



HM Prison & Probation Service

Job Description (JD)

Band 3

Group Profile – Prison Officer (PO)

Job Description – PO: Safe Decent & Secure

Document Ref.	OR-JES-048-JD-B3 : PO : Safe Decent & Secure v8.0
Document Type	Management
Version	8.0
Classification	Official
Date of Issue	26/02/20
Status	Baselined
Produced by	Job Evaluation Assurance and Support Team
Authorised by	Reward Team
JD Evidence	

Job Description

Job Title	PO: Safe Decent & Secure
Group Profile	Prison Officer
Organisation Level	Delivery
Band	3

Overview of the job	This is an operational job in an establishment.
Summary	<p>The job holder will supervise and support prisoners, ensuring all services are provided to a high standard and that security and control are maintained at all times, adhering to local and national policies.</p> <p>The specific duty of the jobholder is to supervise, manage and control prisoners on the Residential Unit and during daily purposeful activity decently, lawfully, safely and securely whilst carrying out all activities.</p> <p>This is an 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"> • Supervise prisoner activities including exercise and association, maintaining the general cleanliness of the wing and making sure that meals are served in line with establishment policy • Lock prisoners securely in their cells at each lock up period, keep account of the unit roll and make sure that prisoners are accounted for • Support vulnerable prisoners and pass any relevant concerns to wing managers/staff, Healthcare, Safer Custody department and personal officer • Share identified prisoner needs with reception staff • Unlock prisoners in a timely manner • Deal with any instances of self harm in-line with suicide and self harm prevention strategies • Support prisoners in-line with the Personal Officer strategy, completing reports on prisoners as requested, within time limits set, which contribute to sentence planning and prisoner progress • Encourage responsible and respectful behaviour in prisoners • Receive and progress applications and complaints • Maintain prisoner records by completing behaviour report entries and data entry onto the prisoner database • Carry out accommodation / fabric checks, including searching prisoners • Complete all administration in support of main duties including ordering cleaning materials and completing regime monitoring <p>If Residential Unit is used as a First Night/Induction accommodation, in addition to above the job holder will:</p> <ul style="list-style-type: none"> • Deliver an effective induction in line with requirements • Interview new arrivals ensuring a needs assessment is completed and appropriate referrals are made for prisoners who require interventions • Brief all prisoners giving clear guidance and ensuring they are aware of how to seek help and information • Deal with any prisoners concerns or issues raised at the induction meeting • Coordinate and support listeners network ensuring that any advice given is supportive and accurate

	<ul style="list-style-type: none"> • Share identified prisoner needs with reception staff <p>If Residential Unit is used as a Care and Separation Unit (CASU) accommodation, in addition to the job holder will:</p> <ul style="list-style-type: none"> • Advise staff on adjudications processes, check all paperwork is correct including any relevant evidence available. Escort prisoners to the adjudication room, supervise and on completion of adjudications, update prisoner database accordingly • Collate referrals for the Independent Adjudicator • Enter any adjournments into cells diary with details and place in appropriate file/tray • Liaise with relevant department/agencies for Mandatory Drug Testing (MDT) referrals • Be aware of any prisoner care plans, history sheets and observation book entries; hourly observations and recording of all prisoners who are awarded cellular confinement in compliance with national segregation policies • Complete and collate all Control and Restraint, mechanical restraints and dirty protest paperwork for prisoners located within the unit • Work with healthcare , safeguarding, outgoing care and planning <p>Undertake other Prison Officer tasks as follows:</p> <ul style="list-style-type: none"> • Supervise, manage and control prisoners decently, lawfully, safely and securely whilst carrying out all activities • Exercise the power of a Constable • Conduct searches on prisoners, staff and visitors as required • Undertake external escorts • Undertakes 'first on scene' incident response • Maintain and update systems in-line with local agreements • Prepare relevant documentation to managers for verification / quality checking purposes • Attend and contribute to relevant meetings as required • Complete and update Personal Emergency Evacuation Plan • Establish, develop and maintain professional relationships with prisoners and staff • Understand and comply with national/local policies and legislation <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"> • Communicating and Influencing • Managing a Quality Service • Making Effective Decisions • Caring
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	

Technical Requirements	<p>Job holders must complete specific training in their specialism once they take up post. All candidates are required to pass an on line application and numeracy assessment, attend and pass a variety of assessments at Recruitment Assessment Centre; these include a written assessment, role plays, medical assessment and a fitness test.</p> <p>If successful in your application, your continuation in this role is dependent on passing all modules within the initial Prison Officer Entry Level Training (POELT), which is a pathway to becoming a fully competent Prison Officer. Failure to successfully complete and pass POELT course could result in your removal from this role and may result in the termination of your employment. Following completion of the POELT course you will be subject to a 12 month probationary period.</p>
Ability	<ul style="list-style-type: none"> • Fitness Standard • Medical Standard • Numerical Ability • Successful completion of POELT and probation period • Must have Custodial Care National Vocational Qualification (NVQ) 3 • Must be trained in restraint techniques

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>Additional Conditioned Hours (ACH)</p> <p>Band 3 Prison Officers have the option to commit to working between 1 -4 Additional Committed Hours (ACH) on top of the standard 37 hour week. These hours are non-pensionable and paid at an enhanced rate.</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>ACHP in the Prison Officer Band 3 role is only available to staff opting in to Fair & Sustainable from a 39 hour pay structure on level transfer. Staff on promotion or regrade are eligible for 1 to 4 Additional Committed Hours (ACH) per week.</p> <p>Unsocial Hours Working</p> <p>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 evening, nights, weekends and Bank / Public holidays</p>
--	--

Success Profile



Communicating and Influencing		Fitness Standard		
Managing a Quality Service		Medical Standard		
Making Effective Decisions		Numerical Ability		
Working Together		Successful completion of POELT and probation period		
		Must have Custodial Care National Vocational Qualification (NVQ) 3		
		Must be trained in restraint techniques		