



HM Prison & Probation Service

HQ Job Description (JD)

Band 5

Directorate: Security Order and Counter Terrorism

Job Description – NTRG National Instructor Manager

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Job Description

Job Title	NTRG National Instructor Manager
Directorate	Security Order & Counter Terrorism (SOCT)
Band	5

Overview of the job	<p>This is an operational management HQ role within Security Order and Counter Terrorism Directorate National Tactical Response Group (NTRG), based at Hatfield Woodhouse or Kidlington. The job holder has managerial responsibilities for Supervising Officers, Prison Officers and OSGs.</p> <p>The job holder will be expected to be on call to respond to operational incidents/emergencies including out of hours, on a “on call” 24/7 basis for up to 26 weeks per year for which an additional allowance will be paid as per pay policy.</p> <p>The job holder will provide establishment support through quality assurance visits, governance of local use of force and building capability.</p> <p>The job holder will have responsibility for daily management of the centre including management of the Use of Force training provision for public and private sector prisons, site health and safety, security and staff wellbeing.</p> <p>The job holder will report directly to the Head of Centre (NTRG).</p> <p>The job holder will manage the deployment of NTRG specialist resources to operational incidents/emergencies for HMPPS, public and private sector prisons, immigration centres and secure training centres. The post holder is required to support the Silver and Gold command structure by providing operational plans and giving tactical advice for the safe resolutions for the incident.</p> <p>The job holder is responsible for management of continued development, delivery and quality assurance of all aspects of the Use of Force syllabus and associated specialist curriculum ensuring courses are fit for purpose and updated to reflect the latest research and development.</p> <p>The job holder will be responsible for overseeing the training of staff in the specific use and delivery of the Use of Force syllabus and the effective supervision, deployment and development of its application in the custodial setting. This will include the direct delivery of training.</p> <p>The job holder will be required to manage projects which may involve research and development of technologies or specialist equipment which are use of force related. This will include engaging with stakeholders and partner agencies.</p>
Summary	<p>The post holder will be required to:</p> <ul style="list-style-type: none"> • Ensure plans/actions are lawful when using force. Manage and report any wrong doing in accordance with policy. • Provide subject matter advice to approved users of the use of Force curriculum. • Manage and deliver all Use of Force curricula, including specialist training within NTRG with all associated quality assurance protocols and processes in place ensuring courses are fit for purpose and updated to reflect the latest research and development.

	<ul style="list-style-type: none"> • Manage the training centre and team on a daily basis, including staff performance, development, deployment and attendance, ensuring all resources are deployed efficiently and effectively and all local and national policies are adhered to. • Provide advice and management on all major operational incidents/emergencies within public and private sector prisons and immigration centres when deployed for that purpose.
Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Manage and oversee delivery of training, ensuring standardisation of delivery while maintaining HMPPS professional standards and health and safety. • Manage staff within training environment. • Respond to operational incidents providing advice, support and resolution strategies to Gold and Silver Commanders whilst liaising with National Tactical Advisor. • Deploy staff to operational incidents under the direction of the National Tactical Advisor in line with the Operational Response and Resilience Unit operational protocol. • Ensure the health, safety and wellbeing of all staff deployed. • Achieve competency in the following specialist areas; Working at Height, Method of Entry and Intervention. • Manage and oversee one of the key work streams within NTRG, this will include curriculum design and development, accreditation and delivery within the group. • Achieve accreditation if not currently held as a Use of Force instructor, including SPEAR, PAVA and Rigid Bar Handcuffs. • Support the ongoing development of national training curriculum for local staff. • Provide subject matter advice for investigations, quality assurance, and local use of force Governance. Assist in training needs analysis. • Represent NTRG and ORRU to promote and inform of the group's work and development to internal and external stakeholders. • Carry out research and development as directed on new technologies, tactics, drills and equipment for the enhancement of both the group and the wider service. • Provide day to day management of teams, including staff performance, development, deployment and attendance, ensuring all resources are managed and deployed efficiently and effectively. • Keep the Head of Centre informed of all work-related issues within your area and the centre. Participate fully in weekly and monthly meetings. • Arrange appropriate cover when time off is required (as per local instruction). • Attend all meetings as required, providing feedback to contribute to an effective communication strategy. • Ensure all audit checks are completed to the required standard contributing to the overall performance of NTRG. <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.</p>

Behaviours	<ul style="list-style-type: none"> • Communicating and Influencing • Making Effective Decisions • Managing a Quality Service • Seeing the Bigger Picture • Changing and Improving
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Strengths	It is advised strengths are chosen locally, recommended 4-8.
Experience	<ul style="list-style-type: none"> • Knowledge and understanding of Use of Force policy and amendments. • Service delivery focussed approach.
Technical Requirements	<ul style="list-style-type: none"> • Senior Officer or Custodial Manager accreditation. • Trained in basic Use of Force. • Achieve or possess accreditation as a Use of Force instructor.
Ability	<ul style="list-style-type: none"> • Good communication skills and the ability to communicate at all levels of the organisation. • Pass fitness test to Advanced C&R level. • Must possess a full driving licence. • Successfully pass working at height competency test prior to interview.

Minimum Eligibility	<p><i>Please do not alter this box</i></p> <ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	<p>37 hour working week (standard).</p> <p>HMPPS Staff on closed pay structures only: Additional Conditioned Hours Pensionable (ACHP) Staff moving from a closed 39 hour pay structure will be eligible for the two protected pensionable additional committed hours (ACHP). They will work a 39 hour week consisting of the standard 37 hour week and a further 2 additional hours (ACHP) paid at plain time pensionable rate.</p> <p>Unsocial Hours Working This role requires working regular unsocial hours and a 17% payment will be paid in addition to your basic pay to recognise this. Unsocial hours are those hours outside 0700 - 1900hrs Monday to Friday and include working evenings, nights, weekends and Bank/Public holidays.</p>
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Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
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Communicating and Influencing		Good communication skills and the ability to communicate at all levels of the organisation.	Knowledge and understanding of Use of Force policy and amendments.	Senior Officer or Custodial Manager accreditation.
Making Effective Decisions		Pass fitness test to Advanced C&R level.	Service delivery focussed approach.	Trained in basic Use of Force.
Managing a Quality Service		Must possess a full driving licence.		Achieve or possess accreditation as a Use of Force instructor.
Seeing the Big Picture		Successfully pass working at height competency test prior to interview.		
Changing and Improving				