



Advertising Profile

Prison Operational Support Grade (Groundskeeper)

Department of Home Affairs

What will you do?

You will be responsible for all painting and decorating throughout the Prison and for the care, control and supervision of prisoners.

What does that involve?

Works Department

You will:

- Utilise trade skills and competencies to carry out maintenance of the Prison estate.
- Ensure high priority jobs are expedited in a timely manner.
- Perform contractor escort duties as necessary
- Attend to general repairs during periods of cover and/or initiate call-in procedures as necessary to maintain security and health & safety within the prison.
- Manage stock levels of paint and painting materials and highlight low levels to line manager.
- Provide instruction and guidance to prisoners in order to develop their trade skills.

Security

You will:

- Ensure safe custody of all tools and equipment used in the course of carrying out duties.
- Carry out & log daily tool checks and report any missing items to line manager
- Ensure that materials used do not present a risk to the security of individuals and the establishment
- Carry out rub down searches of prisoners as necessary

- Perform searches of general areas, and vehicles as required
- Highlight security concerns to the security department.

- Supervise prisoners employed within the Works Department in a fair and professional manner.
- Ensure compliance of contractors with the required site security requirements.

Health and safety

You will:

- Act in accordance with the establishment's health & safety policy
- Comply with controls identified on risk assessments
- Adhere to safe systems of work and/or permit to work requirements
- Utilise and maintain in good order of all PPE provided
- Attend compulsory Training as and when required.
- Champion the "safety culture" ethos and promote to colleagues and inmates.
- Take part in health & safety training as and when required.
- Report any concerns to your line manager.

General

You will:

- Carry out OSG duties as necessary
- Participate in breakaway technique training
- Act in accordance with the Isle of Man Prison Service Code of Conduct and Discipline
- Maintain appropriate relationships with prisoners
- Comply with the policies of the prison
- Adhere to Governor's Orders
- Motivate prisoners in their work and encourage them to lead a law abiding lifestyle before and after release.
- Complete records and reports on inmates as required
- Perform such duties as required by your line manager or Head of Works.

What do you need to be successful in this role?

	Essential or Desirable	Method of Assessment
Credibility		
Horticulture experience and Qualifications	E	CV/ Pre-Employment Checks
Ability to work as a member of a team	E	CV / Interview
Experience of working in a Facilities Management team.	D	CV
Experience of working with people in stressful situations	D	CV
Has open conversations	D	Interview
Problem Solver	D	Interview
Builds supportive relationships	D	Interview
Capability		
Good written and verbal communication skills	E	CV / Interview
Awareness of relevant legislation / regulations	D	Interview
Good organisational skills	E	CV / Interview
Ability to remain calm under pressure	E	CV / Interview
Proficient user of Microsoft Office applications and an ability to learn new bespoke computer systems	E	CV
Physically able to carry out the requirements of the role	E	Interview
Makes considered decisions	D	Interview
Encourages innovation and supports change	E	Interview

Character		
Personal integrity	E	Interview
Good interpersonal skills – able to engage well with a range of people	E	Interview
Common sense approach	E	Interview
Ability to demonstrate resilience through patience and considerate interactions	E	Interview
Reliable and self-motivated	E	Interview
Ability to work on own without supervision when necessary	E	CV
Flexible, able to adapt to changing circumstances	E	Interview
An ability and willingness to learn	E	Interview
Ability to think and act appropriately when under pressure	E	Interview
Team player	E	CV / Interview
Ability to undertake Breakaway training	E	Interview
Mature approach, self-confident and assertive	E	Interview
Personal Integrity	E	Interview
Self Motivated	E	Interview
Inspires, motivates and empowers	E	Interview
Other requirements		
Isle of Man Worker	D	Application
Able to work shifts, including weekends & public holidays	E	CV / Interview
Full and valid driving licence	E	Pre-Employment Checks
Satisfactory Police Check	E	Pre-Employment Checks