



HM Prison & Probation Service

HQ Job Description (JD)

Band 5

Directorate: Security

Job Description – National Dog Inspectorate - NDTSG

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Job Description

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<p>Overview of the job</p>	<p>This is an operational role within the Directorate of Security. This post is required to assist the Head of NDTSG in the management and effective delivery of all Dog Services for the Organisation by providing Public and Contracted Prisons with support and advice.</p> <p>Will manage and oversee HMPPS dog training delivery, ensuring all HMPPS dog courses are current, fit for purpose and are being delivered by accredited HMPPS dog trainers in accordance with each course curriculum.</p> <p>Will manage an efficient and cost effective programme of accreditation by assessment, and licensing.</p> <p>Will manage an effective programme of monitoring operational deployment, ensuring HMPPS dog teams are delivering a quality service and are policy and legislation compliant.</p> <p>The job holder will manage the deployment of specialist dog resources to operational incidents/emergencies on an “on call” 24/7 basis for HMPPS, public and contracted prisons and immigration centres. The job holder is required to manage, advise, plan and offer resolution to Gold and Silver Commanders for all firearms and explosive searches. The job holder will be required to handle and deploy a search dog. The job holder will be required to work unsocial hours.</p> <p>Staff travel from home to permanent work base (Kidlington or Hatfield) is in their own time.</p>
<p>Summary</p>	<p>The post holder will provide an independent assessment and licensing group for all prison dogs. Will ensure the effective delivery and provision of mandatory accreditation to all General-Purpose Dog and Search Dog Teams in accordance with the standards laid down in HMPPS policy framework, supplementary guidance, and current legislation.</p> <p>The post holder will manage the deployment of national specialist teams and resources (including but not limited to dog handlers and dedicated search teams) to manage national emergencies including firearms and explosive searches.</p>

	<p>The post holder will also manage all dog related incidents including dog bites, missing/lost dogs and allegations made against a handler in connection with the care, health, welfare or security of their dogs.</p> <p>Dog handler care and maintenance allowance is applicable.</p>
<p>Responsibilities, Activities and Duties</p>	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Manage the effective delivery and provision of mandatory accreditation to all General Purpose Dog and Search Dog Teams in accordance with the relevant standards/policies and current legislation. To assist in the achievement of Prison Service Objectives in the National Dog and Technical Support Group. • Plan and implement the national delivery of licensing and accreditation by the Inspectorate for all prison dogs to the standards in conjunction with the Head of NDTSG. • Ensure provision of licensing documentation and reports to establishments. Maintain an up to date and accurate NDTSG Licensing Database. • Undertake a programme of support and quality assurance visits to assist establishments and areas in ensuring compliance with National Performance Standards. • As directed by the Head of NDTSG, undertake dog unit and training aids audits, taking into account procedures and services approved in HMPPS Dog Policy, supplementary guidance and other relevant legislation and documents. • As directed by the Head of NDTSG, assist establishments and area teams with dog related investigations. • Advise Senior Managers on animal welfare law and legislation. • The Inspectorate are available during periods of 'on call', and at other times as directed by the National Incident Management Unit (NIMU) or the ORRU Duty Managers. • The National Dog Inspectorate plan, organise and implement a framework of local, regional and national dog trials for general purpose and search dogs on an annual basis. • Manage and update all national dog curriculum courses to ensure these meet the requirements of HMPPS dog policy, national canine accreditation standards, health and safety, animal welfare legislation and local requirements. • Represent Head of NDTSG at relevant local and national meetings, providing input into policy/training curriculum. • Provide assistance for general specialist enquiries and specific policy support to national directorates, Regional offices and establishments. The Inspectorate will also undertake special assessments of prison dogs following any incidents of operational bites or near misses. • Attend meetings and development workshops to provide constructive input on current policy and development of National policy as required. • Undertake or take part in accreditation appraisals for internal and external providers of training for prison dogs as directed

by the Head of NDTSG. Deliver an effective accreditation process for Prison Service dog trainers. Maintain an up to date database for accredited dog training staff.

- Ensure that all HMPPS dog trainers are accredited for the provision of training in accordance with the standards laid down in the HMPPS dog policy and as directed by the Head of NDTSG.

Undertake other tasks as follows:

- Understand, apply and conform to national and local policies.
- Establish, develop and maintain professional relationships with prisoners and staff.
- 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 including inter service and multi-agency organisations.

Undertake other management tasks including:

- Ensure that all staff supervise, manage and control prisoners decently, lawfully, safely and securely whilst carrying out all activities.
- Work collaboratively with other managers.
- Promotes Prison Service policy in all activities and behaviours by promoting diversity, decency, safety and reducing re-offending agendas.
- Ensure all HMPPS standards and Service Delivery Indicators (SDIs) are implemented and managed within the relevant work area.
- Ensure all national and local policies/procedures are implemented and compliant with National Security Framework (NSF), Local Security Strategy (LSS).
- Attend as directed any relevant boards/meetings.
- Provides management and direction to staff within their area of responsibility through briefings, building informal and formal relationships and effective communication.
- Produce relevant reports as required and ensure all correspondence is replied to within agreed timescales.
- Manage resources to deliver the activities within the area of responsibility and contribute to the short-to-medium term business planning process.
- Ensure you and other ORRU staff have access to Post Incidents Care in line with local and national policies.
- Manage a safe working environment for staff, prisoners and visitors. Ensure Health and Safety legislation is followed ensuring Safe Systems of Work (SSOW) and risk assessments are completed in a timely manner and any faults reported promptly.
- Assist the Head of NDTSG and NDTSG Heads of Centres.

	<p>From time to time, you may be required to undertake additional activities which are appropriate to the level of your Group Profile (GP).</p> <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>
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Civil Service Success Profile Criteria

Behaviours	<ul style="list-style-type: none"> • Making Effective Decisions • Changing and Improving • Communicating and Influencing • Leadership • Managing a Quality Service • Delivering at Pace
Strengths	<p>(Note: we recommend you choose 4 to 8 strengths locally – select from the list of Civil Service strength definitions on the intranet.</p>
Experience	<ul style="list-style-type: none"> • Experience as a HMPPS general purpose dog handler and/or search dog handler. • Experience in HMPPS dog training delivery for general purpose dogs and/or search dogs.
Technical Requirements	<ul style="list-style-type: none"> • A HMPPS qualified dog handler with a minimum of 5 years' experience. • An accredited HMPPS dog trainer in general purpose dogs and/or search dogs. • Extensive knowledge of HMPPS dog policy and animal welfare law and legislation. • Undergo fitness test in line with the staff fitness testing policy. • Ability to work towards and pass level 3 Driver Response training.
Ability	<ul style="list-style-type: none"> • Your ability and potential to perform to the required standard will be assessed during application and an interview. • Good communication skills and ability to communicate to all levels of the organisation. • Knowledge and understanding of the capabilities and limitations of dogs within HMPPS.

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.
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<p>Hours of Work (Unsocial Hours) Allowances</p>	<p>37 hour working week (standard).</p> <p>HMPPS Staff on closed pay structures only: 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 payment at the current approved organisation rate will be made 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>
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