



JOB PROFILE

Post Title:	Prison Officer
Directorate:	HM Prison Service Safety, Security and Home Affairs (SSHA)
Responsible to:	Senior Prison Officer
Responsible for:	No line management but responsible for supervision of prisoners
Grade:	C

Job Purpose

HM Prison Service serves the public by keeping in custody those committed by the courts. Our duty is to look after them with humanity and help them lead law abiding and useful lives in custody and after release.

Day-to-day, you'll supervise prisoners and help to create a safe, secure environment where rehabilitation is supported and encouraged.

You will take direction from Senior Prison Officers and assist the Superintendent of Prisons to run a safe, decent and secure prison.

Main Duties and Responsibilities

1. Supervise, manage and control prisoners decently, lawfully, safely and securely.
2. Ensure that the prison regime operates effectively and that prisoners are managed within it.
3. Establish, develop and maintain professional relationships with prisoners, staff and visitors to the prison.
4. Conduct regular security patrols, security roll checks and searches of prisoners, visitors and their personal property
5. Carry out systematic searches of cells, communal areas, prison vehicles and prison external areas
6. Supervise prisoners outside the prison on external escorts for activities such as; work placement supervisor, community projects, medical and court appointments
7. Deal with incidents as the 'first on scene' and be able to work as a team to resolve them
8. Use of IT to maintain and update records
9. Processes verbal and written applications and complaints from prisoners and prepare relevant documentation for managers for verification / quality checking purposes
10. Attend and contribute to meetings as required



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11. To act as a role model, challenging poor behaviour and encouraging positive behaviour, using the prisons behaviour incentive policy
12. Where an offence against Prison Rules has been committed, places prisoners on report and follows procedures for adjudication hearings, as directed
13. To assess prisoners and their needs, completing Admission and Discharge Booklets, Cell Sharing Risk Assessments and Personal Emergency Evacuation Plans.
14. Understand and comply with national / local policies and legislation with particular regard to maintaining prison security and safety of all who live and work within the prison
15. To supervise, support and care for vulnerable prisoners including those at risk of self-harm or suicide
16. To supervise challenging, non-cooperative and violent prisoners using good communication and interpersonal skills to de-escalate the situation (conflict management) and be confident in the use of lawful force to maintain safety and security
17. To wear uniform correctly and use Personal Protective Equipment (PPE) as appropriate
19. To undertake Personal Officer Duties, meeting with allocated prisoners on a regular basis to monitor, motivate and advise prisoners regarding sentence planning, resettlement and rehabilitation using the Seven Reducing Reoffending Resettlement Pathways. Completes regular Personal Officer Reports, making referrals to internal and external agencies as appropriate

Special Conditions

Working in a prison isn't for everyone. But if you're one of the few with the right blend of qualities, it's a secure and very rewarding career.

Firstly, you'll need great communication skills. You'll have to deal with all kinds of situations and your ability to listen well and make yourself clearly understood will be vital. Self-confidence, personal integrity and emotional intelligence are also a must, along with plenty of discipline and physical stamina too. Together, these qualities will allow you to support prisoners with their rehabilitation, while also maintaining a safe environment.

When appointed by HE the Governor, a prison officer, while on duty and as necessary for the performance of the duties of a prison officer, has the authority and responsibility of a police officer pursuant to section 17 of the Police Service Ordinance, 1975

Prison Officers are required to work with some of society's most challenging and sometimes violent and vulnerable individuals and Officers are expected to deal with traumatic incidents i.e. violence, self-harm, suicide prevention



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Prison Officers must be physically fit and healthy and be able to use lawful force such as authorised Control & Restraint (C&R) techniques to manage difficult, violent and refractory prisoners

This role requires working regular unsocial hours, (weekends, early starts, evenings, nights and public holidays)

A Full driving licence and willingness to undertake assessment to be able to drive the prison mini-bus

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

Core Competency Framework

Competency	Level
Professional Development: Required Professional Competency standards met	ii
Planning & Delivery of Work: Manages own work activities so that work is delivered in an efficient and productive way. Ensures quality or service standards required are maintained. Ask questions to clarify expectations when necessary. Keeps relevant parties informed on the progress of a plan or programme	ii
Analysis and use of Information: Identifies and uses various sources of evidence to support outputs. Uses evidence to evaluate policies, projects and programmes. Works confidently with data before making decisions: e.g. interpret trends, issues and risks. Establishes underlying causes of problem. Considers options before deciding solution.	iii
Decision Making: Solves problems that have significant short-term implications for the organisation. Assesses the impact of decisions. Identifies causes rather than just symptoms to inform solutions. Uses trends and patterns in information for evidence based decisions. Confident in making decisions within policy guidelines Assembles available knowledge to ensure evidence based decisions.	iii
Working with Others: Informs, consults and influences others using a range of communication mechanisms. Engages with others to gather information Shares and implements good practice with others Works with senior management and other stakeholders	iii



