

Job Description: Instructional Officer - BE



Function:	Sodexo Justice Services
Position:	Instructional Officer for Textiles – Business Enterprise
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Jordan Whibberley, Team Leader
Additional reporting line to:	Sally Allsopp, Industries Manager
Position location:	HMP Lowdham Grange

1. Purpose of the Job – State concisely the aim of the job.

- The job holder will be responsible for providing supervision, knowledge and skills to prisoners in a specialist production workshop (Textiles) or retail environment so they can improve their employment prospects on release with a view to reducing reoffending.
- The job holder will ensure that all services are provided to a high standard and that security and control is maintained at all times.
- The jobholder will lead prisoners towards achieving nationally recognised qualifications which may be supported by external organisations such as local colleges.
- This is a non-operational role and has no direct line management responsibilities.

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						

Characteristics ▪ Add point

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.

Head of Regime Services & Skills Centre

Industries Manager

Industries Supervisor

Instructional Officer

4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Ensure that there is collaborative working between Sodexo and external partner companies/contracts.
- Managing the dual aspects of Security & Control alongside the commercial aspect of a production environment.
- Motivating the prisoner workforce to achieve their personal production and learning targets.

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- May participate in the selection process of prisoners for the workshop/area of work.
- Induct prisoners and upskill them in all aspects of operating a sewing machine and producing garments.
- 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.
- Provide support for prisoners where required; tailor learning and training requirements to individual needs.
- Set work schedules and manage targets/quality standards, maintaining delivery of contractual arrangements.
- Assess and evaluate skills of prisoners up to national qualification standards.
- Supervise and maintain discipline of prisoners within workshop/area of work, responsible for performance, motivation, discipline, appraisal and development of prisoners.
- Maintain regular communications via radio net in accordance with Local Security Strategy (LSS).
- Open and complete Assessment Care in Custody and Teamwork (ACCT) forms, Challenge, Support 7 Intervention Plan reports (CSIP) and Security Information Reports (SIRs) when required and contribute to Incentive Framework (IF) reports.
- Will conduct a metal detector scan or rub down search of prisoners attending and leaving the workshops in accordance with the LSS.
- Provide quality assurance against product specification.
- Log attendance, including any interruptions and approve prisoner hours worked along with wages including recording piece work where appropriate.
- Carry out fabric and tool checks of workshops and maintain security of areas, logging any tool/equipment faults. Undertake planned maintenance programme on machinery.
- Contribute to prisoner reports including parole and sentence planning.
- Complete and update prisoner training records.
- Contribute to Health and Safety risk assessments relating to the workshop/work of area and specialist areas.
- Request materials and estimate usage in order to meet work targets.

- Initiate product development reviews to maintain workshop/area of work output levels, and to provide variety of work and experience for prisoners.
- Complete administration activities to support the smooth running of the workshop.
- 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
- Where the postholder has PCO Accreditation, they may be liable to cross deployment based on Operational need.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Provide opportunities for Prisoners to engage in purposeful activity.
- Build working relationships with the other departments within the prison
- Prisoners are cared for with humanity, with the prevention of incidents of violence, suicide and self-harm.
- Ensure Prisoners are provided with a range of opportunities to reduce re-offending and change their lives for the better.

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Textiles experience is essential.
- Be IT literate.
- The job holder must be able to fulfil all spoken aspects of the role with confidence.
- Be confident and able to challenge poor behaviour in the workshops.

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

- Growth, Client & Customer Satisfaction / Quality of Services provided.
- Leadership & People Management.
- Building relationships & Team working.
- Innovation and Change
- Embracing change.
- Respecting others.
- Employee Engagement.
- Learning & Development.

9. Management Approval – To be completed by document owner

Version	V1	Date	29/3/2023
Document Owner	Sally Allsopp		