



HM Prison & Probation Service

HQ Job Description (JD)

Band 4

Directorate: Security, Order and Counter Terrorism

Job Description – National Tactical Response Group (NTRG) – National Instructor Supervisor

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Job Description

Job Title	National Tactical Response Group (NTRG) – National Instructor Supervisor
Directorate	Security, Order and Counter Terrorism
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Overview of the job	<ul style="list-style-type: none"> • A specialist operational HQ role with no line management responsibilities within the National Tactical Response Group (NTRG) which is part of the Operational Response and Resilience Unit (ORRU), within the Security, Order and Counter Terrorism (SOCT) Directorate. • During operational deployment the post holder is accountable to the Team Leader who would be in direct contact with the Silver Commander and National Tactical Advisor. • The job holder is required to respond to operational incidents within the HMPPS and contracted out prison estate, as well as Immigration Centres and is on call on a 24/7 rotational basis to meet this need, providing specialist assistance to ensure the safe resolution of those incidents. When on call the job holder must be within 30 minutes travelling time of the operational response vehicle. • The job holder will be responsible for training staff/students 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. • The job holder provides/assists the Team Leader in the organisation of the Use of Force training provision for public and private sector prisons on a continued basis. <p>The job holder will report directly to the National Instructor Manager who reports to Head of Centre (NTRG). The Head of Centre reports to the Head of NTRG & NDTSG who reports to the Head of ORRU a member of HMPPS SOCT senior management team.</p>
Summary	<ul style="list-style-type: none"> • Respond to operational incidents within the HMPPS and contracted out prison estate and Immigration Removal Centres when deployed for that purpose, providing specialist assistance and advice ensure the safe resolution of those incidents. • Deliver all Use of Force curricula 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, and include the effective supervision, deployment and development of its application in the custodial setting. • Be responsible for maintenance of designated operational resources to ensure they remain ready for operational deployment at all times and compliant with Health and Safety requirements. • As required provide subject matter expertise on Use of Force for course developments, revisions and re-writes including research and development (as requested) of operational equipment or techniques or tactics with internal/ external agencies. • Administer training evaluation and assessment paperwork to support the Quality Assurance Framework.
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"> • Deliver training within national policy that meets the need of stakeholders. Manage and report learners’ performance, development and attendance. Assess learners’ competence, ability and attitude to perform role through observation, practical and theoretical assessments. • Supervise staff within training environment.

	<ul style="list-style-type: none"> • Whilst on call – (24/7 rotational basis) the post holder responds to operational incidents providing advice, recommendations, support and direction on resolution strategies to Gold, Silver and Bronze commanders, incident management and team leads. When on call the job holder must be within 30 minutes travelling time of the operational response vehicle. • Manage the readiness and immediate availability of Specialist Equipment and Personal protective equipment. • When using official vehicles ensure national and local policies are fully adhered to. • Provide professional, specialist feedback at Operational debriefs. • Research and development (as requested) of operational equipment or techniques or tactics with internal/external agencies. • Arrange appropriate cover when time off is required (as per local instruction). • Provide subject matter expert advice to establishment/agencies as requested. • The job holder is responsible for their own actions. They have a duty to report any potential wrong doing of others by the correct professional standards reporting processes. • Ensure you fully contribute to the Quality Assurance Framework and NTRG Performance Management Framework process. Provide input and support ensuring NTRG Business Plan Objectives are achieved. Ensure all audit checks are completed to the required standard contributing to the overall performance of NTRG. • Attend all meetings as required, providing feedback to contribute to an effective communication strategy. • Support a culture that promotes equality of opportunity and diversity. • Maintain operational status and a Continuous Professional Development (CPD) Portfolio. • Ensure that prisoners in their care during operational incidents are appropriately supervised, controlled whilst decency and H&S practices are maintained at all times. • Competent in the following specialist areas; Working at Height, Method of Entry and Intervention. <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>
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Behaviours	<ul style="list-style-type: none"> • Leadership • Developing Self and Others • Making Effective Decisions • Managing a Quality Service • Communicating and Influencing
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Ability	<ul style="list-style-type: none"> • Good communication skills and the ability to communicate at all levels of the organisation. • Must possess a full driving licence.
Experience	<ul style="list-style-type: none"> • Knowledge and understanding of Use of Force policy and amendments. • Service delivery focussed approach.
Technical	<ul style="list-style-type: none"> • Trained in basic Use of Force. • Achieve or possess accreditation as a Use of Force instructor. • Successfully pass working at height competency test prior to interview. • Pass or possess fitness test to Advanced C&R level annually.

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:</p> <p>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	Ability	Experience	Technical
	It is advised strengths are chosen locally, recommended 4-8			

Leadership		Good communication skills and the ability to communicate at all levels of the organisation.	Knowledge and understanding of Use of Force policy and amendments.	Trained in basic Use of Force.
Developing Self and Others		Must possess a full driving licence.	Service delivery focussed approach.	Achieve or possess accreditation as a Use of Force instructor.
Making Effective Decisions				Successfully pass working at height competency test prior to interview.
Managing a Quality Service				Pass or possess fitness test to Advanced C&R level annually.
Communicating and Influencing				