



HM Prison & Probation Service

HQ Job Description (JD)

Band 7

Directorate: Central Operational Services

Job Description – Engineering Specialist – Sheet Steel

Document Ref.	HQ-JES-1170 Engineering Specialist – Sheet Steel v2.0
Document Type	Management
Version	2.0
Classification	Official
Date of Issue	26/04/21
Status	Baselined
Produced by	Job Evaluation Assurance and Support Team
Authorised by	Reward Team
JD Evidence	

Job Description

Job Title	Engineering Specialist – Sheet Steel
Directorate	Central Operational Services - Public Sector Prison Industries (PSPI)
Band	7

Overview of the job	<ul style="list-style-type: none"> • Manage the order process for engineering products from receipt of enquiry through concept, development, costing, production and delivery to customer in support of PSPI. • Allocating work to suitable establishments ensuring the necessary technical specifications, materials, machines, logistics and workshops skills are in place to ensure customers get products to the correct quality on time. This includes negotiating with customers and production workshops acceptable delivery dates. • Giving in-depth technical support to establishment technical and management staff by way of workshop design, machine specification, product specification, production processes and quality control systems. • Working with establishments to achieve adequate manufacture to meet the demands of the internal market. • Reports to the Engineering Programme Executive, Public Sector Prison Industries. • This post is national. • No line management responsibility. • This is a non-operational role.
Summary	<p>Responsible for design, material specification, production, product quality, storage and distribution of engineered goods for internal market, crown customers and OGD supply requirements with specific responsibility for sheet steel products but not limited to.</p> <p>Responsible for the specification and procurement of necessary capital plant including new workshops when required.</p> <p>Responsible for the management and control work allocation.</p> <p>Responsible for driving up workshop performance in terms of working hours, prison training and production output in nominated establishments.</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"> • Manage engineering production in workshops ensuring customer specifications are met whilst adhering to any legal requirements including product testing by independent test houses where required. • Manage the maintenance of internal stock levels ensuring that works orders are in place to meet predicted demand levels. • Manage the production of product specifications, overseeing contracted out services where required ensuring that all necessary product testing is carried out and registered. • Produce technical procurement specifications for both materials and machinery and carry out technical assessment of supply tenders. • Manage work orders and schedule to establishments in line with contract requirements, ensuring work is allocated fairly. • Monitor industries performance in engineering workshops, taking corrective action where necessary reporting results to the Engineering Programme Executive regularly. • Manage the setting up of new product lines in line with new business requirements including the expansion of business to meet the demands of the internal market.

	<ul style="list-style-type: none"> • Provide advanced in-depth technical support to establishments in the planning and developing of new industries with regards to workshop layouts and all Plant and Equipment purchase. • Provide advanced technical advice to prison establishment staff on production line processes at pre-production and production stages. • Develop job related training for prisoners in line with product specifications and the Quality Manual at all Engineering workshops. • Produce full business cases for the purchase of any capital plant and or tools as required. • Calculate product costs and agree pricing with business development ensuring that current and up to date prices are used and ensure PSPI pricing policy is adhered to. • Work with the Engineering Programme Executive in the development of an engineering industry sector strategy. <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>
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Behaviours	<ul style="list-style-type: none"> • Managing a Quality Service • Delivering at Pace • Changing and Improving • Making Effective Decisions • Working Together • Communicating and Influencing
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Experience	<ul style="list-style-type: none"> • Sound background in the engineering industry • Proven track record in production management
Technical Requirements	<ul style="list-style-type: none"> • Recognised time served Apprenticeship in Engineering • ONC/HNC or NVQ equivalent in related industry
Ability	<ul style="list-style-type: none"> • Good communication skills and the ability to communicate at all levels

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.
----------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Hours of Work (Unsocial Hours) Allowances	<p><i>Leave Blank</i></p> <p>To be used by the JES Team only</p>
--------------------------------------------------	-------------------------------------------------------------------------

Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
-------------------	-------------------------------------------------------------------------------------	----------------	-------------------	------------------

Managing a Quality Service		Good communication skills and the ability to communicate at all levels	Sound background in the engineering industry	Recognised time served Apprenticeship in Engineering
Delivering at Pace			Proven track record in production management	ONC/HNC or NVQ equivalent in related industry
Changing and Improving				
Making Effective Decisions				
Working Together				
Communicating and Influencing				