



# HM Prison & Probation Service

## Job Description (JD)

### Band 4

### Group Profile – Prison Officer Specialist (POS)

### Job Description – POS : Programmes Facilitator

<b>Document Ref.</b>	OR-JES-043-JD-B4 : POS : Programmes Facilitator v9.0
<b>Document Type</b>	Management
<b>Version</b>	9.0
<b>Classification</b>	Official
<b>Date of Issue</b>	3 March 2022
<b>Status</b>	Baselined
<b>Produced by</b>	Job Evaluation Assurance and Support Team
<b>Authorised by</b>	Reward Team
<b>JD Evidence</b>	

## Job Description

<b>Job Title</b>	POS : Programmes Facilitator
<b>Group Profile</b>	Prison Officer Specialist
<b>Organisation Level</b>	Delivery 3-4
<b>Band</b>	4

<b>Overview of the job</b>	This is an operational job in an establishment.
<b>Summary</b>	<p>The job holder will be a Prison Officer who will have additional specialist training in Programme Facilitation to carry out this job.</p> <p>They will supervise and support prisoners in a secure custodial setting, ensuring all services are provided to a high standard and that security and control are maintained at all times.</p> <p>They will also be deployed as a Supervising Officer where required.</p> <p>This is an operational job with no line management; however they will have supervisory responsibilities for staff.</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>• Deliver interventions in a group or individual basis, arranging the session and resources required.</li> <li>• Prepare appropriate material for effective sessions for delivery to all prisoners identified through the formal selection process (minimum of twice weekly) and deliver staff awareness training monthly.</li> <li>• Complete semi-structured interviews with prisoners identified through the formal selection process and provide feedback to participants between session work.</li> <li>• Writes a course report for each prisoner at the end of each programme where appropriate and provides an overall course report summarising the course's impact where appropriate.</li> <li>• Inform programme/treatment manager of all planned absences.</li> <li>• Contribute to risk assessments, consent sessions and other necessary administrative work for prisoners referred to the relevant programme and deliver the prisoner induction package.</li> <li>• Write post programme reports for each intervention completed and attend post programme progress reviews.</li> <li>• Attend meetings arranged by the Accredited Intervention Management (AIM) team.</li> <li>• Undertake motivational interviewing pre, during and post course.</li> <li>• Undertake programme support sessions.</li> <li>• Work closely with other departments to address offending behaviour.</li> <li>• Attend Offender Assessment and Sentence Management (OASys) sentence planning boards and where appropriate contribute to MAPPA Reviews.</li> </ul> <p>Undertake other tasks including:</p> <ul style="list-style-type: none"> <li>• Supervise, manage and control prisoners decently, lawfully, safely and securely whilst carrying out all activities.</li> <li>• Exercise the powers of a Constable.</li> </ul>

	<ul style="list-style-type: none"> <li>• Conduct searches on prisoners, staff and visitors as required.</li> <li>• Undertake external escorts.</li> <li>• Undertakes 'first on scene' incident response.</li> <li>• Maintain and update systems in line with local agreements.</li> <li>• Prepare relevant documentation for managers for verification / quality checking purposes.</li> <li>• Attend and contribute to relevant meetings as required.</li> <li>• Complete and update Personal Emergency Evacuation Plan.</li> <li>• Establish, develop and maintain professional relationships with prisoners and staff.</li> <li>• Understand and comply with national/local policies and legislation.</li> </ul> <p>When required act as a Supervising Officer (SO) as per the following job descriptions:</p> <ul style="list-style-type: none"> <li>• SO : Safe, Decent and Secure / YP</li> <li>• SO : Operations / YP</li> <li>• SO : Special Unit</li> <li>• SO : Category A Escorts</li> <li>• SO : Nights / YP</li> <li>• SO : Regime</li> <li>• SO : PEI</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>
--	--

<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Delivering at Pace</li> <li>• Leadership</li> <li>• Communicating and Influencing</li> <li>• Working Together</li> <li>• Managing a Quality Service</li> </ul>
<b>Strengths</b>	It is advised strengths are chosen locally, recommended 4-8.
<b>Essential Experience</b>	Must be competent in custodial procedures, including dynamic risk assessments.
<b>Technical requirements</b>	<ul style="list-style-type: none"> <li>• Successful completion of POELT and probation period.</li> <li>• Must have Custodial Care National Vocational Qualification (NVQ) 3.</li> <li>• Must be trained in restraint techniques.</li> <li>• Must successfully complete OASys for assessors and Offender Supervisor Foundation training once in post, and then other specialist training as required.</li> <li>• They must also be competent in custodial procedures, be trained and annually refreshed in control and restraint techniques.</li> <li>• 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.</li> </ul>
<b>Ability</b>	

<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>
----------------------------	---

<b>Hours of Work (Unsocial Hours) Allowances</b>	<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 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

<b>Behaviours</b>	<b>Strengths</b> <small>It is advised strengths are chosen locally, recommended 4-8</small>	<b>Ability</b>	<b>Experience</b>	<b>Technical</b>
-------------------	--	----------------	-------------------	------------------

Delivering at Pace			Must be competent in custodial procedures, including dynamic risk assessments.	Successful completion of POELT and probation period.
Leadership				Must have Custodial Care National Vocational Qualification (NVQ) 3.
Communicating and Influencing				Must be trained in restraint techniques.
Working Together				Must successfully complete OASys for assessors and Offender Supervisor Foundation training once in post, and then other specialist training as required.
Managing a Quality Service				They must also be competent in custodial procedures, be trained and annually refreshed in control and restraint techniques.
				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.