



HM Prison & Probation Service

Job Description (JD)

Band 2

Group Profile – Support Services Facilities (SSF)

Job Description – SSF : Shop

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Job Description

Job Title	SSF : Shop
Group Profile	Support Services Facilities
Organisation Level	Support
Band	2

Overview of the job	This is a non-operational role supporting the appropriate function.
Summary	<p>The job holder will be responsible for the day to day supervision of the establishment's shop.</p> <p>This is a non-operational job in an establishment.</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"> • Run the establishment shop adhering to agreed opening times. • Deduct prisoner spends from their accounts for purchases from the shop. • Review supplies availability list to inform customers of new products and listing future supplies. • Maintain sufficient levels of stock ensuring that a range of stock that meets the ethnic needs of the population is available. • Receive and check delivery from all suppliers is correct and notify supplier of any discrepancies and returning damaged stock. • When required procure goods and services using procurement systems ensuring value for money and compliance with procurement/finance rules. • Undertake all cleaning activities to the required standard in the areas designated, using the appropriate method and cleaning equipment such as floor polishers, vacuums etc. • Ensure that activities are carried out in such a way that waste is reduced. • Comply with all Health and Safety, manual handling and Control of Substances Hazardous to Health (COSHH) regulations, reporting hazards as and when appropriate. • Carry out regular stock-take identifying any discrepancies, all discrepancies found will be recorded on the discrepancy record sheet and forwarded to the Finance Manager. • Conduct a daily tool check for the tools in the area of work in accordance with Local Security Strategy (LSS) and National Security Framework (NSF). • Carry out any relevant administrative duties as and when 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>

Behaviours	<ul style="list-style-type: none"> • Working Together • Managing a Quality Service • Communicating and Influencing • Developing Self and Others
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	
Technical Requirements	<ul style="list-style-type: none"> • Some roles require specific qualifications • Requires basic knowledge of relevant role
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>37 hour week</p> <p>HMPPS Staff on closed pay structures only</p> <p>Additional Conditioned Hours Pensionable (ACHP) Staff moving from a closed 39 hour pay structure will be eligible for the two protected pensionable additional committed hours (ACHP). They will work a 39 hour week consisting of the standard 37 hour week and a further 2 additional hours (ACHP) paid at plain time pensionable rate.</p>
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Success Profile

Behaviours	Strengths <small>It is advised strengths are chosen locally, recommended 4-8</small>	Ability	Experience	Technical
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Working Together				Some roles require specific qualifications
Managing a Quality Service				Requires basic knowledge of relevant role
Communicating and Influencing				
Developing Self and Others				