Services Officer	R
Approved Premises	Residential Services Worker (nights)	R
Approved Premises	Residential Services Worker (peripatetic)	R
Approved Premises	SPO	R
Approved Premises	Weekend Support Worker	R
Central Services	Central Services Assistant - Casual	I
Central Services	Central Services Assistant - Print Room	I
Central Services	Central Services Assistant - Pst/Stationery	I
Central Services	Central Services Assistant - Room bookings	I
Central Services	Central Services Manager	I
Central Services	Head of PR and Comms	I
Central Services	PR Manager	I
Central Services	Switchboard Operator/ Receptionist	R
Finance	Accountancy Admin Assistant	I
Finance	Accountancy Assistant	I
Finance	Accountancy Assistant	I
Finance	Payments Assistant	I
Finance	Finance Manager	I
Finance	Payments Officer	R
Finance	Payroll Manager	I
Finance	Payroll/Payments Assistant	I
Finance	Property and Procurement Officer	I
Finance	Property and Procurement Manager	I
Finance	Senior Accountant	I
Generic	Caretaker	I

HR		Asst HR Admin Officer	R
HR		H & S Admin Asst	I
HR		Health and Safety Advisor	R
HR		Health and Safety Manager	I
HR		HR Advisor	R
HR		HR Manager	I
HR		HR Officer	R
HR		L & D Manager	I
HR		L & D Coordinator	I
HR		L & D Officer	R
HR		L & D TAO	R
HR		Qualification Development Manager	I
HR		Occupational Health Advisor	I
HR		PA to Head of HR	I
HR		Business Support Manager	I
HR		Audio/Copy Typist	I
HR		HR Organisational Change Manager (Temp)	I
HR		Trainer NW Consortium	I
IT		Analyst Programmer (NOMIS)	I
IT		Analyst/Programmer (Lotus)	I
IT		Analyst/Programmer (Oracle)	I
IT		Assistant Information Officer (Information/Library)	I
IT		Assistant Information Officer (MIS)	I
IT		Customer Services Operator	I
IT		Customer Support Officer	I
IT		Information Officer	I
IT		Information Officer (Library)	I
IT		Information Officer (MIS)	I
IT		Information Officer (Statistics)	I
IT		Information Services Manager	I
IT		Information Services Officer	I

R = Role based
I = Individual posts
Generic = offender management posts
National = nationally agreed JDs