



# HM Prison & Probation Service

## Job Description (JD)

### Band 3

### Group Profile - Production Instructor (PI)

### Job Description – PI : Enterprises

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# Job Description

<b>Job Title</b>	PI : Enterprises
<b>Group Profile</b>	Production Instructor
<b>Organisation Level</b>	Delivery
<b>Band</b>	3

<b>Overview of the job</b>	This is a non-operational job in an establishment.
<b>Summary</b>	<p>The job holder will be responsible for providing supervision, knowledge and skills to prisoners in basic assembly/packaging workshops – for example basic packing of fruit, greetings cards, breakfast packs, nuts and bolts. The job holder will ensure that all services are provided to a high standard and that security and control are maintained at all times. No qualifications are being delivered and nor is the job holder deployed in training prisoners up to the required level to gain the qualifications.</p> <p>This job description is not designed for use by job holders in specialist workshops – in these circumstances Specialist Production Instructor job descriptions should be used. However, on an exceptional short term basis job holders can supervise prisoners in more specialist workshops.</p> <p>This is a non-operational job in an establishment with no line management responsibilities.</p>
<b>Responsibilities, Activities and Duties</b>	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>• Participate in the selection process of prisoners for the workshop.</li> <li>• 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.</li> <li>• Provide support for prisoners where required; tailor learning and training requirements to individual needs.</li> <li>• Set work schedules and manage targets/quality standards, maintaining delivery of contractual arrangements.</li> <li>• Supervise, manage and control prisoners decently, safely and securely whilst carrying out all activities, with responsibility for their performance, motivation, discipline, appraisal and development.</li> <li>• Initiate product development reviews to maintain workshop/area of work output levels, and to provide variety of work and experience for prisoners.</li> <li>• Contribute to risk and health and safety assessments on consumables.</li> <li>• Ensure all tools, equipment and raw materials are safe, secure and properly accounted for.</li> <li>• Will conduct a metal detector scan or rub down search of prisoners attending and leaving their own workshops.</li> <li>• Actively contribute to prisoner reports, parole and sentence planning, Assessment, Care in Custody &amp; Teamwork (ACCT) and Security Information Report (SIRs) by providing information to case managers.</li> <li>• Maintain regular communications via radio net in accordance with Local Security Strategy (LSS).</li> <li>• 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.</li> <li>• Provide quality assurance against product specification.</li> </ul>

	<ul style="list-style-type: none"> <li>• Log attendance and approve prisoner hours worked and wages including recording piece work where appropriate.</li> <li>• Contribute to prisoner reports including parole and sentence planning.</li> <li>• Complete regime monitoring information and update prisoner training records.</li> <li>• Contribute to Health and Safety risk assessments relating to the workshop/work of area and specialist areas.</li> <li>• Request materials and estimate usage in order to meet work targets.</li> <li>• Participate in self-audit and in achieving Service Delivery Indicators (SDIs).</li> <li>• Provide administrative support for workshop activities.</li> <li>• Maintain and update systems in line with local agreements.</li> <li>• Prepare relevant documentation to managers for verification/quality checking purposes.</li> <li>• Attend and contribute to relevant meetings as required.</li> </ul> <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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<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Leadership</li> <li>• Communicating and Influencing</li> <li>• Working Together</li> <li>• Managing a Quality Service</li> </ul>
<b>Strengths</b>	It is advised strengths are chosen locally, recommended 4-8.
<b>Essential Experience</b>	
<b>Technical Requirements</b>	<ul style="list-style-type: none"> <li>• Staff can either be a qualified assessor or are expected to be trained to the appropriate level within 6 months of appointment.</li> </ul>
<b>Ability</b>	

<b>Minimum Eligibility</b>	<ul style="list-style-type: none"> <li>• All candidates are subject to security and identity checks prior to taking up post.</li> <li>• 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.</li> <li>• All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.</li> </ul>
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<b>Hours of Work (Unsocial Hours) Allowances</b>	<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 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
Leadership				Staff can either be a qualified assessor or are expected to be trained to the appropriate level within 6 months of appointment.
Communicating and Influencing				
Working Together				
Managing a Quality Service				