



# HM Prison & Probation Service

## Job Description (JD)

### Band 4

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

#### Job Description – POS : Use of Force Coordinator

<b>Document Ref.</b>	OR-JES-2654-JD-B4 : POS : Use of Force Coordinator v6.0
<b>Document Type</b>	Management
<b>Version</b>	6.0
<b>Classification</b>	Official
<b>Date of Issue</b>	13 July 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 : Use of Force Co-ordinator
<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 undergone selection and received additional specialist training in Use of Force (UoF) in order to fulfil the role and support the establishment with Use of Force issues.</p> <p>The job holder will have responsibility for the delivery of UoF training and subsequent staff assessments. Their role will also encompass all elements monitoring UOF that informs and enables the development of future operational practice at both a local and national level.</p> <p>This is an operational job with no line management.</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 UoF training directly to staff including, but not limited to, roll-out, refresher and as part of the Initial training process. The training will consist of all elements within the Use of Force syllabus including the physical techniques, medical advice and aspects of behaviour management.</li> <li>• Review learning outcomes, assess staff competency levels and understanding based on their observation and questioning of learners during training (and on an ongoing basis where warranted as a result of investigating an incident).</li> <li>• Monitor staff application and Use of Force in practice, identifying and addressing training needs, processes (i.e. debriefing, data collection) and governance arrangements (i.e. Use of Force committee).</li> <li>• Review all Use of Force paperwork to ensure the appropriate details are included and that the reports are consistent with BWVC and close circuit television (CCTV) footage where available.</li> <li>• Review and potentially play a role in any investigation resulting from Use of Force incidents, including Use of Force reports, BWVC and CCTV footage.</li> <li>• Help deliver any recommendations made as a result of investigation, and inform senior managers of the outcome of any actions taken as a consequence.</li> <li>• Analyse local Use of Force data to identify and address any issues or areas for improvement (i.e. staff training needs).</li> <li>• Play a part in supporting the Governor alongside other relevant colleagues to fulfil their duties regarding: Use of Force training targets, developing robust governance arrangements and effective processes to monitor Use of Force within the establishment; and the investigation of restraint-related incidents/complaints.</li> <li>• Attend Use of Force meetings and appropriate forums that monitor Use of Force and behaviour management issues within the establishment.</li> <li>• Play a role in conducting and monitoring the delivery and outcomes of Use of Force and Incident debriefs with staff.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide advice and guidance to staff post incident in completing Use of Force paperwork correctly if required. Deliver initial report writing training to POELTs during their shadow week before 'go live' to ensure clear expectations regarding quality of paperwork are set.</li> <li>• Provide advice and support to the Duty Governor and Orderly Officer in the event of a pre-planned intervention.</li> <li>• Provide advice to Silver Command in the event of an incident requiring the command suite opening.</li> <li>• Maintain Use of Force Advanced Key Performance Target Figures.</li> <li>• Manage Use of Force training database, working closely with the People Hub to organise regular refresher training sessions.</li> <li>• Introduce Personal Safety database, working closely with the People Hub and other departments to organise regular training sessions for all staff and volunteers working in HMP Wandsworth.</li> <li>• Implementation and delivery of Bronze Incident Training to Custodial Managers and Supervising Officers, to ensure correct processes are adhered to in the case of a serious incident.</li> <li>• Hold and chair a monthly Use of Force Instructor meeting to discuss; UoF trends; skills gaps that need addressing through training; quality of UoF during incidents; number of Uniform 2 incidents.</li> <li>• Liaise with NTRG re any UoF amendments.</li> <li>• Complete and maintain risk assessments for UoF training.</li> <li>• Attend staff briefings when required and organise 'cold debriefs' for incidents when appropriate.</li> <li>• Draw up exit plans for each area of the prison during a large scale incident and brief staff on these e.g. location of C and R stairwells.</li> <li>• Conduct random and targeted checks on BWVC footage to ensure FMI training is being used appropriately and UoF techniques are satisfactory.</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>	<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>• 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>• Performance and competency of UoF Specialists will be continually assessed by NTRG.</li> <li>• The job holder must complete and be in date for the following additional training: <ul style="list-style-type: none"> <li>○ Use of Force Instructor (this can be completed on appointment)</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>It will be desirable for the job holder to have completed the following additional training but this is not mandatory: <ul style="list-style-type: none"> <li>Use of Force Advanced Commander</li> <li>Method of Entry Training</li> </ul> </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>	<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:</p> <p><b>Additional Conditioned Hours Pensionable (ACHP)</b> 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><b>Unsocial Hours Working</b> 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

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
------------	--	---------	------------	-----------

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				Performance and competency of UoF Specialists will be continually assessed by NTRG.
Managing a Quality Service				The job holder must have completed and be in date for the following additional training: <ul style="list-style-type: none"> <li>• Use of Force Advanced Commander</li> <li>• Use of Force Instructor</li> <li>• Method of Entry Training</li> </ul>
				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.