



HM Prison & Probation Service

Group Profile: Supervising Officer Band 4

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Group Profile

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| Group Profile Name | Supervising Officer |
| Organisation Level | Delivery - The jobs at this level will be task focus delivering defined activity or service within own area of expertise. The job holder will assist in the rehabilitation of prisoners, to reduce their re-offending and to lead purposeful lives upon completion of their sentence. |
| Band | 4 |

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| Overview | Job holders within this Group Profile will provide day to day supervision for Prison Officers and Operational Support Grades (OSG). They will supervise and coordinate the delivery of the establishment's regime and activities within residential unit/areas to ensure all local/national policies are maintained. These are operational and prisoner-facing roles with no line management responsibilities. |
| Characteristics | <p>Typical tasks associated with this Group Profile include:</p> <ul style="list-style-type: none"> • Supervise all staff within their area of responsibility, ensuring they are briefed on the work for the day • Prepare and deliver team briefings and handovers as appropriate • Supervise and prioritise activities in-line with local procedures ensuring workload/regime is delivered escalating issues to Custodial Manager when required • Promotes Prison Service policy in all activities and behaviours by promoting diversity, decency, safety and reducing re-offending agendas • Supervise and support Prison Officers and other staff when dealing with prisoner applications and other issues raised by prisoners • Supervise and support Prison Officers with actions arising from Standard Audit, His Majesty Inspectorate of Prisons (HMIP) Action Plans, Managing Quality of Prison Life (MQPL) surveys including local self audit action plan • Co-ordinate any paperwork for the Incentive and Earned Privileges (IEP) scheme, completing relevant documentation for submission to Custodial Manager • Support and create a safe working environment for staff, prisoners and visitors by adhering to Health and Safety legislation, ensuring Safe Systems of Work (SSOW) and Risk Assessments are followed reporting incidents to Custodial Manager • Coach and mentor staff including new recruits and arrange for other staff to provide mentoring support as required Prison Officer Entry Level Training (POELTs) and new graduates • Co-ordinate and collate data concerning their area of work • Co-ordinate initial staff response at the scene of an incident until a Custodial Manager is present • Contribute to the development and application of local policy, procedures and practice |

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| | <ul style="list-style-type: none"> • Contribute to staff appraisals by providing relevant performance information to line managers • Allocate daily staff resources to activity within their unit where appropriate • Manage a caseload of Assessment Care Custody Teamwork (ACCT) within their work area • Discharging prisoners subject to local Risk Assessment • Carry out checks as required e.g. Cell Sharing Risk Assessment (CSRA), Incentives and Earned Privileges (IEP) |
| Job Descriptions relating to this Group Profile | <p>The Job holder once in post will be in matched to a job description a sample list is attached below. The post is rotational so the job holder could during their career carry out the role of different job descriptions</p> <ul style="list-style-type: none"> • Supervising Officer : Cat A Escorts • Supervising Officer : Nights • Supervising Officer : Nights YP • Supervising Officer : Operations • Supervising Officer : Operations YP • Supervising Officer : PEI • Supervising Officer : Regime • Supervising Officer : Residential Therapeutic Communities • Supervising Officer : Safe Decent and Secure • Supervising Officer : Safe Decent and Secure YP • Supervising Officer : Special Secure Unit • Supervising Officer : Safe Decent and Secure IRC • Supervising Officer : Regime IRC • Supervising Officer : Nights IRC • Supervising Officer : Operations IRC • Supervising Officer : Special Secure Unit (Wing) |
| Minimum Eligibility | <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 considers to be racist. |
| Essential Skills/Qualifications/Accreditation/Registration | <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> <p>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.</p> |
| Hours of Work and Allowances | <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> |

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| | <p>Unsocial Hours Working</p> <p>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.</p> <p>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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| Behaviours | <ul style="list-style-type: none"> • Delivering at Pace • Leadership • Communicating and Influencing • Working Together • Managing a Quality Service |
| Strengths | It is advised strengths are chosen locally, recommended 4-8. |
| Essential Experience | Must be competent in custodial procedures, including dynamic risk assessments. |
| Technical Requirements | <p>N.B these are the technical requirements for the group profile, please check the individual job description relating to this group profile for any job specific requirements and add if required.</p> <ul style="list-style-type: none"> • Successful completion of POELT and probation period • Must have Custodial Care National Vocational Qualification (NVQ) 3 or Officer Apprenticeship • Must be trained in restraint techniques |
| Ability | |