



HM Prison & Probation Service

Group Profile: Production Instructor Band 3

Document Ref.	HMPPS_OR_T_41_GP_Production Instructor_v8.0
Document Type	Management
Version	8.0
Classification	Official
Date of Issue	11.06.2019
Status	Baselined
Produced by	Head of Group
Authorised by	Reward Team
JD Evidence	

Group Profile

Group Profile Name	Production Instructor
Organisation Level	Delivery - The jobs at this level will be task focused delivering defined activity or services.
Band	3

Overview	<p>Job holders within this Group Profile will be responsible for providing supervision, knowledge and skills to prisoners in basic assembly / packaging workshops – for example basic packing of fruit, greetings cards, breakfast packs, nuts and bolts. The jobholder will ensure that all services are provided to a high standard and that security and control are maintained at all times. No qualifications are being delivered and nor is the jobholder deployed in training prisoners up to the required level to gain the qualifications.</p> <p>This job description is not designed for use by jobholders in specialist workshops – in these circumstances Specialist Production Instructor job descriptions should be used. However, on an exceptional short term basis jobholders can supervise prisoners in more specialist workshops.</p> <p>This is a non-operational job in an establishment with no line management responsibilities.</p>
Characteristics	<p>Typical tasks associated with this Group Profile include:</p> <ul style="list-style-type: none"> • Participate in the selection process of prisoners for the workshop • Induct prisoners to the workshop/area of work and train them aspects such as health and safety, Control of Substance Hazardous to health (COSHH), machinery and tools usage and train them in the required skills for the workshop • Provide personal support for prisoners where required; tailor learning and training requirements to individual needs • Set production schedules and manage targets/quality standards, maintaining delivery of contractual arrangements. Vary the production targets as required to match the numbers of prisoners and skill mix whilst maintaining delivery of contractual arrangements • Initiate product development reviews to maintain and maximise workshop production levels and to provide variety of work/experience for prisoners • Liaise with external organisations and other establishments regarding the day to day operation of the contract or income generation targets • Contribute to risk and health and safety assessments on consumables • Conduct roll checks • Ensure all tools, equipment and raw materials are safe, secure and properly accounted for • Arrange maintenance and repair of tools and equipment • Carry out workshop searches • Will conduct a metal detector scan or rub down search of prisoners attending and leaving their own workshops • Actively contribute to prisoner reports, parole and sentence planning, Assessment, Care in Custody & Teamwork (ACCT) and Security Information Report (SIR's) by providing information to case managers • Supervise and maintain discipline of prisoners within workshop/area of work, responsible for performance, motivation, discipline, appraisal and development of prisoners • Maintain regular communications via radio net in accordance with Local Security Strategy (LSS)

	<ul style="list-style-type: none"> • Open and complete ACCT forms, Violence Reduction Incident Reports (VRIR) and Security Information Reports (SIRs) when required and contribute to Incentive Earned Privileges (IEP) reports • Provide quality assurance against product specification • Log attendance and approve prisoner hours worked and wages including recording piece work where appropriate • Carry out fabric and tool checks of workshops and maintain security of areas, logging any tool/equipment faults • Contribute to prisoner reports including parole and sentence planning • Complete regime monitoring information and update prisoner training records • Contribute to Health and Safety risk assessments relating to the workshop/work of area and specialist areas • Order materials and estimate usage in order to meet production targets • Participate in self-audit and in achieving Service Delivery Indicators (SDIs) • Complete administration activities to support the smooth running of the workshop and source small value requisitions • Provide administrative support for workshop activities and approve small value requisitions • Supervise, manage and control prisoners decently, safely and securely whilst carrying out all activities • Understand, apply and conform to national and local policies • Establish, develop and maintain professional relationships with prisoners and staff • Maintain and update systems in-line with local agreements • Prepare relevant documentation to managers for verification / quality checking purposes • Attend and contribute to relevant meetings as required
Job Descriptions relating to this Group Profile	<p>The post is non-rotational and the job holder will be required to carry out one of the job descriptions within their area of expertise. A sample list of job descriptions is attached below.</p> <ul style="list-style-type: none"> • Production Instructor : Enterprises
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 probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS considers to be racist.
Essential Skills/Qualifications/Accreditation/Registration	<p>Staff can either be a qualified assessor or be trained to the appropriate level within 6 months of appointment.</p>

Hours of Work and Allowances	<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 will be confirmed by the Recruiting Manager and only paid where applicable:</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</p>
-------------------------------------	---

Behaviours	<ul style="list-style-type: none"> • Leadership • Communicating and Influencing • Working Together • Managing a Quality Service
Strengths	N.B. It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	
Technical Requirements	<p>N.B Please check the individual job description relating to this group profile for any job specific requirements and add if required.</p> <ul style="list-style-type: none"> • Staff can either be a qualified assessor or are expected to be trained to the appropriate level within 6 months of appointment.
Ability	

Success Profile

Behaviours	Strengths N.B. It is advised strengths are chosen locally, recommended 4-8.	Ability	Experience	Technical N.B. Please check the individual job description relating to this group profile for any job specific requirements and add if required.
Leadership				Staff can either be a qualified assessor or are expected to be trained to the appropriate level within 6 months of appointment.
Communicating and Influencing				
Working Together				
Managing a Quality Service				