

Group Profile

Group Profile Name	Supervising Officer
Organisation Level	Delivery - The jobs at this level will be task focus delivering defined activity or service within own area of expertise. The job holder will assist in the rehabilitation of prisoners, to reduce their re-offending and to lead purposeful lives upon completion of their sentence.
Band	4

Overview	<p>Job holders within this Group Profile will provide day to day supervision for Prison Officers and Operational Support Grades (OSG). They will supervise and coordinate the delivery of the establishment's regime and activities within residential unit/areas to ensure all local/national policies are maintained. These are operational and prisoner-facing roles with no line management responsibilities.</p>
Characteristics	<p>Typical tasks associated with this Group Profile include:</p> <ul style="list-style-type: none"> • Supervise all staff within their area of responsibility, ensuring they are briefed on the work for the day • Prepare and deliver team briefings and handovers as appropriate • Supervise and prioritise activities in-line with local procedures ensuring workload/regime is delivered escalating issues to Custodial Manager when required • Promotes Prison Service policy in all activities and behaviours by promoting diversity, decency, safety and reducing re-offending agendas • Supervise and support Prison Officers and other staff when dealing with prisoner applications and other issues raised by prisoners • Supervise and support Prison Officers with actions arising from Standard Audit, Her Majesty Inspectorate of Prisons (HMIP) Action Plans, Managing Quality of Prison Life (MQPL) surveys including local self audit action plan • Co-ordinate any paperwork for the Incentive and Earned Privileges (IEP) scheme, completing relevant documentation for submission to Custodial Manager • Support and create a safe working environment for staff, prisoners and visitors by adhering to Health and Safety legislation, ensuring Safe Systems of Work (SSOW) and Risk Assessments are followed reporting incidents to Custodial Manager • Coach and mentor staff including new recruits and arrange for other staff to provide mentoring support as required Prison Officer Entry Level Training (POELTs) and new graduates • Co-ordinate and collate data concerning their area of work • Co-ordinate initial staff response at the scene of an incident until a Custodial Manager is present • Contribute to the development and application of local policy, procedures and practice • Contribute to staff appraisals by providing relevant performance information to line managers • Allocate daily staff resources to activity within their unit where appropriate

	<ul style="list-style-type: none"> • Manage a caseload of Assessment Care Custody Teamwork (ACCT) within their work area • Discharging prisoners subject to local Risk Assessment • Carry out checks as required e.g. Cell Sharing Risk Assessment (CSRA), Incentives and Earned Privileges (IEP)
Job Descriptions relating to this Group Profile	<p>The Job holder once in post will be in matched to a job description a sample list is attached below. The post is rotational so the job holder could during their career carry out the role of different job descriptions</p> <ul style="list-style-type: none"> • Supervising Officer : Cat A Escorts • Supervising Officer : Nights • Supervising Officer : Nights YP • Supervising Officer : Operations • Supervising Officer : Operations YP • Supervising Officer : PEI • Supervising Officer : Regime • Supervising Officer : Residential Therapeutic Communities • Supervising Officer : Safe Decent and Secure • Supervising Officer : Safe Decent and Secure YP • Supervising Officer : Special Unit • Supervising Officer : Safe Decent and Secure IRC • Supervising Officer : Regime IRC • Supervising Officer : Nights IRC • Supervising Officer : Operations IRC • Supervising Officer : Special Secure Unit (Wing) • Supervising Officer : Supervising Officer Benchmark
Competencies	<p>All of the competencies in the National Offender Management Services (NOMS) Competency and Qualities 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"> • 4. Leading and Communicating • 9. Managing a Quality Service • 11. Achieving a Safe and Secure in Environment • 12. Showing Drive and Resilience • 13. Caring • 14. Persuading and Influencing
Minimum Eligibility	<ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post • All staff are required to declare whether they are a member of a group or organisation which the Prison Service considers to be racist
Essential Skills/Qualifications/Accreditation/Registration	<p>The job holder must have been accredited as a Prison Officer by successfully completing Prison Officer Entry Level Training (POELT) or will have been in post prior to 2007. The job holder must have successfully completed their probationary period including having achieved the Custodial Care Diploma</p> <p>Will be competent in custodial procedures, including dynamic risk assessment and must be trained and annually refreshed in control and</p>

	<p>restraint techniques.</p> <p>NOMS staff newly promoted to a Band 4 Supervising Officer or Facilities and Services Supervisor role within Establishments will be required to undertake the Diploma in Team Leading. Newly promoted staff are expected to complete the qualification as part of the requirement of their role.</p> <p>Staff newly promoted into Band 4 Offender Supervisors or Specialist Officer roles within establishments will be expected to undertake the Diploma if they are covering or carrying out the role of Supervising Officer on a 'regular' basis.</p> <p>Staff working in establishments who were mapped to a Band 4 Supervising Officer or Facilities and Services Supervisor role as part of the F&S restructuring process and staff who have re-graded to Band 4 from a higher grade are not required to complete the qualification as they have previously worked at an equivalent level (or higher).</p> <p>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.</p>
Hours of Work and Allowances	<p>37 hour working week (standard).</p> <p>NOMS 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</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>
Benefits	<p>Annual Leave</p> <ul style="list-style-type: none"> • The holiday year runs from 1 March. If you work a non standard work pattern your leave entitlement may be expressed in either hours or days as appropriate. Leave entitlement is calculated on a pro-rata basis and you will be advised of your actual entitlement on appointment. If you were appointed internally and your leave was previously calculated in days, this will continue to be the case. • The working hours will include shifts, some evening and week-end work including Bank Holidays. There is a requirement to work some night shifts by arrangement <p>Bank, Public and Privilege Holidays</p> <ul style="list-style-type: none"> • You are entitled to 10.5 days (78 hours) in recognition of bank, public and privilege holidays. These hours are added to your annual leave allowance. There is a requirement to work some public and bank holidays subject to

	<p>your shift pattern and the operational needs of the establishment</p> <p>Pension</p> <ul style="list-style-type: none"> • The Civil Service offers a choice of two pension schemes, giving you the flexibility to choose the pension that suits you best. <p>Work Life Balance</p> <ul style="list-style-type: none"> • The Prison Service is keen to encourage alternative working arrangements. Work life balance provides greater opportunities for staff to work more flexibly wherever managers and establishments can accommodate requests to do so. The prison service offers flexible working subject to completion of a satisfactory probationary period and NVQ <p>Season Ticket Advance</p> <ul style="list-style-type: none"> • After two months' service, you'll be eligible to apply for a season ticket advance to purchase a quarterly or longer-period season ticket for travel between home and your place of work <p>Childcare Vouchers</p> <ul style="list-style-type: none"> • The Prison Service offers a childcare vouchers scheme. The scheme enables staff to take part of their salary in the form of Childcare Vouchers. This is known as a Salary Sacrifice. The vouchers can then be used to help meet the costs of any form of registered or approved childcare for children aged 0-16. The vouchers are exempt from tax and National Insurance contributions <p>Training</p> <ul style="list-style-type: none"> • The Prison Service is committed to staff development and offers a range of training and development opportunities, including areas such as Equality & Diversity, Dealing with Challenging Behaviour, Suicide Prevention and Anti Bullying Programmes • There are opportunities to access promotion programmes and the Prison Service provide a variety of training appropriate to individual posts • All staff receive security and diversity training and an individual induction programme into their new roles
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