



HM Prison & Probation Service

Group Profile: Support Services Facilities Band 2

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Group Profile

Group Profile Name	Support Services Facilities
Organisation Level	Support - The jobs at this level will be task focused activities supporting defined activities, services or operations.
Band	2

Overview	<p>Job holders within this Group Profile will carry out specific manual activities across key areas to support the efficient running of the establishment. They will be deployed to provide a range of support services within the operational areas of the establishment when required.</p> <p>This is a non-operational job with no line management responsibilities.</p>
Characteristics	<p>Typical tasks associated with this Group Profile include:</p> <ul style="list-style-type: none"> • Log materials used and assist with stocktaking of tools, equipment and materials • Undertake activities in such a way to ensure that waste is reduced and that areas of work are safe, clean and tidy whilst work is in progress • Inform manager to ensure sufficient levels of stock are maintained • Ensure allocated Planned Maintenance and small repairs are carried out, undertaking service requests raised via the computer aided facilities management system • Carry out project work when required • Advise on sufficient levels of stock and request procurement of goods and services, and ensure all materials used are logged and are fit for purpose • 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 (LSS) • Undertake the role of banksman directing the operation of some plant equipment or machinery • 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 & 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 • Assemble products on site when required

	<ul style="list-style-type: none"> • Carry out pest control prevention measures across the estate when required • Contribute to prisoner reports including parole and sentence planning
Job Descriptions relating to this Group Profile	<p>The role holder once in post will be in matched to a job description a sample list is attached below. The post is rotational so the job holder could during their career carry out the role of several job descriptions.</p> <ul style="list-style-type: none"> • Support Services Facilities : Catering • Support Services Facilities : Maintenance • Support Services Facilities : Shop • Support Services Facilities : Stores/Warehouse/RIDS • Support Services Facilities : Waste Environmental
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 considers to be racist.
Essential Skills/Qualifications/Accreditation/Registration	<ul style="list-style-type: none"> • Requires basic knowledge and will be required to undertake specific training and courses in these work areas • Will comply with the relevant H & S policies and legislation • Must complete a manual handling course, undertake basic security awareness and be trained in break-away techniques if deemed required. • An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.
Hours of Work and 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</p> <p>This role requires working regular unsocial hours and a payment at the current approved organisation rate will be made in addition to your basic pay to recognise this.</p> <p>Unsocial hours are those hours outside 0700 - 1900hrs Monday to Friday and include working evenings, nights, weekends and Bank/Public Holidays.</p>

Behaviours	<ul style="list-style-type: none"> • Working Together • Managing a Quality Service • Communicating and Influencing • Developing Self and Others
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	
Technical Requirements	<p>N.B these are the technical requirements for the group profile, please check the individual job description relating to this group profile for any job specific requirements and add if required.</p> <ul style="list-style-type: none"> • Some roles require specific qualifications • Requires basic knowledge of relevant role
Ability	