



HM Prison & Probation Service

HQ Job Description (JD)

Band 2

Directorate: Directorate of Security

Job Description: NTRG Support Grade

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Job Description

Job Title	NTRG Support Grade
Directorate	Security
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Overview of the job	<p>This is a HQ role within HQ Operational Response and Resilience Unit which provides support to NTRG National Tactical Response Group (NTRG). The job holder has no managerial responsibility.</p> <p>The post holder will be based at NTRG Kidlington or Hatfield.</p> <p>The job holder will report directly to the Team Leader who in turn reports to the Head of Centre (NTRG). The Head of Centre reports to the Head of NTRG who reports to the Head of Operational Response and Resilience Unit, a member of Directorate of Security senior management team.</p> <p>The job holder will be expected to be on call 24/7 on a rota basis to attend the centre in emergencies (fire alarm/security breach).</p> <p>The job holder will undertake tasks listed on a daily basis, including at least one weekend in four.</p>
Summary	<p>The job holder will carry out a range of key duties to support training delivery, operational requirements and maintenance of Emergency Response and Fleet Vehicles.</p> <p>This is an operational role. This is a supporting role with no line management responsibilities.</p>
Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <p>Cleaning Duties:</p> <ul style="list-style-type: none"> • To clean training areas and report small repairs to ensure areas are fit for purpose. • To launder overalls at the end of courses and ensure they are clean and ready for the next course. • To ensure that all outside areas are clean and tidy. <p>Vehicles:</p> <ul style="list-style-type: none"> • To collate, record and complete fuel returns on a monthly basis. • To check the vehicle fleet mileage logs weekly reporting findings to Line Manager. • Clean all fleet vehicles as required making sure they are always fit for purpose. • To take all vehicles to/from garage as required. • To provide support in the maintenance and serviceability of the operational fleet.

- Organize the servicing and repairs to the operational fleet.
- Ensure sufficient materials are available to maintain the serviceability of the fleet.

Course Support:

- Attend the training centre to provide support during training courses including weekends.
- Ensure all training equipment and the training environment is fit for purpose prior to the commencement of all courses.
- Repair/replace broken equipment when required.

Daily Duties:

Checks -

- Assist in the daily site security responsibilities.
- To attend Main Gate as required – carrying out ID checks on visitors and sign for registered mail.
- Ensure all deliveries are recorded and stored correctly.
- Liaise with G4S TFM.
- Liaise with Kier and MOJ facilities management teams.

Weekly Duties:

- Carry out and record Fire Alarm Test on a weekly basis as per NTRG Health & Safety policy.
- Ensure all taps and showers are run for a weekly basis to comply with Legionnaires Disease legislative requirements.
- Record small repairs required on site.
- Carry out ladder testing.

Visa Purchases:

- Ensure MoJ Visa Policy document is adhered to.
- Ensure all Visa documentation and business cases are completed and authorized prior to purchasing goods.
- Carry out Visa transactions as required.
- Collate Visa transaction documentation. Provide details to necessary parties.

General Duties:

- Deliver/collect items as detailed by Line Manager.
- Attend meetings as required.
- Complete weekly SPAR.
- Transport injured students to Hospital A&E as required if injured during training.
- Maintaining training areas to the required standard.
- Expected to attend the training centre at least one weekend in four to support delivery of training courses.
- To attend the centre one weekend in four to prepare for training courses and carry out tasks that cannot be done during the core working week when the centre is busy.

	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.
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Civil Service Success Profile Criteria

Behaviours	<ul style="list-style-type: none"> • Communicating and Influencing • Working Together • Managing a Quality Service • Delivering at Pace
Strengths	(Note: we recommend you choose 4 to 8 strengths locally – select from the list of Civil Service strength definitions on the intranet.
Experience	<ul style="list-style-type: none"> • Use of IT
Technical Requirements	<ul style="list-style-type: none"> • Forklift truck driving (training provided) • Abrasive wheels (training provided) • Must hold a valid driving licence
Ability	

Minimum Eligibility	<p><i>Please do not alter this box</i></p> <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>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. 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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