

Job Description: Workshop Instructor

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| Function: | Prison Industries  |
| Position:  | Workshop Instructor – Sheet Metal Worker |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Senior Contracts Manager |
| Additional reporting line to: | Head of Commercial Development  |
| Position location: | HMP Northumberland |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| To lead, support and instruct the resident workforce in developing transferable job ready skills in preparation for their release within a workshop environment. To be a positive role model, encouraging residents to fore fill their learning and skills potential in conjunction with meeting work area contractual and financial targets. To maintain a purposeful working environment that promotes learning, meets the needs of the customer and maintains recognised Health and Safety standards.  |
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| 2. Characteristics |
| * High level of inter personal skills including assertiveness and self-motivation
* Good level of numeracy and literacy
* Demonstrable experience in an environment where attention to detail is essential
* The ability to challenge inappropriate behaviour
* Ability to perform tasks alone or in a team to a high standard without constant supervision
* Proactive, systematic approach to tasks
* Excellent communication and people skills;
* The ability to work well in a team and under pressure
* Good listener and sensitive whilst maintaining professionalism
* Reliable and punctual and understands the importance of setting standard.
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| 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. |
| Senior Contracts ManagerContracts ManagerHead of TalentInstructor |

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| **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. |
| * Motivation of workforce
* Retention of workforce
* Health and Safety requirements
* Residents with complex needs
* Customer requirements
* Logistics and storage
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| 5. Instructor Main assignments – Indicate the main activities / duties to be conducted in the job. |
| **Workshop Instructor*** Supervise the allocated workforce within the work area
* Instruct and train residents in the required skills needed to work in a safe and purposeful manner
* Induct residents to the workshops / area of work and train them in aspects such as health and safety, COSHH, machinery and tool usage.
* Provide personal support for the residents, tailoring learning and training requirements to individual needs.
* Liaise with activity hub in the collation of the workshop performance and regime delivery hours.
* Work with the activity hub in forecasting vacancies and the selection process of new residents
* Pay residents for each sessions attendance on CMS
* Arrange maintenance and repair of tools and equipment.
* Knowledge of risk assessments and safe systems of work appertaining to workshop, adhering to the recommendations within these.
* Report all accidents and near misses to the local Health and Safety manager.
* Work with Managers to set production schedules and targets
* Incorporate quality standard procedures to ensure the product meets the customer’s needs.
* Liaise with external organisations regarding the day to day operation of the contract.
* Flexible approach to workshop targets to match the number of residents and skills mix whilst delivering contractual commitments
* Order materials and estimate usage in order to meet production targets.
* Comply with the required security procedures in accordance with the Local Security Framework
* Adhere to local procedures in supporting those residents who are subject to ACCT procedures.
* Maintaining a safe and secure environment in the workshop or relevant area of work, including safe use of machinery, tools and equipment and materials.
* Ensure tool inventories are up to date and tools are accounted for at the end of each work session.
* Making contributions towards Employment and Training Portfolios and NVQ assessments when required, providing accurate and evidence based information about residents. Encourages residents to recognise the value of the learning and skills required, and the working routines and how this information might be used in employment.
* To have a flexible approach and supervise work areas as required by line manager
* Provide training to residents in the use of machinery as required if you have the relevant skill set to do so.
* Motivates residents to meet production targets.
* Interacts with residents to maintain order and positively influence behaviour by listening and engaging.
* Represents interests of the department in meetings and with external suppliers, customers etc.

Support the delivery of training qualifications within the workplace.**Engineering – Sheet Metal Worker*** Significant experience of working within a Sheet Metal manufacturing environment and be able to read, understand and be able to work from drawings.
* Experience of CNC folding on Amada machines (or similar machines).
* Candidates should be aware of self-inspection and quality procedures as well as general engineering good practice.
* Support Contracts Manager in on-boarding of new contracts:
* Pricing of product
* Communicating with suppliers and customers
* Assist with prioritising and sequencing of work
* Introduction of new equipment and communication with FM on safe and required specifications.
* Provide work in progress reports to Contracts Manager and Deputy Head of Finance on agreed performance targets.
* Liaise with Activity Hub in workforce selection
* Maintain training requirements to ensure products are manufactured to recognised Industry standards.
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| *6. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively* |
| * High level of inter personal skills including assertiveness and self-motivation
* Good level of numeracy and literacy
* Demonstrate experience in an environment where attention to detail is essential
* The ability to challenge inappropriate behavior
* Ability to perform tasks alone or in a team to a high standards without constant supervision
* Proactive, systematic approach to tasks
* Excellent communication and people skills
* The ability to work well in a team under pressure
* Reliable, punctual and understands the importance of setting standards.
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| 7. 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. |
| * Working hours contractual target
* Meeting customer expectations
* Installing a strong work ethic and delivery of high standards within the workplace
* Provide assurance that your work area is audit and inspection compliant
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| * Working with others
* Rigorous management of results
* Impact and Influence
* Resilience
* Innovation and change
* Continuous Improvement
* Learning and Development
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| 9. Management Approval – To be completed by document owner |
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| Version | 1 | Date | December 2019 |
| Document Owner | Martin Hill |

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