



HM Prison & Probation Service

Job Description (JD)

Band 4

Group Profile: Specialist Production Instructor (SPI)

Job Description: SPI: Engineering Sheet Metal Work

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Job Description

Job Title	SPI: Engineering Sheet Metal Work
Group Profile	Skilled 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 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 jobholder 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 jobholders in basic assembly/ packing workshops, instead Mentor: Instructor should be used. However, on an exceptional short term basis jobholders can supervise prisoners in more basic workshops.</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"> • 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 • Set work schedules and manage targets/quality standards, maintaining delivery of contractual arrangements • Assess and evaluate skills of prisoners up to national qualification standards • 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) • Open and complete Assessment Care in Custody and Teamwork (ACCT) forms, Violence Reduction Incident

	<p>Reports (VRIR) and Security Information Reports (SIRs) when required and contribute to Incentive Earned Privileges (IEP) reports</p> <ul style="list-style-type: none"> • Rub down and pat down search prisoners as required by management • Provide quality assurance against product specification • Log attendance and approve prisoner hours worked and wages including recording piece work where appropriate • 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 prisoner reports including parole and sentence planning • Complete regime monitoring information and update prisoner training records • Contribute to Health and Safety risk assessments relating to the workshop/work of area and specialist areas • Request materials and estimate usage in order to meet work targets • Initiate product development reviews to maintain workshop/area of work output levels, and to provide variety of work and experience for prisoners • Participate in self-audit and in achieving Service Delivery Indicators (SDIs) • Complete administration activities to support the smooth running of the workshop <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>
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Civil Service Success Profile Criteria

Behaviours	<ul style="list-style-type: none"> • Making Effective Decisions • Communicating and Influencing • Working Together • Managing a Quality Service • Developing Self and Others
Strengths	We recommend you choose 4 to 8 strengths locally.

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Experience	<ul style="list-style-type: none"> • Must have relevant work experience in specialist field • 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"> • Staff will either have or work towards a level 3 Qualification in their specialism or have the equivalent experience. • May be a qualified NVQ assessor.
Ability	<ul style="list-style-type: none"> • IT Skills • Basic Maths • Basic English

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>37 hour working week</p> <p>Unsocial Hours Working- to be confirmed by recruiting manager</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>
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