



National Offender Management Service

Job Description (JD)

Band 4

Group Profile – Specialist Production Instructor

Job Description – TV Repair Instructor

Document Ref.	OR-JES-1875-JD-B4 : SPI : TV Repair Instructor
Document Type	Management
Version	5.0
Classification	Official
Date of Issue	22 June 2022
Status	Baselined
Produced by	Job Evaluation Assurance and Support Team
Authorised by	Reward Team
JD Evidence	

Job Description

Job Title	TV Repair Instructor
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 be responsible for providing supervision, knowledge and skills to prisoners in a specialist TV Repair and Electronics workshop so they can improve their employment prospects on release with a view to reducing reoffending. The job holder will ensure that all services are provided to a high standard and that security and control is maintained at all times. The job holder will be able to teach prisoners towards achieving nationally recognised City and Guilds qualifications and may be supported by external organisations such as local colleges.</p> <p>This job description is not for use by job holders in basic assembly/packing workshops, instead Production Instructor – Enterprises should be used. However, on an exceptional short term basis job holders can supervise prisoners in more basic workshops.</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"> • May participate in the selection process of prisoners for the workshop/area of work. • Conduct mandatory fire/fabric checks at start/finish of labour. • 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). • Provide quality assurance against product specification. • Log attendance and approve prisoner hours worked and wages including recording piece work where appropriate. • Maintain security of areas, logging any tool/equipment faults. Undertake planned maintenance programme on machinery. • Will conduct a metal detector scan or rub down search of prisoners attending and leaving their own workshops.

	<ul style="list-style-type: none"> • Conduct/supervise the workshop induction for new starters, paying particular attention to Earth Free working conditions, Electric Shock hazards and the safe handling of Live electricity. • 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. Instruct trainees in PAT testing technics (carry-out random spot repairs for quality). • Request materials and estimate usage in order to meet work targets. • 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>
--	---

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.
Experience	<ul style="list-style-type: none"> • Electrical or electronics experience • Preferable for candidate to have some supervisory experience • Should have experience of using industrial standard machinery and equipment
Technical requirements	<ul style="list-style-type: none"> • Currently hold or be prepared to work towards formal qualification in related subject/area
Ability	<ul style="list-style-type: none"> • IT Skills • Basic Maths • Basic English

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.
----------------------------	---

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 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>
--	--

Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
------------	--	---------	------------	-----------

Making Effective Decisions		IT Skills	Electrical or electronics experience	Currently hold or be prepared to work towards formal qualification in related subject/area
Communicating and Influencing		Basic Maths	Preferable for candidate to have some supervisory experience	
Working Together		Basic English	Should have experience of using industrial standard machinery and equipment	
Managing a Quality Service				
Developing Self and Others				