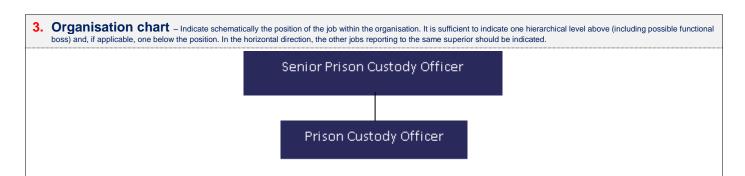
Job Description: Prison Custody Officer



Function:	Justice Services
Position:	Prison Custody Officer
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Senior PCO
Additional reporting line to:	
Position location:	HMP Addiewell

- 1. Purpose of the Job State concisely the aim of the job.
- To work with prisoners in a secure environment which focuses on meeting both their immediate and resettlement needs.
- 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. EBIT growth: tbc Outsourcing Region Workforce tbc EBIT margin: rate: tbc Revenue Growth €tbc n/a FY13: type: Net income growth: tbc Outsourcing HR in Region tbc growth rate: Cash conversion: tbc Characteristics Add point



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

- **5. Main assignments** Indicate the main activities / duties to be conducted in the job.
 - Add point
 - Add point
 - Add point
- 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 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.
- 7. Person Specification Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

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.

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	
Rigorous management of results	Innovation and Change	
Brand Notoriety	Business Consulting	
Commercial Awareness	HR Service Delivery	
■ Employee Engagement		

9. Management Approval – To be completed by document owner							
	Version		Date				
	Document Owner						

Learning & Development

10. Employee Approval – To be completed by employee						
Employee Name		Date				