



HM Prison & Probation Service

Job Description (JD)

Band 4

Group Profile - Facilities and Services Supervisor (FSS)

Job Description - FSS : Maintenance

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Job Description

Job Title	FSS : Maintenance
Group Profile	Facilities and Services Supervisor
Organisation Level	Delivery
Band	4

Overview of the job	This is a Facilities and Services delivery job in an establishment with supervisory responsibilities.
Summary	<p>The job holder should be working towards or be qualified in a recognised building trade and be responsible for the supervision of staff, prisoners and activities to maintain prison buildings, fabric, associated plant and equipment including security items, in a safe manner in order to ensure that the establishment is maintained.</p> <p>This is a non-operational job with no line management responsibilities; however they will have supervisory responsibilities for staff.</p>
Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Allocate daily staff resources to activity within their Unit where appropriate • Supervise and support staff and prisoner in all activities within Estates • Liaise with support services, on all aspects of delivery of the Service Delivery Agreement • Coordinate small developments and refurbishments within the establishment • Promote and implement systems to aid energy efficiency across the establishment taking steps to reduce its carbon footprint • Ensure work carried out on site by is, checked by staff and that it is completed to the approved code of practice • Supervise the day-to-day activities of external contractors whilst they are on site • Make sure that all goods and materials used within the area of work are ordered in accordance with HMPPS policy • Undertake responsibilities and duties of your trade as required • Check contractors are appropriately qualified to carry out the work required and permits to work are issued and recorded in line with local and national security procedures <p>Undertake other tasks including :</p> <ul style="list-style-type: none"> • Supervise all staff within your area of responsibility, ensuring they are briefed on the work for the day and that relevant work area is maintained to a high standard • Update computer systems when required and prioritise activities in-line with local procedures, ensuring workload/regime is delivered, escalating issues to the Site manager when required • Contribute to staff appraisals, feeding relevant performance information to Line Managers • Contribute to the development of local practice, process and initiatives, ensure consistency across the unit in the application of policies and procedures affecting prisoners and staff • Manage the tool inventory and maintain security standards within the work area • Complete paperwork for accident reports • Support the achievement of Service Delivery Indicators and standards, checking compliance with specific audit standards and suggesting improvements

	<ul style="list-style-type: none"> • Undertake compliance checks, contribute to risk assessments and respond to hazards as and when appropriate • Undertake routine coordination of resources in area of work ensuring effective utilisation of those resources and reduction of waste • Collect and collate data concerning the function • Proactively promote prison service policy in all activities and behaviours by promoting diversity, decency, safety and reducing re-offending agendas • Supervise compliance with HandS at work and other related legislation within area of responsibility. Ensure all documentation relating to HandS best practice is up to date and maintained • Identify and resource pest control issues • Ensure allocated Planned Maintenance and small repairs are carried out, undertaking service requests raised on the computer aided facilities management system • Act as a technical advisor when required, advising on regulations • Escort technical contractors when required, working with and supervising them in accordance with Local Security Strategy (LSS) • Maintain regular communications via radio net in accordance with Local Security Strategy (LSS) • Be responsible for tools and plant machinery, carrying out checks at regular intervals and completing relevant documentation in accordance with Local Security Strategy (LSS) and National Security Framework (NSF) • Comply with Health and Safety policies, procedures and legislation to ensure statutory and mandatory compliance • Drive estates vehicles and operate plant equipment • Operate within command mode in-line with local contingency plans • Undertake incidental and emergency or urgent tasks and assignments as per Service Delivery Agreement timescales in a safe manner • Contribute to prisoner reports including parole and sentence planning <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The Job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation scheme and shall be discussed in the first instance with the Job Holder</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.</p>
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Behaviours	<ul style="list-style-type: none"> • Delivering at Pace • Managing a Quality Service • Communicating and Influencing • Leadership
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	<p>Staff can work towards or hold a Vocational Qualification at Level 3 in a recognised building trade or equivalent. Must hold or be prepared to work towards the Institute of Occupational Safety and Health (IOSH) Managing Safely Certificate.</p> <p>HMPPS staff newly promoted to a Band 4 Supervising Officer or Facilities and Services Supervisor role within Establishments will be required to undertake the Diploma in Team Leading. Newly promoted staff are expected to complete the qualification as part of the requirement of their role.</p> <p>Staff newly promoted into Band 4 Offender Supervisors or Specialist Officer roles within establishments will be expected to undertake the Diploma if they are covering or carrying out the role of Supervising Officer on a 'regular' basis.</p>

	<p>Staff working in establishments who were mapped to a Band 4 Supervising Officer or Facilities and Services Supervisor role as part of the F&S restructuring process and staff who have re-graded to Band 4 from a higher grade are not required to complete the qualification as they have previously worked at an equivalent level (or higher).</p> <p>When transferring to a Young Persons establishment the job holder will be required to successfully undertake an assessment to demonstrate suitability to work with Young People.</p>
Technical Requirements	<ul style="list-style-type: none"> • Must hold qualification in relevant field.
Ability	

Minimum Eligibility	<ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	<p>37 hour working week (standard).</p> <p>HMPPS Staff on closed pay structures only:</p> <p>Additional Conditioned Hours Pensionable (ACHP) Staff moving from a closed 39 hour pay structure will be eligible for the two protected pensionable additional committed hours (ACHP). They will work a 39 hour week consisting of the standard 37 hour week and a further 2 additional hours (ACHP) paid at plain time pensionable rate.</p> <p>Unsocial Hours Working will be confirmed by the Recruiting Manager and only paid where applicable:</p> <p>Unsocial Hours Working This role requires working regular unsocial hours and a 17% payment will be paid in addition to your basic pay to recognise this. Unsocial hours are those hours outside 0700 - 1900hrs Monday to Friday and include working evenings, nights, weekends and Bank / Public holidays.</p>
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Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
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Delivering at Pace			Staff can work towards or hold a Vocational Qualification at Level 3 in a recognised building trade or equivalent. Must hold or be prepared to work towards the Institute of Occupational Safety and Health (IOSH) Managing Safely Certificate.	Must hold qualification in relevant field
Managing a Quality Service			HMPPS staff newly promoted to a Band 4 Supervising Officer or Facilities and Services Supervisor role within Establishments will be required to undertake the Diploma in Team Leading. Newly promoted staff are expected to complete the qualification as part of the requirement of their role.	
Communicating and Influencing			Staff newly promoted into Band 4 Offender Supervisors or Specialist Officer roles within establishments will be expected to undertake the Diploma if they are covering or carrying out the role of Supervising Officer on a 'regular' basis.	

Leadership			Staff working in establishments who were mapped to a Band 4 Supervising Officer or Facilities and Services Supervisor role as part of the F&S restructuring process and staff who have re-graded to Band 4 from a higher grade are not required to complete the qualification as they have previously worked at an equivalent level (or higher).	
			When transferring to a Young Persons establishment the job holder will be required to successfully undertake an assessment to demonstrate suitability to work with Young People.	