



# HM Prison & Probation Service

## Job Description (JD)

### Band 4

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

#### Job Description – POS : Therapeutic Community Programmes

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<b>JD Evidence</b>	

## Job Description

<b>Job Title</b>	POS : Therapeutic Community Programmes
<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 within an establishment focusing on delivery of therapeutic programmes in a residential setting.
<b>Summary</b>	<p>The job holder will be a Prison Officer who will have additional specialist Programme Facilitation training 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 and rotational 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 within a group or on an individual basis, arranging the session and resources required</li> <li>• Facilitate small therapy groups and community sessions with prisoners</li> <li>• Complete interviews with prisoners identified through the formal selection process and provide feedback to participants between session work</li> <li>• Contribute to an end of therapy report for each prisoner summarising progress made and evidencing reduction of risk</li> <li>• Provide feedback to participating prisoners, produce case notes and assessment reports on participants, ensuring that therapeutic risks are identified and accurately record how risks are being addressed</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>• Devise care plans according to needs identified in the assessment in collaboration with views of team</li> <li>• Attend and contribute to briefings, multi-disciplinary team meetings including post programme progress reviews</li> <li>• Undertake counselling 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 Multi-Agency Public Protection Arrangements (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> <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> </ul>

	<ul style="list-style-type: none"> <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>
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<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>	<ul style="list-style-type: none"> <li>• Must be competent in custodial procedures, including dynamic risk assessments.</li> </ul>
<b>Technical Requirements</b>	<ul style="list-style-type: none"> <li>• Will undertake Therapeutic Community Accredited Training (TCAT) 1, 2, 3 Course when taking up post.</li> <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>• 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>
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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:  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>
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## 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>
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Delivering at Pace			Must be competent in custodial procedures, including dynamic risk assessments	Will undertake Therapeutic Community Accredited Training (TCAT) 1, 2, 3 Course when taking up post.
Leadership				Successful completion of POELT and probation period
Communicating and Influencing				Must have Custodial Care National Vocational Qualification (NVQ) 3
Working Together				Must be trained in restraint techniques
Managing a Quality Service				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.