

**JOB SPECIFICATION**

<b>GRADE:</b>	Prison Officer
<b>DEPARTMENT:</b>	HM Prison Service
<b>RESPONSIBLE TO:</b>	Principal Officer

**The main duties and responsibilities of the post are as follows:**

- Acceptance and discharge of prisoners.
- Filling up and completion of all relevant record forms and observation of book entries.
- Enforcing discipline, security procedures, control of public and objects introduced into the Prison in accordance with the Prison Act/Regulations and Standing Orders and contributing effectively to the safe and secure custody of prisoners.
- Ensure that all incidents are reported and dealt with effectively, including bullying, assaults, substance misuse and self-harm.
- Submitting reports as required in a timely manner.
- Follow set procedures for dealing with prisoner applications.
- Maintaining order, security and discipline of prisoners within and outside the Prison precincts.
- The locking and unlocking of cells at prescribed times and responsibility for Prison keys until these are handed over.
- Constant supervision of Prisoners i.e. internal/external working parties, at workshops, mealtimes, recreation and ablution of Prisoners.
- Escorting and guarding prisoners to courts, hospitals, etc.
- Supervise open and closed visits, lawyer's visits, religious service and such other functions as required.
- The carrying out of routine searches of cells, body searches of prisoners and special searches as required.
- Ensure standards of hygiene and cleanliness are maintained.
- Checking cells for cleanliness and security conditions, in order to prevent any escapes or penetration attempts.
- Record and report to his Superior Officer any complaint made by Prisoners.

- Apply authorised control and restraint procedures where appropriate.
- Ensure all work is carried out to a high professional standard.
- Undertake any other duties appropriate to the Grade, which may be required by the Superintendent or Chief Officer.
- Undertake duties in the female and male units of the prison as required by Management.
- Shall, while serving in the Gibraltar Prison Service, comply with and hold himself/herself amenable to the Laws and Regulations now established or which may hereafter be established for the Government of the Service and Prison and comply with all Regulations now in force or which may hereafter be made for the organisation and discipline of the said Prison Service and shall not withdraw himself/herself from the said Service except in accordance with the Laws and Regulations framed under them.

## PERSON SPECIFICATION – PRISON OFFICER

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications:</b>		<p>5 GCSE passes at grades A, B or C, to include English Language and Mathematics, or</p> <p>5 GCE passes 'O' Level, 5 CSE grade 1 or 5 CEE grade 1, 2 or 3, to include English Language and Mathematics, or</p> <p>A full GNVQ (Intermediate), BTEC (Intermediate) or BTEC (First Diploma), OCR National (Level II award), NVQ (Level II award) together with two GCSE passes at grade A, B or C, GCE 'O' Level, CSE grade 1 or CEE grades 1, 2 or 3 in English Language and Mathematics.</p>
<b>Key Skills and Behaviours:</b>	<p>Able to deal with conflict in an appropriate manner.</p> <p>Able to work with a wide variety of people with diverse backgrounds and experiences.</p> <p>Be able to treat everyone in the same fair and objective manner and not to judge people on the basis of the crimes they may have committed.</p> <p>Possess excellent interpersonal and communication skills, have a good command of the English Language, assertiveness and self-motivation as these qualities can be used to prevent and diffuse difficult situations and to create a positive prison environment.</p> <p>Possess the self-confidence to deal with all kinds of situations as and when they arise, sometimes in difficult circumstances.</p> <p>Possess the patience to deal with prisoners when faced with challenging behaviour.</p>	<p>Fluent in the Spanish Language.</p>

<b>Key Skills and Behaviours Cont'd :</b>	<p>Be able to work as a team, so as to provide constant support to one another during every shift.</p> <p>Possess a high level of responsibility in order to maintain a secure and safe environment for everyone.</p> <p>Possess duty of care so as to ensure that prisoners are in a safe environment, are treated with dignity and respect throughout their time in prison.</p> <p>Be able to treat security as a matter of high priority and take responsibility for the daily chores.</p> <p>Strong leadership qualities, which encompass the ability to manage and motivate staff.</p> <p>Able to use available resources for the welfare of the service.</p> <p>Able to be self-reliant and have a proactive approach to work.</p> <p>Able to be discreet when dealing with confidential information.</p> <p>Work methodically, accurately and with attention to detail.</p>	
<b>Other Requirements:</b>	<p>Must be in possession of a valid 'B' class driving licence.</p> <p>Required to work to a shift pattern, which may include early starts, late finishes, night shifts, weekends and Bank Holidays.</p> <p>Available to work on occasions, as required, after normal working hours.</p>	<p>May be required to undergo a period of training and/or an attachment in the UK.</p>