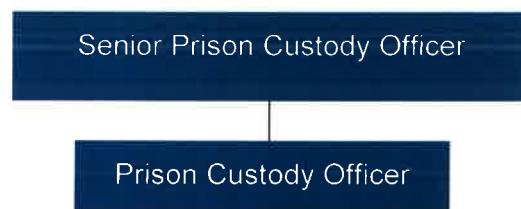


JOB DESCRIPTION

Position Title	Prison Custody Officer	Department	Operations
Generic Job Title	PCO	Segment	Justice Services
Team Band	Frontline	Location	HMP Addiewell
Reports to	Senior PCO	Office / Unit name	

ORGANISATION STRUCTURE



Job Purpose

- To work with prisoners in a secure environment which focuses on meeting both their immediate and resettlement needs.
-

Accountabilities or “what you have to do”

- Provide support and encouragement for prisoners to address their immediate and resettlement needs and provide opportunities, which help to reduce the risk of re-offending.
- Contribute to the delivery of the relevant elements of the establishment contract, including agreed performance measures for the function.
- Work according to and respond to all contingency and other plans required for the maintenance of security and control at the establishment.
- Provide a quality of service that is professional, courteous and of a high standard.
- To pass on personal skills/talents to appropriate prisoners/staff.
- Carry out work in accordance with policy and procedures, in particular health and safety, race relations, equal opportunity, suicide prevention and anti-bullying.
- Work within and comply fully with all security requirements at the establishment.
- Work under direct supervision of a Senior Prison Custody Officer.
- Undertaking duties with a focus on contributing towards reduced re-offending.
- Undertake duties, as required, that contribute to the effective operation of the prison.

Key Performance Indicators (KPIs) or “What it will look like when you are doing the job well”

- To participate in training as required in order to keep up to date with all mandatory and re-fresher training.
- Promote, understand and ensure compliance with all SJS policies and procedures.
- Achieve all performance and personal objectives as detailed in PDR.

Skills, Knowledge and Experience

Essential

- Be over the age of 18
- Have previous experience in either a people/customer facing role.

Desirable

- Have previous experience in a custodial setting.

Signed		Date	
Name Printed			