



# HM Prison & Probation Service

## Job Description (JD)

### Band 4

### Group Profile - Supervising Officer (SO)

### Job Description – SO: Safe Decent and Secure

<b>Document Ref.</b>	OR-JES-268-JD-B4 : SO : Safe Decent and Secure
<b>Document Type</b>	Management
<b>Version</b>	9.0
<b>Classification</b>	Official
<b>Date of Issue</b>	6 January 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>	SO : Safe Decent and Secure
<b>Group Profile</b>	Supervising Officer
<b>Organisation Level</b>	Delivery
<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 provide day-to-day supervision and support for Prison Officers and Operational Support Grades (OSG), co-ordinating the delivery of the regime and activities within a Residential Unit in an establishment.</p> <p>The job holder will co-ordinate initial staff response until a Custodial Manager is in attendance.</p> <p>The job holder will undertake Regime Officer duties via the establishment's rota and may be required on a rotational basis to be responsible for the establishment during the night period. This requirement will be based upon local risk assessment and establishment complexity.</p> <p>This is an operational job with no line management responsibilities; 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>• Supervise and support staff during prisoner activities; including exercise and association.</li> <li>• Supervise the locking and unlocking of prisoners.</li> <li>• Supervise the Personal Officer strategy, ensuring completion of reports on prisoners as requested, within time limits set, which contribute to sentence planning and prisoner progress.</li> <li>• Encourage staff to promote responsible and respectful behaviour in prisoners.</li> <li>• Receive and progress applications and complaints.</li> <li>• Supervise the updating and maintenance of prisoner records.</li> <li>• Supervise the completion of accommodation fabric checks.</li> <li>• Supervise the completion of all administration in support of main duties including ordering cleaning materials and completing regime monitoring.</li> </ul> <p>If Residential Unit is used as First Night/Induction accommodation the following will also be part of this job:</p> <ul style="list-style-type: none"> <li>• Supervise and co-ordinate all staff that work within the First Night Centre/ Induction ensuring all procedures are adhered to.</li> <li>• Supervise and check that all prisoners receive the First Night initial needs assessment.</li> <li>• Supervise and check all prisoners located on the wing/unit and received from Reception are provided with their basic entitlements.</li> <li>• Supervise and coordinate the local systems which are in place for all prisoners to speak to a Listener and Peer Support prisoner.</li> <li>• Supervise and check all paperwork has been completed e.g. initial assessments of prisoners from Reception are logged on the prisoner database and approved Cell Sharing Risk Assessment (CSRA).</li> </ul>

- Supervise delivery of the induction programme so that no prisoner is moved before they have completed all elements.

If Residential Unit is used as Care and Separation Unit (CASU) accommodation the following will also be part of this job:

- Supervise officers to ensure that Care and Separation Unit is cleaned and maintained to a high standard and that checks are completed.
- Support and assist adjudications and the processes involved.
- Supervise, co-ordinate and check that adjudication results have been recorded.
- Support the Fast track appeals for adjudications.
- Supervise and advise staff on the adjudications process and check all adjudication paperwork is correct including any relevant evidence available.
- Supervise and monitor the content of any Care Plans, Case Notes and Observation book entries and Rule 45.
- Supervise and co-ordinate the escorting of prisoners to the adjudication room and supervise during the hearing.
- Supervise and co-ordinate completed adjudication paperwork forwarding to relevant departments for information and updating the prisoner database.
- Supervise and co-ordinate referrals for the Independent Adjudicator.
- Supervise and co-ordinate staff to deal with prisoners on dirty protest as and when applicable.
- Supervise and ensure correct observation levels and records of hourly checks of all prisoners awarded cellular confinement is undertaken by unit staff.
- Co-ordinate Control and Restraint paperwork after incident, including supporting staff and attending any necessary de-briefs.
- Coordinate and ensure completion of all observation paperwork regarding special accommodation mechanical restraints and dirty protests.
- Co-ordinate mandatory Drug Test referrals with the relevant department/agencies.

Undertake other Supervisory tasks including:

- 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, Her 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.
- Contribute to staff appraisals by providing relevant performance information to line managers.
- Allocate daily staff resources to activity within their Unit where appropriate.

	<ul style="list-style-type: none"> <li>• Manage a caseload of Assessment, Care in Custody and Teamwork (ACCT) within their work area.</li> <li>• Discharging prisoners subject to local Risk Assessment.</li> <li>• Carry out checks as required e.g. Cell Sharing Risk Assessment (CSRA), Incentives and Earned Privileges (IEP).</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>• 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>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> <p><b>To be used by the JES Team only</b></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				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.
Managing a Quality Service				