



# HM Prison & Probation Service

## Group Profile: Skilled Delivery Specialist Band 4

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<b>JD Evidence</b>	

## Group Profile

<b>Group Profile Name</b>	Skilled Delivery Specialist
<b>Organisation Level</b>	<b>Delivery</b> - The jobs at this level will be task focused delivering defined activity or service within own area of expertise.
<b>Band</b>	4

<b>Overview</b>	<p>Job holders within this Group Profile will be skilled in a specific specialised trade. They will be responsible for repairs/maintenance within/of the establishment applying HMPPS policy adhering to security and Health &amp; Safety procedures at all times.</p> <p>These roles may involve contact with prisoners depending on their area of work.</p> <p>This is a non-operational job with no line management responsibilities.</p>
<b>Characteristics</b>	<p>Typical tasks associated with this Group Profile include:</p> <ul style="list-style-type: none"> <li>• Ensure allocated, planned maintenance and small repairs are carried out, undertake service requests raised by the computer aided facilities management system</li> <li>• Undertake survey inspections including in confined spaces and at height, recording all work and completing associated registers/logs</li> <li>• Act as a technical specialist advising on regulations, when required</li> <li>• Maintain sufficient levels of stock and when required procure goods and services using I-Procurement ensuring value for money and compliance with procurement/finance rules</li> <li>• Escort technical contractors, working with and supervising them in accordance with Local Security Strategy (LSS) when required,</li> <li>• Maintain regular communications, via radio net, in accordance with LSS</li> </ul>
<b>Job Descriptions relating to this Group Profile</b>	<p>The post is non-rotational and job holders will be required to carry out one of the job descriptions below within their area of expertise.</p> <ul style="list-style-type: none"> <li>• Skilled Delivery Specialist : Electrical</li> <li>• Skilled Delivery Specialist : Mechanical</li> </ul>
<b>Minimum Eligibility</b>	<p>All candidates are subject to security and identity checks prior to taking up post</p> <p>All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probation period within HMPPS</p> <p>All staff are required to declare whether they are a member of a group or organisation which the Prison Service considers to be racist</p>

<b>Essential Skills/Qualifications/Accreditation/Registration</b>	<p>Must have a Vocational Qualification at Level 3 or be willing to work towards gaining this qualification within an agreed timescale.</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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<b>Hours of Work and Allowances</b>	<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</p> <p>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.</p> <p>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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<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Delivering at Pace</li> <li>• Managing a Quality Service</li> <li>• Communicating and Influencing</li> <li>• Leadership</li> </ul>
<b>Strengths</b>	It is advised strengths are chosen locally, recommended 4-8.
<b>Essential Experience</b>	
<b>Technical Requirements</b>	<p>N.B these are the technical requirements for the group profile, please check the individual job description relating to this group profile for any job specific requirements and add if required.</p> <ul style="list-style-type: none"> <li>• Must have a Vocational Qualification at Level 3 or be willing to work towards gaining this qualification within an agreed timescale.</li> </ul>
<b>Ability</b>	

## Success Profile

Behaviours	Strengths  It is advised strengths are chosen locally, recommended 4-8.	Ability	Experience	Technical  N.B these are the technical requirements for the group profile, please check the individual job description relating to this group profile for any job specific requirements and add if required.
Delivering at Pace				Must hold NVQ L3 or willing to work towards within agreed timeframe
Managing a Quality Service				
Communicating and Influencing				
Leadership				