



HM Prison & Probation Service

Job Description (JD)

Band 4

Group Profile – Specialist Production Instructor (SPI)

Job Description – SPI : Waste Management & Recycling

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Job Description

Job Title	SPI : Waste Management & Recycling
Group Profile	Specialist Production Instructor
Organisation Level	Delivery
Band	4

Overview of the job	This is a non-operational instructional job in an establishment.
Summary	<p>The job holder will be responsible for the day-to-day activities within the Waste Management unit.</p> <p>This is a non-operational job in an establishment with no line management responsibilities. This role is non-rotational.</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"> • Collect, process and dispose of waste materials from all areas inside of the establishment in the most appropriate and effective way, with regards to legislative compliance and environmental standards. • Manage control measures for restricted waste, such as the shredding and bailing of confidential waste. • Liaise with contractors when ordering services, including skip collection and removal of waste, such as oil and confidential waste, in line with the Facilities Management Contract. Ensure the establishment is maximising its capacity for a return on its commodities. • Ensure all waste removed from site is recorded for weight, cost & revenue and that waste transfer notes are kept for the required time. Ensure mandatory recycling data is reported monthly to Headquarters. • Deliver training and accredited qualifications to prisoners completing all course administration as needed. Ensure training records, progress trackers/booklets are kept up to date with SMART targets sets and reviewed with the prisoners. • Apply the Waste Hierarchy to the establishment's ethos for waste management and recycling by overseeing other workshop activities, such as disassembly, repair and refurbishment. • Apply duty of care (Documentation & Waste Transfer Notes WTNs) to all work and apply for, and manage, waste permits or exemptions with the Environment Agency/National Resources Wales for the prison. • Ensure the prison is compliant with current waste legislations and escalate issues to management and SMT as needed.

- Provide advice and guidance to staff and the SMT on how to manage waste more effectively. Actively promote recycling and effective waste disposal within the establishment and assist with Environment Committee Meetings to promote a whole prison approach to waste management.
- Comply with MoJ Circular Economy Strategy and sector guidance, sharing this with management and SMT as needed.

Undertake other instructor tasks including:

- Complete administration activities to support the smooth running of the workshop.
- May participate in the selection process of prisoners for the workshop/area of work. 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.
- Provide support for prisoners where required; tailor learning and training requirements to individual needs. Contribute to prisoner reports including parole and sentence planning. Complete regime monitoring information and update prisoner training records.
- Set work schedules and manage targets/quality standards, maintaining delivery of contractual arrangements. Assess and evaluate skills of prisoners up to national qualification standards. Log attendance and approve prisoner hours worked and wages including recording piece work where appropriate.
- Supervise and maintain discipline of prisoners within workshop/area of work, responsible for performance, motivation, discipline, appraisal and development of prisoners.
- Maintain regular communications via radio net in accordance with Local Security Strategy (LSS). Will conduct a metal detector scan or rub down search of prisoners attending and leaving their own workshops.
- 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.
- Carry out fabric and tool checks of workshops and maintain security of areas, logging any tool/equipment faults. Undertake planned maintenance programme on machinery. Contribute to Health and Safety risk assessments relating to the workshop/ area of work and specialist areas.

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

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	<p>may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder. An ability to fulfil all spoken aspects of the role with confidence through the medium of English.</p>
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Behaviours	<ul style="list-style-type: none"> • Making Effective Decisions • Changing and Improving • Working Together • Managing a Quality Service • Leadership
Strengths	<p>NB: The below are for guidance only. It is advised strengths are chosen locally, recommended 4-8.</p>
Essential Experience	<ul style="list-style-type: none"> • Must have relevant work experience in a waste management environment • Preferable for candidate to have some supervisory experience • Should have experience of using industrial standard machinery and equipment
Technical Requirements	<ul style="list-style-type: none"> • Currently hold or be prepared to work towards Level 3 or equivalent in Waste related subject • Demonstrate knowledge and understanding of the Waste Hierarchy and Duty of Care including Waste Transfer Notes • Know what Waste Permits and Exemptions are, and when they should be used. Adhere to Gov.Uk regulation
Ability	<ul style="list-style-type: none"> • IT Skills • Basic Maths • Basic English

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>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 as part of the normal shift commitment and a payment at the current approved organisational rate will be paid in addition to your basic pay to recognise this. Unsocial hours are those hours outside 0700 - 1900hrs Monday to Friday and including working evenings, nights, weekends and Bank/Public holidays</p>
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