



# HM Prison & Probation Service

## Job Description (JD)

### Band 5

## Group Profile – Custodial Manager (CM)

## Job Description – CM : Dog Section

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<b>JD Evidence</b>	

# Job Description

<b>Job Title</b>	CM : Dog Section
<b>Group Profile</b>	Custodial Manager
<b>Organisation Level</b>	First Line Management
<b>Band</b>	5

<b>Overview of the job</b>	This is a management job in an establishment.
<b>Summary</b>	<p>The job holder will provide day-to-day management of the Dog Section within the establishment. They will support the delivery of the Local Security Strategy (LSS), in line with the national security framework.</p> <p>The job holder will need to have a specialist Dog Handler training to carry out the duties of this job.</p> <p>The job holder will be required to undertake incident management response (Silver/Bronze) and undertake Orderly Officer duties via the establishment's rota. In addition to this, the job holder 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 line management responsibilities.</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>• Undertake Orderly Officer duties when scheduled to do so, ensuring that the establishment's regime is delivered effectively and that any operational decisions or incidents are managed in line with contingency plans, seeking advice from the Duty Governor/Manager when required.</li> <li>• Responsible for the management of all staff within their hierarchy. This includes staff performance, development and annual appraisal through to sickness absence management and managerial enquiries.</li> </ul> <p>Manage the day to day delivery of the Dog Section including:</p> <ul style="list-style-type: none"> <li>• Manage dog section ensuring duties are adhered to whilst maintaining order and control in line with local/national policies and contingency plans.</li> <li>• Ensure contact with dog handlers is maintained making them aware of new initiatives, constantly carrying out covert testing to keep them fresh and alert.</li> <li>• Monitor and ensure the repair, care and hygiene of Dog Section accommodation and kennels.</li> <li>• Liaise with external providers regarding contract kennels and kennelling for dogs.</li> </ul> <p>Undertake other management tasks including:</p> <ul style="list-style-type: none"> <li>• Assist the Head of Function in developing and delivering processes to protect the security of the establishment.</li> <li>• Ensure that all staff supervise, manage and control prisoners decently, lawfully, safely and securely whilst carrying out all activities.</li> <li>• Work collaboratively with other managers.</li> <li>• Promote Prison Service policy in all activities and behaviours by promoting diversity, decency, safety and reducing re-offending agendas.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure procedures are in place to monitor the personal officer scheme, ensuring prisoners' needs are met.</li> <li>• Responsible for incident management documentation and logging onto the Incident Reporting System (IRS).</li> <li>• Ensure actions arising from Standard Audit, Her Majesty's Inspectorate of Prisons (HMIP) Action Plans, Managing Quality of Prison Life (MQPL) surveys including Local Self Audit Action Plans and Resettlement strategies are delivered.</li> <li>• Plan staff rotas/self-rostering and work activity to plan and manage delivery of the regime.</li> <li>• Review open Assessment Care in Custody Teamwork (ACCT) paperwork.</li> <li>• Investigate and manage prisoners' complaints within the group.</li> <li>• Ensure all HMPPS standards and Service Delivery Indicators (SDIs) are implemented and managed within the relevant work area.</li> <li>• Ensure all national and local policies/procedures are implemented and compliant with National Security Framework (NSF) and Local Security Strategy (LSS).</li> <li>• Attend relevant boards/meetings, as directed by line manager.</li> <li>• Provides management and direction to staff within their area of responsibility through briefings, building informal and formal relationships and effective communication.</li> <li>• Produce relevant reports as required and ensure the response to all correspondence is within agreed timescales.</li> <li>• Manage resources to deliver the activities within the area of responsibility and contribute to the short-to-medium term business planning process.</li> <li>• Manage a safe working environment for staff, prisoners and visitors. Ensure Health and Safety legislation is followed ensuring Safe Systems of Work (SSOW) and risk assessments are completed in a timely manner and any faults reported promptly.</li> <li>• Contribute to prisoner reports including sentence planning and parole reports when required.</li> <li>• Carry out investigations as directed by commissioning authority.</li> <li>• Knowledge and awareness of Regulation of Investigatory Powers Act (RIPA) legislation.</li> <li>• Undertake all duties around Managing Challenging Behaviour.</li> <li>• Discharging prisoners.</li> <li>• Carry out management checks as required, including those for Cell Sharing Risk Assessment (CSRA) and 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>
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<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Making Effective Decisions</li> <li>• Leadership</li> <li>• Communicating and Influencing</li> <li>• Working Together</li> <li>• Developing Self and Others</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 have thorough knowledge of all security, safety, custodial procedures and Service Delivery Indicators (SDIs) relating to area of work.</li> <li>• Able to deal effectively and assertively with staff at all levels.</li> <li>• Information collation and analysis.</li> </ul>

<b>Technical Requirements</b>	<ul style="list-style-type: none"> <li>• Use of Force training</li> <li>• Must be a fully trained prison officer</li> <li>• Successfully completed either the SO or CM assessment</li> <li>• Successful completion of the workbook</li> <li>• Able user of MS Word and MS Excel</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:</p> <p>Additional Conditioned Hours Pensionable (ACHP)</p> <p>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</p> <p>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

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
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Making Effective Decisions			Must have thorough knowledge of all security, safety, custodial procedures and Service Delivery Indicators (SDIs) relating to area of work	Use of Force training
Leadership			Able to deal effectively and assertively with staff at all levels	Must be a fully trained prison officer
Communicating and Influencing			Information collation and analysis	Successfully completed either the SO or CM assessment
Working Together				Successful completion of the workbook
Developing Self and Others				Able user of MS Word and MS Excel
Managing a Quality Service				