



HM Prison & Probation Service

Job Description (JD)

Band 2

Group Profile – Support Services Facilities

Job Description – SSF: Waste Collection

Document Ref.	OR JES 419 JD B2: SSF: Waste Collection v.9.0
Document Type	Management
Version	9.0
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	SSF: Waste Collection
Group Profile	Support Services Facilities
Organisation Level	Support
Band	2

Overview of the job	<p>This is a support role in the Waste Management function.</p> <p>The job holder will be required to support meeting the waste management needs of their chosen establishment by collecting, processing and disposing of waste materials from all areas of the establishment in the most appropriate and effective way, with regard to legislative compliance and environmental issues.</p> <p>The role may have prisoner contact with parties of prisoners in their area of work as the role will be expected to work with prisoners. The role will not have responsibility for supervising prisoners or areas of work.</p>
Summary	<p>The job holder will be responsible for carrying out day to day activities within the Waste Management and Recycling unit.</p> <p>Undertaking activities towards ensuring areas of work are safe, clean and tidy whilst work is in progress.</p> <p>This is a non-operational job with no line management or supervisory duties in an establishment. This is a rotational role.</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"> • Supporting the waste management needs of their chosen establishment by collecting, processing and disposing of waste materials and recyclables. • Escort prisoners collecting and disposing of waste/recycling from with the establishment and contribute supportive statements to prisoner reports, including IEP, parole and sentence planning. • Contribute to control measures for restricted waste and undertake the collection and shredding of confidential waste. • Escort technical contractors when required, in accordance with Local Security Strategy (LSS). Maintaining regular communications via radio net in accordance with LSS. • Liaise with contractors when ordering services, including skip collection. Drive estates vehicles and operate plant equipment as needed. Whilst also being required to undertake the role of banksman directing the operation of some plant equipment or machinery.

OFFICIAL

	<ul style="list-style-type: none"> • Comply with H&S and security rules for tools and plant machinery, carrying out checks at regular intervals and completing relevant documentation in accordance with Local Security Strategy (LSS) and National Security Framework (NSF). • Comply with Health & Safety policies, procedures and legislation to ensure statutory and mandatory compliance. Report concerns to management and promotes a safe working environment. • Operate within command mode in line with local contingency plans. Undertaking incidental and emergency or urgent tasks and assignments as per Service Delivery Agreement timescales in a safe manner. <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 • Delivering at Pace • Communicating and Influencing • Developing Self and Others • Seeing the Bigger Picture
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Experience	<ul style="list-style-type: none"> • Will comply with the relevant Health & Safety policies and regulations such as COSHH. • May have completed manual handling, basic security awareness and be trained in break-away techniques and as a banksman.
Technical Requirements	
Ability	<ul style="list-style-type: none"> • Requires basic knowledge of relevant role and will be required to undertake specific training and courses in relation to waste management.

<p>Minimum Eligibility</p>	<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.
-----------------------------------	---

<p>Hours of Work (Unsocial Hours) Allowances</p>	<p>37 hour working week (standard).</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> <p>Unsocial Hours Working will be confirmed by the Recruiting Manager and only paid where applicable:</p> <p>Unsocial Hours Working 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. Unsocial hours are those hours outside 0700 - 1900hrs Monday to Friday and include working evenings, nights, weekends and Bank/Public Holidays.</p>
---	--