



HM Prison & Probation Service

HQ Job Description (JD)

Band 7

Directorate: Central Operational Services

Job Description – Woodwork Specialist

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Job Description

Job Title	Woodwork Specialist
Directorate	Central Operational Services - Public Sector Prison Industries (PSPI)
Band	7

Overview of the job	<p>Manage the order process for woodwork products from receipt of enquiry through development, costing, production and delivery to customer in support of PSPI.</p> <p>Allocating work to suitable establishments ensuring the necessary technical specifications, materials, machines, logistics and workshops skills are in place to ensure customers get products to the correct quality on time.</p> <p>Giving technical support to establishments by way of workshop design, machine, product specification and production and quality control systems.</p> <p>Working with establishments to achieve max working hours and number of working prisoners.</p> <p>Reports to the Woodwork Programme Executive, Public Sector Prison Industries.</p> <p>This post is National.</p> <p>No line management responsibility.</p> <p>This is a non-operational role.</p>
Summary	<p>Responsible for design, material specification, production, product quality, storage and distribution of Woodwork goods for internal market, sales to crown customers and OGDs with specific responsibility for Joinery.</p> <p>Responsible for the specification and procurement of necessary capital plant including new workshops when required.</p> <p>Responsible for C&E/Joinery product design and development aiming to meet internal, commercial and OGD supply requirements. Working with design contractor as required.</p> <p>Responsible for Training within Prison Industry Woodwork Workshops.</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"> • To maintain the continuity of work supplied to nominated workshops ensuring compliance with local Prison Regime needs. • Manage C&E Furniture Programme/Production within the woodwork industry, including product design, ensuring customer specifications are met whilst adhering to any legal requirements including product testing where required. • Manage the maintenance of internal stock levels ensuring that works orders are in place to meet predicted demand levels. • Manage any new Woodwork project, which is to include: <ul style="list-style-type: none"> ○ The production of product specifications. ○ The overseeing of contracted out services where required. ○ Ensuring that all necessary product testing is carried out and registered. • Produce technical procurement specifications for both materials and machinery. • Carrying out technical assessment of supply tenders.

	<ul style="list-style-type: none"> • Organise and prioritise work orders and schedule to establishments in line with contract requirements, ensuring work is allocated fairly and that the customer's requirements and deadlines are achieved. • Produce costed BOMs using ODM, also load work, discrete jobs, using ODM wherever possible. • Monitor industries performance in woodwork workshops, taking corrective action where necessary reporting results to Woodwork Programme Executive. • Manage the setting up of new product lines in line with new business requirements including the expansion of business to crown customers and OGD. • Provide advanced technical support to establishments in the planning and developing of new industries with regards to workshop layouts and all plant and equipment purchases. • Provide advanced technical advice to prison establishment staff on production line processes at pre-production and production stages. • Develop job related training for prisoners in line with product specifications and the Quality Manual. • Act as central point of woodwork training at Headquarters. • Responsible for Internally Verifying all Woodwise Training Centres, working with Assessors and Learners. • Respond to woodwork enquiries, including internal and commercial markets. • Produce business cases for the purchase of any capital plant and/or tools as required. • Set product prices ensuring that current and up to date prices are used and ensure PI pricing policy is adhered to. • As and when required conduct surveys, visit client sites. <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>
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Behaviours	<ul style="list-style-type: none"> • Managing a Quality Service • Delivering at Pace • Changing and Improving • Making Effective Decisions • Working Together • Communicating and Influencing
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Experience	<ul style="list-style-type: none"> • Recognised time served Apprenticeship in related industry
Technical Requirements	<ul style="list-style-type: none"> • ONC/HNC or equivalent in related industry
Ability	<ul style="list-style-type: none"> • Strong organizational and communication skills with a working knowledge of Microsoft Word, Outlook, Excel and ODM

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)	<i>Leave Blank</i>
Allowances	To be used by the JES Team only

Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
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Managing a Quality Service		Strong organizational and communication skills with a working knowledge of Microsoft Word, Outlook, Excel and ODM	Recognised time served Apprenticeship in related industry	ONC/HNC or equivalent in related industry
Delivering at Pace				
Changing and Improving				
Making Effective Decisions				
Working Together				
Communicating and Influencing				