



National Offender Management Service

Job Description (JD)

Band 2

Group Profile – Support Services Operations (SSO)

Job Description – SSO : Operational Support Grade Young People

Document Ref.	OR-JES-532-JD-B2 : SSO : Operational Support Grade Young People
Document Type	Management
Version	5.0
Classification	Unclassified
Date of Issue	13/01/15
Status	Baselined
Produced by	Job Evaluation Assurance and Support Team
Authorised by	Reward Team
JD Evidence	

Job Description

Job Title	SSO : Operational Support Grade General Young People
Group Profile	Support Services Operations
Organisation Level	Support
Band	2

Overview of the job	This is a support services operations job in an establishment.
Summary	<p>The job holder will carry out a range of activities across key areas of the establishment including gate, visits, censors and reception. They will also be flexibly deployed to provide a range of other support service activities within operational areas of an establishment when required.</p> <p>This is an operational support job 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"> • Support the delivery of the Service Level Agreement between the Youth Justice Board and the Directorate of Public Sector Prisons. • Support the achievement of qualitative and quantitative service standards that are compliant with the Youth Justice Board's National Minimum Standards and the PSI on Care and Management of Young People. • Ensure compliance with Section 11 duty to safeguard and promote welfare under the Children Act 2004 • Gate/Portal duties: ensure the secure entry and exit of staff, visitors/ vehicles, carry out searches of staff, young people, visitors, contractors and vehicles. Issue and collect staff keys / radios • Contractor Escorts: be responsible for identifying and escorting vehicles and contractors within the establishment • Emergency Control Room/Control Room: operate the establishment radio system and CCTV to ensure the security of the establishment through secure movement of persons and vehicles. May be required to train staff in radio procedures. May also be required to review CCTV tapes of visits, labelling and storing in compliance with protocols. • Visits: book visits, identify and process visitors on their arrival, ensuring all visitors both domestic and official are appropriately searched and their details are collated, escorting them if required; Monitor CCTV. • Censors/Correspondence: monitor/log mail and report any illicit or contraband items maintaining the preservation of evidence • Monitor phone calls made and received by young people • Night Duties: ensure room doors are locked/secure and all young people are safely accounted for • Reception: ensure that any young people's queries and property are processed appropriately; Photograph young people; Collate all relevant documentation for the Reception/Property process; Search/x-ray all incoming young persons property and parcels accepted in Reception; Receive items for young people and check all seals are intact on property storage • Young People supervision: supervise young people as required. Undertake young people's clothing/property exchange. Assist with free flow movement when required • Food delivery: undertake food trolley delivery and collection, which may involve use of an electric tug vehicle • Driver: Transport young people and their escorts to their destination in the cellular vehicle where applicable; Collect mail from local sorting office

	<ul style="list-style-type: none"> • Monitor the young people's Personal Identification Number (PIN) Phone system maintaining the log of PIN Phone requests from young people; Complete all relevant paperwork keeping an audit trail of conversations • Complete an SIR (security incident report) for intelligence gained from monitoring phone calls or illicit / contraband items found • Check that any legal numbers are registered solicitors <p>Undertake other support services tasks including:</p> <ul style="list-style-type: none"> • Understand, apply and conform to national and local policies • Respond appropriately to invoke emergency procedures in line with Local Security Strategy and National Security Framework, utilising knowledge of local contingency plans and the actions required in relation to incidents. Any initial decisions or actions will need to be referred to management for further action. • Undertake administrative duties relating to area of work as required <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>
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Competencies	<p>All of the competencies in the National Offender Management Service (NOMS) Competencies and Qualities Framework are relevant to this group profile. For the purpose of selection the following competencies will be measured:</p> <ul style="list-style-type: none"> • 4. Leading and Communicating • 5. Collaborating and Partnering • 9. Managing a Quality Service • 11. Achieving a Safe and Secure in Environment
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 probation period within NOMS • All staff are required to declare whether they are a member of a group or organisation which the Prison Service considers to be racist
Essential Skills/Qualifications/Accreditation/Registration	<ul style="list-style-type: none"> • Required to undertake a 2 week OSG induction • Must hold a valid driving licence if there will be a local requirement to drive vehicles. Driving and navigating is an appropriate OSG duty as defined in PSI42/1997, Operational Support Grade: Schedule 3 • An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh

Hours of Work and Allowance	<p>37 hour working week (standard).</p> <p>NOMS Staff on closed pay structures only:</p> <p>Additional Conditioned Hours Pensionable (AHP)</p> <p>Staff moving from a closed 39 hour pay structure will be eligible for the two protected pensionable additional committed hours (AHP). They will work a 39 hour week consisting of the standard 37 hour week and a further 2 additional hours</p>
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	<p>(AHP) 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 evening, nights, weekends and Bank / Public holidays.</p>
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