



# HM Prison & Probation Service

## Job Description (JD)

### Band 4

## Group Profile - Specialist Production Instructor (SPI)

### Job Description - SPI : Upholsterer

|                       |  |
|-----------------------|--|
| <b>Document Ref.</b>  | OR-JES-1782-JD-B4 : SPI : Upholsterer v5.0 |
| <b>Document Type</b>  | Management                                 |
| <b>Version</b>        | 5.0  |
| <b>Classification</b> | Official                                   |
| <b>Date of Issue</b>  | 9 March 2021                               |
| <b>Status</b>         | Baselined                                  |
| <b>Produced by</b>    | Job Evaluation Support Team                |
| <b>Authorised by</b>  | Reward Team                                |
| <b>JD Evidence</b>    |  |

## Job Description

|                           |                                  |
|---------------------------|----------------------------------|
| <b>Job Title</b>          | SPI : Upholsterer                |
| <b>Group Profile</b>      | Specialist Production Instructor |
| <b>Organisation Level</b> | Delivery                         |
| <b>Band</b>               | 4                                |

|  |   |
|--|---|
| <b>Overview of the job</b>                     | This is a non-operational instructional job in an establishment.  |
| <b>Summary</b>                                 | <p>The job holder will be responsible for providing supervision, knowledge and skills to prisoners in a specialist workshop so they can improve their employment prospects on release with a view to reducing reoffending. The job holder will ensure that all services are provided to a high standard and that security and control is maintained at all times. The job holder will be able to teach prisoners towards achieving nationally recognised qualifications and may be supported by external organisations such as local colleges.</p> <p>This job description is not for use by job holders in basic assembly/packing workshops, instead Production Instructor – Enterprises should be used. However, on an exceptional short term basis job holders can supervise prisoners in more basic workshops.</p> <p>This is a non-operational job in an establishment with no line management responsibilities.</p>   |
| <b>Responsibilities, Activities and Duties</b> | <p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>• May participate in the selection process of prisoners for the workshop/area of work.</li> <li>• Induct prisoners to the workshop/area of work and train them in aspects such as health and safety, Control of Substance Hazardous to Health (COSHH), machinery and tools usage.</li> <li>• Provide support for prisoners where required; tailor learning and training requirements to individual needs.</li> <li>• Set work schedules and manage targets/quality standards, maintaining delivery of contractual arrangements.</li> <li>• Assess and evaluate skills of prisoners up to national qualification standards.</li> <li>• Supervise and maintain discipline of prisoners within workshop/area of work, responsible for performance, motivation, discipline, appraisal and development of prisoners.</li> <li>• Maintain regular communications via radio net in accordance with Local Security Strategy (LSS).</li> <li>• Open and complete Assessment Care in Custody and Teamwork (ACCT) forms, Violence Reduction Incident Reports (VRIR) and Security Information Reports (SIRs) when required and contribute to Incentive Earned Privileges (IEP) reports.</li> <li>• Will conduct a metal detector scan or rub down search of prisoners attending and leaving their own workshops.</li> <li>• Provide quality assurance against product specification.</li> <li>• Log attendance and approve prisoner hours worked and wages including recording piece work where appropriate.</li> </ul> |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• Carry out fabric and tool checks of workshops and maintain security of areas, logging any tool/equipment faults. Undertake planned maintenance programme on machinery.</li> <li>• Contribute to prisoner reports including parole and sentence planning.</li> <li>• Complete regime monitoring information and update prisoner training records.</li> <li>• Contribute to Health and Safety risk assessments relating to the workshop/area of work and specialist areas.</li> <li>• Request materials and estimate usage in order to meet work targets.</li> <li>• Initiate product development reviews to maintain workshop/area of work output levels, and to provide variety of work and experience for prisoners.</li> <li>• Participate in self-audit and in achieving Service Delivery Indicators (SDIs).</li> <li>• Complete administration activities to support the smooth running of the workshop.</li> </ul> <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> |
|--|--|

|                   |  |
|-------------------|--|
| <b>Behaviours</b> | <ul style="list-style-type: none"> <li>• Making Effective Decisions</li> <li>• Communicating and Influencing</li> <li>• Working Together</li> <li>• Managing a Quality Service</li> <li>• Developing Self and Others</li> </ul>  |
| <b>Strengths</b>  | It is advised strengths are chosen locally, recommended 4-8.   |
| <b>Ability</b>    | <ul style="list-style-type: none"> <li>• IT Skills</li> <li>• Basic Maths</li> <li>• Basic English</li> </ul>  |
| <b>Experience</b> | <ul style="list-style-type: none"> <li>• Must have relevant work experience in a production environment.</li> <li>• Preferable for candidate to have some supervisory experience.</li> <li>• Should have experience of using industrial standard machinery and equipment.</li> </ul> |
| <b>Technical</b>  | <ul style="list-style-type: none"> <li>• Currently hold or be prepared to work towards Level 3 or equivalent in Upholstery related subject.</li> </ul>   |

|                            |   |
|----------------------------|---|
| <b>Minimum Eligibility</b> | <p><i>Please do not alter this box</i></p> <ul style="list-style-type: none"> <li>• All candidates are subject to security and identity checks prior to taking up post.</li> <li>• 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.</li> <li>• All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.</li> </ul> |
|----------------------------|---|

|  |   |
|--|---|
| <b>Hours of Work<br/>(Unsocial Hours)<br/>Allowances</b> | <p>37 hour working week (standard).</p> <p>Unsocial Hours Working will be confirmed by the Recruiting Manager and only paid where applicable:</p> <p>Unsocial Hours Working<br/>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> |
|--|---|

## Success Profile



|                               |  |               |  |  |
|-------------------------------|--|---------------|--|--|
| Making Effective Decisions    |  | IT Skills     | Must have relevant work experience in a production environment.              | Currently hold or be prepared to work towards Level 3 or equivalent in Upholstery related subject. |
| Communicating and Influencing |  | Basic Maths   | Preferable for candidate to have some supervisory experience.                |  |
| Working Together              |  | Basic English | Should have experience of using industrial standard machinery and equipment. |  |
| Managing a Quality Service    |  |               |  |  |
| Developing Self and Others    |  |               |  |  |
|                               |  |               |  |  |
|                               |  |               |  |  |
|                               |  |               |  |  |