



HM Prison & Probation Service

Job Description (JD)

Band 4

Group Profile - Facilities and Services Supervisor (FSS)

Job Description – FSS : Waste Environmental/Amenities and Conservation

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Job Description

Job Title	FSS: Waste Environmental/Amenities and Conservation
Group Profile	Facilities and Services Supervisor
Organisation Level	Delivery
Band	4

Overview of the job	This is a Facilities and Services delivery job in an establishment with supervisory responsibilities.
Summary	<p>The job holder will be responsible for the day to day maintenance of the grounds and conservation areas within an establishment and will also be responsible for the day-to-day activities within the Waste Management unit.</p> <p>This is a non-operational job 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"> • Carry out a full range of gardening activities, gardening duties including use of machinery. • Carry out soft landscaping - turf laying and hard landscaping – laying patio stones. • Maintain establishment's grounds and conservation areas including maintenance of lawns, ponds, water features and external grounds to the establishment including woodland. • Deliver all actions in the establishment's bio-diversity action plan with reference to the development of the conservation area. • Monitor flora and fauna work within the establishment. • Work inside/outside establishment grounds, cutting, mowing and maintaining areas in accordance with accepted practice. • Submit surveys for Land Based Activities specific to site. • Carry out preventive pest control measures across area of responsibility. • Act on wildlife and conservation group's recommendations and implement these within the establishment's grounds. • Undertake small project work as advised/requested including soft and hard landscape development including erection of horticultural support structures where the situation warrants. • Set work schedules and manage targets/quality standards, maintaining delivery of contractual arrangements. • Actively contribute to recycling/waste efficiency meetings and Sustainable Development Committee Meetings. • Collect, process and dispose of waste materials from all areas of the establishment in the most appropriate and effective way, with regard to legislative compliance and environmental issues. • Liaise with contractors when ordering services, including skip collection. • Provide general advice and guidance to staff on how to manage waste more effectively and actively promote recycling within the establishment. <p>Undertake other tasks including:</p> <ul style="list-style-type: none"> • Set work schedules and manage targets/quality standards, maintaining delivery of contractual arrangements. • Maintain regular communications via radio net in accordance with Local Security Strategy (LSS).

	<ul style="list-style-type: none"> • Provide quality assurance against product specification. • 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 Health and Safety risk assessments relating to the workshop/ work of area 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"> • Delivering at Pace • Managing a Quality Service • Communicating and Influencing • Leadership
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Ability	
Experience	
Technical	<p>Staff can work towards or hold a Vocational Qualification at Level 3 in horticulture or a recognised industry equivalent and have experience in a supervisory role.</p> <p>Must be conversant with grounds maintenance practices in areas of grass maintenance, turf culture, drainage, soil husbandry, areas of ornamental horticulture including aquatics, bedding, perennial, tree and shrub culture and a working knowledge of different types of habitats and the support each provides for: insects, creatures and animals.</p> <p>Must have current knowledge of all relevant Health and Safety and Control of Substances Hazardous to Health regulations. Holding of PA2 and PA6 pesticides qualifications would be a requirement.</p> <p>May be required to be a qualified Assessor.</p> <p>Must hold a full current United Kingdom (UK) driving license.</p> <p>HMPPS staff newly promoted to a Band 4 Supervising Officer or Facilities and Services Supervisor role within Establishments will be required to undertake the Diploma in Team Leading. Newly promoted staff are expected to complete the qualification as part of the requirement of their role.</p>

	<p>Staff newly promoted into Band 4 Offender Supervisors or Specialist Officer roles within establishments will be expected to undertake the Diploma if they are covering or carrying out the role of Supervising Officer on a 'regular' basis.</p> <p>Staff working in establishments who were mapped to a Band 4 Supervising Officer or Facilities and Services Supervisor role as part of the F&S restructuring process and staff who have re-graded to Band 4 from a higher grade are not required to complete the qualification as they have previously worked at an equivalent level (or higher).</p> <p>When transferring to a Young Persons establishment the job holder will be required to successfully undertake an assessment to demonstrate suitability to work with Young People.</p>
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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>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 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 include 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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Delivering at Pace				Staff can work towards or hold a Vocational Qualification at Level 3 in horticulture or a recognised industry equivalent and have experience in a supervisory role.
Managing a Quality Service				Must be conversant with grounds maintenance practices in areas of grass maintenance, turf culture, drainage, soil husbandry, areas of ornamental horticulture including aquatics, bedding, perennial, tree and shrub culture and a working knowledge of different types of habitats and the support each provides for: insects, creatures and animals.
Communicating and Influencing				Must have current knowledge of all relevant Health and Safety and Control of Substances Hazardous to Health regulations. Holding of PA2 and PA6 pesticides qualifications would be a requirement.
Leadership				May be required to be a qualified Assessor.
Choose an item.				Must hold a full current United Kingdom (UK) driving license.
Choose an item.				HMPPS staff newly promoted to a Band 4 Supervising Officer or Facilities and Services Supervisor role within Establishments will be required to undertake the Diploma in Team Leading. Newly promoted staff are expected to complete the qualification as part of the requirement of their role.

Choose an item.				<p>Staff newly promoted into Band 4 Offender Supervisors or Specialist Officer roles within establishments will be expected to undertake the Diploma if they are covering or carrying out the role of Supervising Officer on a 'regular' basis.</p> <p>Staff working in establishments who were mapped to a Band 4 Supervising Officer or Facilities and Services Supervisor role as part of the F&S restructuring process and staff who have re-graded to Band 4 from a higher grade are not required to complete the qualification as they have previously worked at an equivalent level (or higher).</p>
Choose an item.				<p>When transferring to a Young Persons establishment the job holder will be required to successfully undertake an assessment to demonstrate suitability to work with Young People.</p>