



HM Prison & Probation Service

Job Description (JD) Band 3

Group Profile: Non-Vocational Instructor

Job Description: NVI: Waste Management & Recycling

Document Ref.	OR-JES-3221-JD-B3: NVI: Waste Management & Recycling v1.0
Document Type	Management
Version	1.0
Classification	Official
Date of Issue	9 th March 2026
Status	Baselined
Produced by	Job Evaluation Assurance and Support Team
Authorised by	Reward Team
JD Evidence	

Job Description

Job Title	NVI: Waste Management & Recycling
Group Profile	Non-Vocational Instructor
Organisation Level	Delivery
Band	3

Overview of the job	<p>This is a non-operational job in an establishment.</p> <p>The job holder will be responsible for providing supervision to prisoners in the waste management and recycling environments within an establishment. They will be required to transfer knowledge and skills to prisoners to ensure safe and effective waste collection and appropriate disposal.</p> <p>Some waste management units (WMU) deliver qualifications (or training to an equivalent level). This work will be delivered by a Specialist Production Instructor (SPI) and not be undertaken by the job holder. Advising the establishment on waste/recycling practices, legislation and disposal, as well as compliance with the Circular Economy and Data Submissions, should also be completed by the SPI.</p> <p>Prisoners working towards a qualification in this area will be assessed by Specialist Production Instructors. However, the job holder may be required to input supportive statements into assessments.</p> <p>Although this is a non-operational job in an establishment with no line management responsibilities, the job holder will have workshop and prisoner management responsibilities. This is a non-rotational role.</p>
Summary	<p>The job holder will be able to brief prisoners within the Waste Management Unit on what is required of them. They will be expected to build effective, appropriate and supportive relationships with the prisoner workforce through managing them in a proactive manner and promoting the decency agenda.</p> <p>Contributes to sentence planning and reducing reoffending. Applies safer custody practices and complies with national and local security standards. Responsible for high level of security, good order and hygiene within workshops areas.</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"> Supervise and escort prisoners to collect, process and dispose of waste/recycling from all areas inside the establishment. Comply with all Health and Safety policies, procedures and legislation to ensure a safe working environment.

	<ul style="list-style-type: none"> • Accurately record all waste removed from site, including weight, cost, and revenue. Contribute to control measures for restricted waste and shredding of confidential waste. • Monitor, maintain, and account for all workshop tools, equipment, and raw materials, ensuring safety and security at all times. • Open and manage the workshop area, issue tools, supervise and escort prisoner work parties, and oversee the quality of their work in line with local procedures. • Participate in the selection, induction, and training of prisoners for the workshop, covering health and safety, COSHH, machinery and tool usage, WMU objectives, workshop discipline, manual handling, and PPE. • Provide tailored support, learning, and training to prisoners, set work schedules, and manage targets and quality standards. • Supervise and control prisoners to ensure their safety, security, motivation, discipline, appraisal, and development, including conducting searches as required. • Contribute to prisoner reports, parole and sentence planning, and complete relevant documentation such as ACCTs, SIRs, IEPs, regime monitoring, training records and Progress books trackers. • Manage workshop resources by requesting materials, maintaining stock levels, logging attendance, approving prisoner hours and wages, and providing administrative support including liaison with contractors. • Maintain effective communication and security by operating radio equipment, supporting local contingency plans, escorting technical contractors, acting as banksman, and driving estates vehicles and plant equipment as required. <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>
--	---

Civil Service Success Profile Criteria

Behaviours	<ul style="list-style-type: none"> • Developing Self & Others • Communicating & Influencing • Working Together • Managing a Quality Service • Seeing the Bigger Picture
-------------------	--

OFFICIAL

Strengths	We recommend you choose 4 to 8 strengths locally.
Experience	<ul style="list-style-type: none"> • May have completed manual handling, basic security awareness and be trained in break-away techniques.
Technical requirements	<ul style="list-style-type: none"> • Demonstrate basic knowledge of the Waste Hierarchy • Understand what Waste Permits and Exemptions are • Will comply with the relevant Health & Safety policies and regulations such as COSHH.
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.
----------------------------	---

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 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>
--	---

OFFICIAL