



HM Prison & Probation Service

Job Description (JD)

Band 4

Group Profile – Specialist Production Instructor (SPI)

Job Description – SPI : Livestock Control

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Job Description

Job Title	SPI : Livestock Control
Group Profile	Specialist 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 have responsibility for all livestock within the establishment's farm and will deliver and assess accredited vocational qualifications to prisoners.</p> <p>This is a non-operational job in an establishment with no line management responsibilities.</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 livestock within the establishment ensuring all daily animal husbandry tasks are carried out. • Manage and maintain service delivery targets such as vaccination programme and prevention of livestock disease. • Maintain the establishment's breeding programmes each according to their breed or species. • Maintain service delivery indicators in relation to prisoner National Proficiency Testing Council (NPTC) and the creation of suitable habitats and area to be opened up to the public. • Fully prepare animals for show at national competitions if required. • Maintain and carry out basic service of livestock equipment and agricultural machinery for their department ensuring they are safe and secure. <p>Undertake other instructor tasks including:</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 Reports (VRIR) and Security Information Reports (SIRs) when required and contribute to Incentive Earned Privileges (IEP) reports. • Will conduct a metal detector scan or rub down search of prisoners attending and leaving their own workshops. • Provide quality assurance against product specification.

	<ul style="list-style-type: none"> • 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/area of work 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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Behaviours	<ul style="list-style-type: none"> • Making Effective Decisions • Communicating and Influencing • Working Together • Managing a Quality Service • Developing Self and Others
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Ability	<ul style="list-style-type: none"> • IT Skills • Basic Maths • Basic English
Experience	<ul style="list-style-type: none"> • Must have relevant work experience with livestock • Preferable for candidate to have some supervisory experience • Must have experience of using agricultural machinery/tractors
Technical	<ul style="list-style-type: none"> • Must possess a full UK driving license • Currently hold or be prepared to work towards Level 3 qualification or equivalent in Agriculture • Currently hold or be prepared to work towards Level Two Award in the Safe Use of Veterinary Medicine or equivalent • Currently hold or be prepared to work towards a recognised work place assessor qualification

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 (standard).</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 as part of the normal shift commitment and a 17% payment will be paid in addition to your basic pay to recognise this. Unsocial hours are those hours outside 0700 - 1900hrs Monday to Friday and including working evenings, nights, weekends and Bank/Public holidays.</p>
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Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
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Making Effective Decisions		IT Skills	Must have relevant work experience with livestock	Must possess a full UK driving license
Communicating and Influencing		Basic Maths	Preferable for candidate to have some supervisory experience	Currently hold or be prepared to work towards Level 3 qualification or equivalent in Agriculture
Working Together		Basic English	Must have experience of using agricultural machinery/tractors	Currently hold or be prepared to work towards Level Two Award in the Safe Use of Veterinary Medicine or equivalent
Managing a Quality Service				Currently hold or be prepared to work towards a recognised work place assessor qualification
Developing Self and Others				