



# HM Prison & Probation Service

## Job Description (JD)

### Band 2

#### Group Profile – Support Services Operations (SSO)

#### Job Description – SSO : Operational Support Grade Driver

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## Job Description

<b>Job Title</b>	SSO : Operational Support Grade Driver
<b>Group Profile</b>	Support Services Operations
<b>Organisation Level</b>	Support
<b>Band</b>	2

<b>Overview of the job</b>	This is a support services operations job in an establishment.
<b>Summary</b>	<p>The job holder will navigate journeys; drive official vehicles transporting prisoners and their escorts to and from the establishment. They will also complete deliveries and collection of items. They will also be flexibly deployed to provide a range of other support service activities within operational areas of an establishment when required.</p> <p>This is an operational support job 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>• Transport prisoners and their escorts to their destination in the cellular vehicle, including Category A Prisoner escorts accompanied by Police.</li> <li>• Receive and act upon briefings from Security Manager/Governor/Escort In-Charge.</li> <li>• Complete weekly and daily vehicle inspection, including any equipment held on board; clean, fill with fuel and take to garage when required.</li> <li>• Maintain appropriate contact with establishments while on external duties.</li> <li>• Complete driving log and vehicle defect logs.</li> <li>• Check staff on escorting duties on entry and exit to the establishment; follow set procedures for doors and locks on cellular vehicles and will hold relevant keys.</li> <li>• Plan routes, including any overnight stays/safe havens and maintain awareness of the call sign for the police radio.</li> <li>• Stay with the vehicle whilst escorts take prisoner to location.</li> <li>• Maintain the security of the vehicle at all times, including during overnight stops.</li> <li>• Search destination before prisoner is released from the cellular vehicle.</li> <li>• Understand, apply and conform to national and local policies.</li> <li>• Undertake weekly and daily vehicle inspections including any equipment held on board, taking remedial action where required.</li> <li>• Transport goods as required including the delivery of recycled goods to recycle outlets.</li> <li>• Maintain appropriate contact with establishments while on external duties.</li> <li>• Complete all deliveries and collections of items including loading and unloading as per contract.</li> </ul> <p>Undertake other support services tasks including:</p> <ul style="list-style-type: none"> <li>• Gate/Portal duties: ensure the secure entry and exit of staff, visitors/ vehicles, carry out searches of staff, prisoners, visitors, contractors and vehicles. Issue and collect staff keys / radios.</li> <li>• Contractor Escorts: be responsible for identifying and escorting vehicles and contractors within the establishment.</li> <li>• Emergency Control Room/Control Room: operate the establishment radio system and CCTV to ensure the security of the establishment through secure movement</li> </ul>

	<p>of persons and vehicles. May be required to train staff in radio procedures. May also be required to review CCTV tapes of visits, labelling and storing in compliance with protocols.</p> <ul style="list-style-type: none"> <li>• Visits: book visits, identify and process visitors on their arrival, ensuring all visitors both domestic and official are appropriately searched and their details are collated, escorting them if required; Monitor CCTV.</li> <li>• Censors/Correspondence: monitor/log mail and phone calls made and received by prisoners.</li> <li>• Night Duties: ensure cell doors are locked/secure and all prisoners are safely accounted for.</li> <li>• Reception: ensure that any prisoner queries and property are processed appropriately; Photograph prisoners; Collate all relevant documentation for the Reception/Property process; Search/x-ray all incoming prisoner property and parcels accepted in Reception; Receive items for prisoners and check all seals are intact on property storage.</li> <li>• Prisoner supervision: supervise prisoners as required. Undertake prisoner clothing/property exchange. Assist with free flow movement when required.</li> <li>• Food delivery: undertake food trolley delivery and collection, which may involve use of an electric tug vehicle.</li> <li>• Understand, apply and conform to national and local policies.</li> <li>• Respond appropriately to invoke emergency procedures in line with Local Security Strategy and National Security Framework, utilising knowledge of local contingency plans and the actions required in relation to incidents. Any initial decisions or actions will need to be referred to management for further action.</li> <li>• Undertake administrative duties relating to area of work 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>• Communicating and Influencing</li> <li>• Working Together</li> <li>• Managing a Quality Service</li> <li>• Delivering at Pace</li> </ul>
<b>Strengths</b>	<p>N.B. The below are for guidance only, it is advised strengths are chosen locally, recommended 4-8.</p> <ul style="list-style-type: none"> <li>• Adaptable</li> <li>• Disciplined</li> <li>• Service Focused</li> <li>• Team Player</li> </ul>
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• Use of IT</li> </ul>
<b>Technical Requirements</b>	<ul style="list-style-type: none"> <li>• Valid Driving Licence which must include D1 vehicle category</li> <li>• Required to undertake a 2 week OSG induction</li> </ul>
<b>Ability</b>	<ul style="list-style-type: none"> <li>• Numerical skills</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>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 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>
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## Success Profile

Behaviours	Strengths  N.B. The below are for guidance only, it is advised strengths are chosen locally, recommended 4-8.	Ability	Experience	Technical
Communicating and Influencing	Adaptable	Numerical skills	Use of IT	Valid Driving Licence which must include D1 vehicle category
Working Together	Disciplined			Required to undertake a 2 week OSG induction
Managing a Quality Service	Service Focused			
Delivering at Pace	Team Player			