



# HM Prison & Probation Service

## Job Description (JD)

### Band 4

## Group Profile – Specialist Production Instructor (SPI)

### Job Description – SPI: Commercial Horticulture

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## Job Description

<b>Job Title</b>	SPI : Commercial Horticulture
<b>Group Profile</b>	Specialist Production Instructor
<b>Organisation Level</b>	Delivery
<b>Band</b>	4

<b>Overview of the job</b>	This is a non-operational instructional job in an establishment.
<b>Summary</b>	<p>The job holder will be responsible for the day-to-day maintenance, harvesting and cultivating of the establishments gardens, ensuring protected cropping is grown and harvested to the highest standards and assess accredited vocational qualifications to prisoners.</p> <p>This is a non-operational job in an establishment 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>• Maintain correct field-scale 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>• Maintain effective biological pest control measures and any necessary chemical crop protection programmes.</li> <li>• Resolve any prisoner work issues, setting task to match their ability whilst ensuring safety and production is maintained at all times.</li> <li>• Ensure produce grown on-site is prepared and packaged appropriately, taking into consideration appropriate labelling, grading and overall presentation.</li> <li>• Maintain sports fields as per agreed plan with both the Farms and Gardens Manager and PE Department.</li> <li>• Carry out preventative pest control measures across area of responsibility.</li> </ul> <p>Undertake other instructor tasks including:</p> <ul style="list-style-type: none"> <li>• May participate in the selection process of prisoners for the workshop/area of work.</li> <li>• Induct prisoners to the workshop/area of work and train them in aspects such as Health and Safety, Control of Substance Hazardous to health (COSHH), machinery and tools usage.</li> <li>• Provide support for prisoners where required; tailor learning and training requirements to individual needs.</li> <li>• Set work schedules and manage targets/quality standards, maintaining delivery of contractual arrangements.</li> <li>• Assess and evaluate skills of prisoners up to national qualification standards.</li> <li>• Supervise and maintain discipline of prisoners within workshop/area of work, responsible for performance, motivation, discipline, appraisal and development of prisoners.</li> <li>• Maintain regular communications via radio net in accordance with Local Security Strategy (LSS).</li> <li>• Open and complete Assessment Care in Custody and Teamwork (ACCT) forms, Violence Reduction Incident Reports (VRIR) and Security Information Reports (SIRs) when required and contribute to Incentive Earned Privileges (IEP) reports.</li> </ul>

	<ul style="list-style-type: none"> <li>• Will conduct a metal detector scan or rub down search of prisoners attending and leaving their own workshops.</li> <li>• Provide quality assurance against product specification.</li> <li>• Log attendance and approve prisoner hours worked and wages including recording piece work where appropriate.</li> <li>• Carry out fabric and tool checks of workshops and maintain security of areas, logging any tool/equipment faults. Undertake planned maintenance programme on machinery.</li> <li>• Contribute to prisoner reports including parole and sentence planning.</li> <li>• Complete regime monitoring information and update prisoner training records.</li> <li>• Contribute to Health and Safety risk assessments relating to the workshop/work of area and specialist areas.</li> <li>• Request materials and estimate usage in order to meet work targets.</li> <li>• Initiate product development reviews to maintain workshop/area of work output levels, and to provide variety of work and experience for prisoners.</li> <li>• Participate in self-audit and in achieving Service Delivery Indicators (SDIs).</li> <li>• Complete administration activities to support the smooth running of the workshop.</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> <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>
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<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Making Effective Decisions</li> <li>• Communicating and Influencing</li> <li>• Working Together</li> <li>• Managing a Quality Service</li> <li>• Developing Self and Others</li> </ul>
<b>Strengths</b>	It is advised strengths are chosen locally, recommended 4-8.
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• Must have experience in a supervisory role.</li> <li>• Must be conversant with soil and growing medium husbandry, crop protection, crop production technology, plant protection technology options, preparation of fresh produce for sale, including: grading, labelling and presentation.</li> <li>• Should have experience of using industrial standard machinery and equipment.</li> </ul>
<b>Technical Requirements</b>	<ul style="list-style-type: none"> <li>• Staff must hold a Level 3 qualification in horticulture or a recognised horticultural industry equivalent, or be trained to the appropriate level within two years.</li> <li>• Holding PA2 and PA6 pesticide qualifications would be a requirement.</li> <li>• Must have current knowledge of all relevant Health and Safety and Control of Substance Hazardous to health (COSHH) regulations.</li> <li>• May be required to be an accredited Assessor.</li> <li>• Must hold a full current United Kingdom (UK) driving license to enable tractor and other vehicle driving operations in the course of the post holder's duties, in addition to prisoner instruction duties on farm vehicles.</li> <li>• When transferring to a Young Persons establishment the job holder will be required to successfully undertake an assessment to demonstrate suitability to work with Young People.</li> </ul>

<b>Ability</b>	<ul style="list-style-type: none"> <li>• IT Skills</li> <li>• Basic Maths</li> <li>• Basic English</li> </ul>
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<b>Minimum Eligibility</b>	<p><i>Please do not alter this box</i></p> <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 HMPPS.</li> <li>• All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.</li> </ul>
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<b>Hours of Work (Unsocial Hours) Allowances</b>	<p>37 hour working week (standard).</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 as part of the normal shift commitment 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 including working evenings nights, weekends and Bank/Public holidays</p>
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## Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
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Making Effective Decisions		IT Skills	Must have experience in a supervisory role.	Staff must hold a Level 3 qualification in horticulture or a recognised horticultural industry equivalent, or be trained to the appropriate level within two years.
Communicating and Influencing		Basic Maths	Must be conversant with soil and growing medium husbandry, crop protection, crop production technology, plant protection technology options, preparation of fresh produce for sale, including: grading, labelling and presentation.	Holding PA2 and PA6 pesticide qualifications would be a requirement.
Working Together		Basic English	Should have experience of using industrial standard machinery and equipment.	Must have current knowledge of all relevant Health and Safety and Control of Substance Hazardous to health (COSHH) regulations.
Managing a Quality Service				May be required to be an accredited Assessor.
				Must hold a full current United Kingdom (UK) driving license to enable tractor and other vehicle driving operations in the course of the post holder's duties, in addition to prisoner instruction duties on farm vehicles.
				When transferring to a Young Persons establishment the job holder will be required to successfully undertake an assessment to demonstrate suitability to work with Young People.