



# HM Prison & Probation Service

## Job Description (JD)

### Band 4

## Group Profile - Specialist Production Instructor (SPI)

### Job Description - SPI: Engineering Machining

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<b>JD Evidence</b>	

## Job Description

<b>Job Title</b>	SPI : Engineering Machining
<b>Group Profile</b>	Specialist Production Instructor
<b>Organisation Level</b>	Delivery
<b>Band</b>	4

<b>Overview of the job</b>	This is a non-operational instructional job in an establishment.
<b>Summary</b>	<p>The job holder will be responsible for providing knowledge and skills via a technical production environment so that prisoners improve their employment prospects on release with a view to reducing reoffending. The job holder will teach, instruct and supervise prisoners in all aspects of work carried out in the workshop, enabling them to meet production targets and attain nationally recognised qualifications and accreditations. The job holder is able to supervise and support prisoners in a secure custodial setting, ensuring all services are provided to a high standard and that security and control are maintained at all times.</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>• May participate in the selection process of prisoners for the workshop/area of work.</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>• Assess and evaluate skills of prisoners up to national qualification standards.</li> <li>• Supervise and maintain discipline of prisoners within workshop/area of work, responsible for performance, motivation, discipline, appraisal and development of prisoners.</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>• Will conduct a metal detector scan or rub down search of prisoners attending and leaving their own workshops.</li> <li>• Provide quality assurance against product specification.</li> <li>• Log attendance and approve prisoner hours worked and wages including recording piece work where appropriate.</li> <li>• Carry out fabric and tool checks of workshops and maintain security of areas, logging any tool/equipment faults. Undertake planned maintenance programme on machinery.</li> <li>• Contribute to prisoner reports including parole and sentence planning.</li> <li>• Complete regime monitoring information and update prisoner training records.</li> </ul>

	<ul style="list-style-type: none"> <li>• Contribute to Health and Safety risk assessments relating to the workshop/ area of work and specialist areas.</li> <li>• Request materials and estimate usage in order to meet work targets.</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>• Participate in self-audit and in achieving Service Delivery Indicators (SDIs).</li> <li>• Complete administration activities to support the smooth running of the workshop.</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>• Making Effective Decisions</li> <li>• Communicating and Influencing</li> <li>• Working Together</li> <li>• Managing a Quality Service</li> <li>• Developing Self and Others</li> </ul>
<b>Strengths</b>	It is advised strengths are chosen locally, recommended 4-8.
<b>Ability</b>	<ul style="list-style-type: none"> <li>• IT Skills</li> <li>• Basic Maths</li> <li>• Basic English</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Must have relevant work experience in specialist field</li> <li>• Preferable for candidate to have some supervisory experience</li> <li>• Should have experience of using industrial standard machinery and equipment</li> </ul>
<b>Technical</b>	<ul style="list-style-type: none"> <li>• Currently hold or be prepared to work towards Level 3 or equivalent in related subject</li> <li>• May be a qualified NVQ assessor</li> <li>• 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</li> </ul>

<b>Minimum Eligibility</b>	<p><i>Please do not alter this box</i></p> <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:</p> <p>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 in specialist field	Currently hold or be prepared to work towards Level 3 or equivalent in related subject.
Communicating and Influencing		Basic Maths	Preferable for candidate to have some supervisory experience	May be a qualified NVQ assessor
Working Together		Basic English	Should have experience of using industrial standard machinery and equipment	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
Managing a Quality Service				
Developing Self and Others				