



# HM Prison & Probation Service

## Job Description (JD)

### Band 2

## Group Profile – Support Services Facilities

## Job Description – SSF : Waste Environmental

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| <b>Document Ref.</b>  | OR-JES-419-JD-B2 : SSF : Waste Environmental v6.0 |
| <b>Document Type</b>  | Management  |
| <b>Version</b>        | 6.0   |
| <b>Classification</b> | Official  |
| <b>Date of Issue</b>  | 05/09/2019  |
| <b>Status</b>         | Baselined   |
| <b>Produced by</b>    | Job Evaluation Assurance and Support Team         |
| <b>Authorised by</b>  | Reward Team                                       |
| <b>JD Evidence</b>    |   |

## Job Description

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

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| <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 job in an establishment.</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 prisoner 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> <li>• Operate within command mode in line with local contingency plans.</li> </ul> |

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|  | <ul style="list-style-type: none"> <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> <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> <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>• Working Together</li> <li>• Managing a Quality Service</li> <li>• Communicating and Influencing</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>• Will comply with the relevant Health &amp; Safety policies and regulations such as COSHH</li> <li>• May have completed manual handling, basic security awareness and be trained in break-away techniques</li> </ul> |
| <b>Technical Requirements</b> | <ul style="list-style-type: none"> <li>• Some roles require specific qualifications</li> <li>• Requires basic knowledge of relevant role and will be required to undertake specific training and courses in these work areas</li> </ul>                      |
| <b>Ability</b>                |  |

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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<br/>(Unsocial Hours)<br/>Allowances</b> | <p>37 hour working week (standard).</p> <p>HMPPS Staff on closed pay structures only:</p> <p>Additional Conditioned Hours Pensionable (ACHP)<br/>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<br/>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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## Success Profile

| Behaviours | Strengths<br>It is advised strengths are chosen locally, recommended 4-8 | Ability | Experience | Technical |
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| Working Together              |  |  | Will comply with the relevant Health & Safety policies and regulations such as COSHH                 | Some roles require specific qualifications  |
| Managing a Quality Service    |  |  | May have completed manual handling, basic security awareness and be trained in break-away techniques | Requires basic knowledge of relevant role and will be required to undertake specific training and courses in these work areas |
| Communicating and Influencing |  |  |  |   |
| Developing Self and Others    |  |  |  |   |
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