



# National Offender Management Service

## Job Description (JD)

### Band 3

### Group Profile - Skilled Delivery (SD)

## Job Description - SD : Grounds Maintenance

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## Job Description

<b>Job Title</b>	SD : Grounds Maintenance
<b>Group Profile</b>	Skilled Delivery
<b>Organisation Level</b>	Delivery
<b>Band</b>	3

<b>Overview of the job</b>	<p>This is a delivery role within an establishment requiring an appropriate trade</p> <p><i>The current job description is pending formal change, please note the <u>essential skills required</u> are: all applicants must have a Vocational Qualification at Level 3, <u>or</u> be willing to work towards gaining this qualification within an agreed timescale'</i></p>
<b>Summary</b>	<p>The job holder will be responsible for the day-to-day maintenance of the grounds and amenity areas within the estate.</p> <p>This is a non-operational job with no line management or supervisory 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>• Carry out soft landscaping - turf laying and hard landscaping – laying patio stones</li> <li>• Maintain establishment's grounds and amenity areas including maintenance of lawns, ponds, water features and external grounds to the establishment including woodland</li> <li>• Work inside/outside establishment grounds: cutting, mowing and maintaining areas in accordance with accepted practice</li> <li>• Maintain sports fields, as per agreed plan, with both the Land based Activities Manager and PE Department</li> <li>• Carry out pest control preventative measures across area of responsibility</li> <li>• Undertake small project work as advised/requested: including soft and hard landscape development and erection of horticultural support structures where the situation warrants</li> <li>• Maintain correct soil husbandry, ensuring all stages of crop development are followed in accordance with good horticultural practice</li> <li>• Maintain the growing plant/crop to ensure optimum development and/or cropping, ensuring that the plants needs are fully met</li> <li>• Provide safe access and exits to the estate</li> <li>• Supervise prisoners parties and undertake quality control over their work, as agreed within the Service Delivery Agreement (SDA)</li> </ul> <p>Undertake other trades tasks to:</p> <ul style="list-style-type: none"> <li>• Ensure allocated planned maintenance and small repairs are carried out, undertaking service requests raised by computer aided facilities management system</li> <li>• Undertake survey inspections in confined spaces and at height, recording all work and completing associated registers/logs</li> <li>• Carry out project work as 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> </ul>

	<ul style="list-style-type: none"> <li>• Escort technical contractors as required, working with and supervising them in accordance with Local Security Strategy (LSS)</li> <li>• Maintain regular communications via radio net in accordance with the LSS.</li> <li>• Undertake the role of banksman, directing the operation of plant equipment and/or machinery</li> <li>• Be responsible for all tools and plant machinery, carrying out checks at regular intervals and completing all relevant documentation in accordance with the LSS and National Security Framework (NSF)</li> <li>• Comply with all Health and Safety policies, procedures and legislation to ensure statutory and mandatory compliance.</li> <li>• Drive estates vehicles and operate plant equipment</li> <li>• Carry out locking duties as required</li> <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 as required</li> <li>• Contribute to prisoner reports, including parole and sentence planning.</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>
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<b>Competencies</b>	<p>All of the competencies in the National Offender Management Services Competency and Qualities Framework (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>• 9. Managing a Quality Service</li> <li>• 10. Delivering at Pace</li> <li>• 11. Achieving a Safe and Secure Environment</li> <li>• 14. Persuading and Influencing</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 considers to be racist</li> </ul>
<b>Essential Skills/Qualifications/Accreditation/Registration</b>	<p>Must have a Vocational Qualification at Level 3, or be willing to work towards gaining this qualification within an agreed timescale</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>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)</p> <p>Staff moving from a closed 39 hour pay structure will be eligible for the two</p>
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	<p>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 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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