



HM Prison & Probation Service

Group Profile: Support Services Facilities Band 2

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Group Profile

Group Profile Name	Support Services Facilities
Organisation Level	Support - The jobs at this level will be task focused activities supporting defined activities, services or operations.
Band	2

Overview	<p>Job holders within this Group Profile will carry out specific manual activities across key areas to support the efficient running of the establishment. They will be deployed to provide a range of support services within the operational areas of the establishment when required.</p> <p>This is a non-operational job with no line management responsibilities.</p>
Characteristics	<p>Typical tasks associated with this Group Profile include:</p> <ul style="list-style-type: none"> • Log materials used and assist with stocktaking of tools, equipment and materials • 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 • Inform manager to ensure sufficient levels of stock are maintained • Ensure allocated Planned Maintenance and small repairs are carried out, undertaking service requests raised via the computer aided facilities management system • Carry out project work when required • 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 • Escort technical contractors when required, working with and supervising them in accordance with Local Security Strategy (LSS) • Maintain regular communications via radio net in accordance with(LSS) • Undertake the role of banksman directing the operation of some plant equipment or machinery • 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) • Comply with Health & Safety policies, procedures and legislation to ensure statutory and mandatory compliance • Drive estates vehicles and operate plant equipment • Operate within command mode in line with local contingency plans • Undertake incidental and emergency or urgent tasks and assignments as per Service Delivery Agreement timescales in a safe manner • Assemble products on site when required • Carry out pest control prevention measures across the estate when required • Contribute to prisoner reports including parole and sentence planning
Job Descriptions relating to this Group Profile	<p>The role holder once in post will be matched to a job description a sample list is attached below.</p> <ul style="list-style-type: none"> • Support Services Facilities : Catering • Support Services Facilities : Maintenance • Support Services Facilities : Museum Curator • Support Services Facilities : Shop • Support Services Facilities : Stores/Warehouse/RIDS

	<ul style="list-style-type: none"> Support Services Facilities : Waste Environmental
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>Requires basic knowledge and will be required to undertake specific training and courses in these work areas.</p> <p>Will comply with the relevant H & S policies and legislation Must complete a manual handling course, undertake basic security awareness and be trained in break-away techniques if deemed required.</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 and include working evening, nights, weekends and Bank / Public holidays.</p>
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Behaviours	<ul style="list-style-type: none"> Working Together Managing a Quality Service Communicating and Influencing Developing Self and Others
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"> Some roles require specific qualifications Requires basic knowledge of relevant role
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.
Working Together				Some roles require specific qualifications
Managing a Quality Service				Requires basic knowledge of relevant role
Communicating and Influencing				
Developing Self and Others				