



# National Offender Management Service

## **Job Description (JD)**

### **Band 3**

## **Group Profile - Production Instructor (PI)**

### **Job Description - PI : Enterprises**

Document Ref.	OR-JES-639-JD-B3 : PI : Enterprises
Document Type	Management
Version	8.0
Classification	Unclassified
Date of Issue	25/10/15
Status	Baselined
Produced by	Job Evaluation Assurance and Support Team
Authorised by	Reward Team
JD Evidence	

## Job Description

<b>Job Title</b>	PI : Enterprises
<b>Group Profile</b>	Production Instructor
<b>Organisation Level</b>	Delivery
<b>Band</b>	3

<b>Overview of the job</b>	This is an non-operational job in an establishment
<b>Summary</b>	<p>The job holder 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>
<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>• Participate in the selection process of prisoners for the workshop</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>• Supervise, manage and control prisoners decently, safely and securely whilst carrying out all activities, with responsibility for their performance, motivation, discipline, appraisal and development</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>• Contribute to risk and health and safety assessments on consumables</li> <li>• Ensure all tools, equipment and raw materials are safe, secure and properly accounted for</li> <li>• Will conduct a metal detector scan or rub down search of prisoners attending and leaving their own workshops</li> <li>• Actively contribute to prisoner reports, parole and sentence planning, Assessment, Care in Custody &amp; Teamwork (ACCT) and Security Information Report (SIR's) by providing information to case managers</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,</li> </ul>

	<p>Violence Reduction Incident Reports (VRIR) and Security Information Reports (SIRs) when required and contribute to Incentive Earned Privileges (IEP) reports</p> <ul style="list-style-type: none"> <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>• 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>• Participate in self-audit and in achieving Service Delivery Indicators (SDIs)</li> <li>• Provide administrative support for workshop activities</li> <li>• Maintain and update systems in-line with local agreements</li> <li>• Prepare relevant documentation to managers for verification / quality checking purposes</li> <li>• Attend and contribute to relevant meetings as required</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 (NOMS) Competency and Qualities (CQF) Framework 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>• 11. Achieving a Safe and Secure Environment</li> <li>• 13. Caring</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 consider to be racist</li> </ul>
<b>Essential Skills/Qualifications/Accreditation/Registration</b>	<p>Staff can be a qualified assessor or be trained to the appropriate level within 6 months of appointment.</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 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</p>
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	<p>(AHP) 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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