



HM Prison & Probation Service

Job Description (JD)

Band 4

Group Profile – Specialist Production Instructor (SPI)

Job Description – SPI : Waste Environmental

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Job Description

Job Title	SPI : Waste Environmental
Group Profile	Specialist Production Instructor
Organisation Level	Delivery
Band	4

Overview of the job	<p>This is a non-operational instructional job in an establishment.</p> <p>All staff have a responsibility to safeguard and promote the welfare of children. The post holder must undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.</p>
Summary	<p>The job holder will be responsible for the day-to-day activities within the Waste Management unit.</p> <p>This is a non-operational job in an establishment with no line management responsibilities.</p>
Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Complete administration activities to support the smooth running of the workshop. • Collect, process and dispose of waste materials from all areas of the establishment in the most appropriate and effective way, with regard to legislative compliance and environmental issues. • Liaise with contractors when ordering services, including skip collection. • Provide general advice and guidance to staff on how to manage waste more effectively and actively promote recycling within the establishment. • Carry out insect control measures within work area. • Actively contribute to recycling/waste efficiency meetings and Sustainable Development Committee Meetings. <p>Undertake other instructor tasks including:</p> <ul style="list-style-type: none"> • May participate in the selection process of prisoners for the workshop/area of work. • Induct prisoners to the workshop/area of work and train them in aspects such as Health and Safety, Control of Substance Hazardous to Health (COSHH), machinery and tools usage. • Provide support for prisoners where required; tailor learning and training requirements to individual needs. • Set work schedules and manage targets/quality standards, maintaining delivery of contractual arrangements. • Assess and evaluate skills of prisoners up to national qualification standards. • Supervise and maintain discipline of prisoners within workshop/area of work, responsible for performance, motivation, discipline, appraisal and development of prisoners. • Maintain regular communications via radio net in accordance with Local Security Strategy (LSS). • Open and complete Assessment Care in Custody and Teamwork (ACCT) forms, Violence Reduction Incident Reports (VRIR) and Security Information Reports (SIRs) when required and contribute to Incentive Earned Privileges

	<p>(IEP) reports.</p> <ul style="list-style-type: none"> • Will conduct a metal detector scan or rub down search of prisoners attending and leaving their own workshops. • Provide quality assurance against product specification. • Log attendance and approve prisoner hours worked and wages including recording piece work where appropriate. • Carry out fabric and tool checks of workshops and maintain security of areas, logging any tool/equipment faults. Undertake planned maintenance programme on machinery. • Contribute to prisoner reports including parole and sentence planning. • Complete regime monitoring information and update prisoner training records. • Contribute to Health and Safety risk assessments relating to the workshop/ area of work and specialist areas. • Request materials and estimate usage in order to meet work targets. • Initiate product development reviews to maintain workshop/area of work output levels, and to provide variety of work and experience for prisoners. • Participate in self-audit and in achieving Service Delivery Indicators (SDIs). • Complete administration activities to support the smooth running of the workshop. <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.</p>
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Behaviours	<ul style="list-style-type: none"> • Making Effective Decisions • Communicating and Influencing • Working Together • Managing a Quality Service • Developing Self and Others
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	<ul style="list-style-type: none"> • Must have relevant work experience in a waste management environment • Preferable for candidate to have some supervisory experience • Should have experience of using industrial standard machinery and equipment
Technical Requirements	<ul style="list-style-type: none"> • Currently hold or be prepared to work towards Level 3 or equivalent in Waste related subject
Ability	<ul style="list-style-type: none"> • IT Skills • Basic Maths • Basic English

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 consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	<p>37 hour working week (standard).</p> <p>Unsocial Hours Working will be confirmed by the Recruiting Manager and only paid where applicable:</p> <p>Unsocial Hours Working:</p> <p>This role requires working regular unsocial hours as part of the normal shift commitment 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 including working evenings, nights, weekends and Bank/Public holidays</p>
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Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
Making Effective Decisions		IT Skills	Must have relevant work experience in a waste management environment	Currently hold or be prepared to work towards Level 3 or equivalent in Waste related subject
Communicating and Influencing		Basic Maths	Preferable for candidate to have some supervisory experience	
Working Together		Basic English	Should have experience of using industrial standard machinery and equipment	
Managing a Quality Service				
Developing Self and Others				