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Communication: Varies language and content to ensure understanding of audience. Facilitates understanding by explanation and example.	iv
Influencing and Persuading: Encourages and provides constructive feedback to improve performance. Ensures alternative approaches to work are effective in meeting the organisation and individual needs Remains constructive when disagreeing or challenging. Challenges inappropriate employee behaviours.	iii
Dealing with Change: Supports individuals in their team through periods of change. Listens and responds to constructive feedback. Initiates new ways of doing things. Recognises and deals with obstacles to change. Promotes goals or new initiatives to others.	iii
Continuous Improvement: Makes business and efficiency improvements through use of appropriate systems and tools. Able to coach and develop individuals Shares knowledge and experience with others Manages own development and performance Learns lessons from both successes and failures	ii
Managing Resources: Promotes and enforces appropriate business rules. Deals with varied situations with limited guidance.	ii



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
Functional Skills Level 2 English or above or equivalent	E	✓	✓
Holds a full driving licence, minimum of Class A and is willing to undertake assessment to drive prison mini-bus	E	✓	
Knowledge & Experience:			
Able to demonstrate is able to work in challenging environments and with challenging individuals	E	✓	✓
Is able to learn and operationalise the Prisons Ordinance, Rules and local policies and procedures	E		✓
Understands the need to maintain confidentiality	E		✓
Skills and Abilities:			
Excellent verbal and written communication skills	E	✓	✓
Good interviewing and negotiation skills	E		✓
Ability to apply objective judgement when required to make prompt and sound decisions	E		✓
Ability to maintain control of own emotions in difficult situations	E		✓
Able to work at pace and under pressure	E		✓
Able to work as part of a team	E		✓
Good IT skills and proficient use of Microsoft Office	D	✓	✓
Undertakes continuing professional development activities and progress to 'fully competent' in role	E	✓	✓
Other:			
Is willing to work unsocial hours (weekends, nights, early starts and public holidays).	E		✓
Is resilient, even in difficult circumstances	E	✓	✓
Is able to act as a positive role model to others and assertive to challenge negative behaviour and reward positive behaviour	E		✓
Has emotional intelligence and is self-aware, alert to conditioning, conflicts of interest and anti-corruption	E		



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Maintains a high level of fitness and passes an annual Control and Restraint (C&R) assessment	E		
Willingness to undertake continuing professional development opportunities both on and off island, i.e. overseas training deployments and progress to fully competent under the Cadre scheme	E		

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

Operationally competent

Prison Officers operating at operationally competent level are expected to have successfully completed the Prison Officer Training Programme and work booklet and able to demonstrate skills, knowledge and application of:

- Prisons Ordinance and Regulations
- Prison Service Mission statement
- Saint Helena Prison Service Strategy
- Prison Security Policy
- Prison Incentives Policy
- How to place a prisoner on Superintendents Report
- Seven Reducing Reoffending Pathways
- Effective searching of the person
- Effective area, vehicle and cell searching
- Competent radio net user
- Prison contingency and emergency plans
- Handling and effective preservation of evidence
- Prisoner Admission procedures
- Prisoner Discharge procedures



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- Counter conditioning and anti-corruption
- Safer Custody skills, identifying and supporting those at risk of self-harm or suicide
- How to open an Assessment, Care in Custody & Teamwork (ACCT) document
- Identifying and supporting vulnerable prisoners
- Effective Conflict management, de-escalation and resolution skills
- Using force when necessary - Effective Control and Restraint (C&R) skills
- Safe use of PPE: batons, cuffs and Body Worn Video Cameras
- External Escort procedures
- Escort Risk Assessments
- Role of the Court/Dock Officer
- Correct handling and documenting prisoner property
- Submission of accurate and detailed Security Information Reports
- Submission of accurate and detailed General Reports
- Submission of accurate and detailed summary and occurrence reports
- Is able to take verbal and written requests and complaints from prisoners
- Preparing prisoners to re-enter society after serving their sentence with social reintegration
- Demonstrates ability to undertake Reception Officer duties
- Demonstrates ability to undertake Security Officer duties
- Demonstrates ability to undertake Farm/ Work Party Officer duties
- Demonstrates ability to undertake Night Officer duties

Fully Competent

In addition to all the points above, Prison Officers operating at fully competent level are expected to be able to:

- Demonstrate ability to assess and support prisoners throughout their sentence and make appropriate referrals to internal and external agencies such as; housing, benefits, education and health to reduce reoffending
- Be trained in all main duties and responsibilities of the Job Profile and can work fully unsupervised.
- Can mentor more junior members of staff (new recruits).

Completes one or more of the following continuing professional development:

- Basic First Aid
- Basic Food Safety and Hygiene
- Health & Safety basic awareness
- Mental Health awareness
- Community RoTL work placement checks



PERSON SPECIFICATION

Skills qualifying for incremental rise:

Officers may qualify for incremental pay rise where they can demonstrate:

- Control & Restraint (C&R) Instructor
- CCTV Operator/Maintainer
- Locksmith Duties
- Initial Prison Officer Training Mentor
- First Aid Trainer
- Health & Safety Co-ordinator
- Fire Officer
- Juvenile prisoner champion
- Female prisoner champion
- Equalities Officer
- Education/Activity Officer
- Five years continuous service with satisfactory performance