



# National Offender Management Service

## Job Description

### Band 2

## Group Profile - Support Services Facilities

## Job Description SSF : Waste Environmental

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<b>Authorised by</b>	K. Reilly
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# Job Description

<b>Job Title</b>	SSF : Waste Environmental
<b>Group Profile</b>	Support Services Facilities
<b>Organisation Level</b>	Support
<b>Band</b>	2

<b>Overview of the job</b>	This is a non operational role supporting the appropriate function
<b>Summary</b>	<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 role with no 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>• 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</li> <li>• Liaise with contractors when ordering services, including skip collection</li> <li>• Provide general advice and guidance to staff on how to manage waste more effectively and actively promote recycling within the establishment</li> <li>• Carry out insect control measures within work area</li> <li>• Actively contribute to recycling / waste efficiency meetings and Sustainable Development Committee Meetings</li> <li>• Supervise prisoners parties and undertake quality control over their work</li> </ul> <p>Undertake other Waste tasks including:</p> <ul style="list-style-type: none"> <li>• Log materials used and assist with stocktaking of tools, equipment and materials</li> <li>• Undertake activities in such a way to ensure that waste is reduced and that areas of work are safe, clean and tidy whilst work is in progress</li> <li>• Inform manager to ensure sufficient levels of stock are maintained</li> <li>• Ensure allocated Planned Maintenance and small repairs are carried out, undertaking service requests raised via the computer aided facilities management system</li> <li>• Carry out project work when required</li> <li>• Advise on sufficient levels of stock and request procurement of goods and services and ensure all materials used are logged and are fit for purpose</li> <li>• Escort technical contractors when required, working with and supervising them in accordance with Local Security Strategy (LSS)</li> <li>• Maintain regular communications via radio net in accordance with(LSS)</li> <li>• Undertake the role of banksman directing the operation of some plant equipment or machinery</li> <li>• Be responsible for tools and plant machinery, carrying out checks at regular intervals and completing relevant documentation in accordance with Local Security Strategy (LSS) and National Security Framework (NSF)</li> <li>• Comply with Health &amp; Safety policies, procedures and legislation to ensure statutory and mandatory compliance</li> <li>• Drive estates vehicles and operate plant equipment</li> </ul>

	<ul style="list-style-type: none"> <li>• Operate within command mode in line with local contingency plans</li> <li>• Undertake incidental and emergency or urgent tasks and assignments as per Service Delivery Agreement timescales in a safe manner</li> <li>• Assemble products on site when required</li> <li>• Carry out pest control prevention measures across the estate when required</li> </ul> <p>Contribute to prisoner reports including parole and sentence planning</p> <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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<b>Competencies</b>	<p>All of the competencies in the NOMS CQF are relevant to this group profile. For the purpose of selection the following competencies will be measured:</p> <ul style="list-style-type: none"> <li>• 4. Leading and Communicating</li> <li>• 5. Collaborating and Partnering</li> <li>• 6. Building Capability for All</li> <li>• 9. Managing a Quality Service</li> </ul>
<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 NOMS</li> <li>• All staff are required to declare whether they are a member of a group or organisation which the Prison Service consider to be racist</li> </ul>
<b>Essential Skills/Qualifications/Accreditation/Registration</b>	<p>Requires basic knowledge and will be required to undertake specific training and courses in these work areas. Will comply with the relevant Health &amp; Safety policies and regulations such as COSHH. May have completed a manual handling, basic security awareness and be trained in break-away techniques.</p>

<b>Hours of Work and allowances</b>	<p>37 hour working week (standard).</p> <p>NOMS 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. Unsocial Hours Working will be confirmed by the Recruiting Manager and only paid where applicable:</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 evening, nights, weekends and Bank / Public holidays.</p>
<b>Benefits</b>	<p><b>Annual Leave</b></p> <ul style="list-style-type: none"> <li>• The holiday year runs from 1 March. If you work a non standard work pattern your leave entitlement may be expressed in either hours or days as appropriate. Leave entitlement is calculated on a pro-rata basis and you will be advised of your actual</li> </ul>

**Bank, Public and Privilege Holidays**

- You are entitled to 10.5 days (78 hours) in recognition of bank, public and privilege holidays. These hours are added to your annual leave allowance. There is a requirement to work some public and bank holidays subject to your shift pattern and the operational needs of the establishment

**Pension**

- The Civil Service offers a choice of two pension schemes, giving you the flexibility to choose the pension that suits you best.

**Work Life Balance**

- The Prison Service is keen to encourage alternative working arrangements. Work life balance provides greater opportunities for staff to work more flexibly wherever managers and establishments can accommodate requests to do so. The prison service offers flexible working subject to completion of a satisfactory probationary period and NVQ

**Season ticket advance**

- After two months' service, you'll be eligible to apply for a season ticket advance to purchase a quarterly or longer-period season ticket for travel between home and your place of work

**Childcare vouchers**

- The Prison Service offers a childcare vouchers scheme. The scheme enables staff to take part of their salary in the form of Childcare Vouchers. This is known as a Salary Sacrifice. The vouchers can then be used to help meet the costs of any form of registered or approved childcare for children aged 0-16. The vouchers are exempt from tax and National Insurance contributions

**Training**

- The Prison Service is committed to staff development and offers a range of training and development opportunities, including areas such as Equality & Diversity, Dealing with Challenging Behaviour, Suicide Prevention and Anti Bullying Programmes
- There are opportunities to access promotion programmes and the Prison Service provide a variety of training appropriate to individual posts
- All staff receive security and diversity training and an individual induction programme into their new roles