



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Prison Officer					
<b>Department:</b>	Emergency Services	<b>Section:</b>	Prison Service			
<b>Reports to:</b>	Prison Senior Officer/ Deputy Manager					
<b>Grade:</b>	Falkland Islands Government Grade – G/F					
<b>Overall Purpose of the Role:</b>						
To Support the Prison Manager (OIC) in delivering professional and secure custodial services as directed within the Falkland Islands Prison Ordinance, Regulations 2017 and Prison Instructions. This includes ensuring the security, supervision, training and rehabilitation of people committed to prison by the courts within a safe environment.						
<b>Key Role Activities:</b>						
<p>Key functions of the role are as follow:</p> <ul style="list-style-type: none"><li>• <b>Keeping prisoners in custody.</b> This includes supervising, managing and controlling prisoners and detainees lawfully, safely and securely, keeping an account of those in your charge, maintaining proper order, performing security checks and search procedures on prisoners, staff and visitors and supervising visits and carrying out patrol duties as well as supervising prisoners and detainees during employment, recreation and exercise.</li><li>• <b>Maintaining order, control discipline and a safe environment.</b> This includes dealing with incidents as the 'first on scene' and working as part of a team to resolve the issues, employing authorised physical control and restraint procedures where appropriate, ensuring that security measures in place at the prison are satisfactory by checking cells, bolts, locks, grills, perimeter checks and reporting to the Senior Officer any weakness detected in security arrangements.</li><li>• <b>Carrying out searches as required,</b> (in particular to ensure that prohibited articles are not brought into the Prison) and making the necessary reports to the Senior Officer as well as completing the necessary records in the prison diary/orderly sheets. Such searches may include:<ul style="list-style-type: none"><li>○ Searching of Prisoners/detainees</li><li>○ Searching cells</li><li>○ Searching compound</li><li>○ Searching items brought into the prison</li><li>○ Searching persons entering and leaving the prison</li></ul></li><li>• <b>Provide humane conditions for prisoners and meet legislative and 'Human Rights' needs.</b> This can include taking care of prisoners' property, escorting prisoners on external visits to Court, KEMH, on work experience, and any other place as directed by your line manager and being aware of prisoners' rights and dignity whilst reinforcing their personal responsibility for issues such as personal hygiene. Officers also have to ensure meals are ordered/collected from KEMH.</li><li>• <b>To Provide operational cover of the Prison during the night time lock up period,</b> Maintaining the security and safety of prisoners and prison infrastructure ensuring compliance with Prison Instruction OIC1 13. Night Orderly Officer.</li></ul>						



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- **Ensuring that prisoner complaints and request are taken and addressed appropriately**, whether personally or by referring to Senior Officer or recorded in the request/complaint book.
- **Ensuring Public protection** is effectively managed regarding security/supervision when prisoners are escorted outside the prison to work parties/external visits/KEMH and court.

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## Key Role Activities:

- **Helping prisoners prepare for their return to the community** by taking an active part in rehabilitation programmes, including workshops, assessments, supporting sentence management goals and advising prisoners via pro social modelling.
- **Working as part of a team to encourage development and equality of opportunity** and developing relationships with other specialist staff, including health and social work professionals.
- **Preparing relevant reports and documentation for managers/quality checking purposes** and maintaining and updating records and writing prisoner reports. This includes ensuring that admission and discharge procedures are completed in respect of every prisoner and detainee.
- **To take the lead in a designated Custodial area** relating to activities, community engagement, safety, security, sentence management and regime delivery
- **Complying with circulated Legislation, Prison Instructions, Policies and notices** to staff and reporting wrong doing directly to Management.
- **Public facing duties** relating to official and social visitors are maintained to the highest professional standard.
- **To perform administrative functions as required.** Including daily diary, prisoner files, court warrants, intelligence reports, discipline reports, prisoner and visitors monies, weekly canteen and managing prison ledger.
- **Perform any other reasonable and lawful duties** that may be assigned by the prison Manager or the Senior Officer.

*The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.*

## Additional Information:

The Prison is located adjacent to the Royal Falkland Islands Police Station and has a capacity for 18 Prisoners.

### Mission

The Service's mission is to serve the public by keeping in custody those directed to the service by the courts. Our duty is to look after such individuals with humanity and to help them lead law abiding and useful lives in both whilst in custody and after release.

In addition to their custodial duties, prison officers must also be able to establish and maintain positive working relationships with prisoners, balancing authority with a large amount of understanding and tolerance, in order to effect rehabilitation.



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## Vision

As part of the wider justice system we will give the public confidence in our ability to protect the public and reduce re-offending with effective use of Government resources.

## Other requirements

Applicants must:

- Be aged 18 or over;
- Undergo security checks prior to taking up a post – see below section;
- Declare whether they are a member or affiliated with a group/organization that the Prison Service considers to be incompatible with a Prison Officer's role.

The post holder will be required to work during unsociable hours, including nights, weekends and public holidays and must be available in the event of an incident if on the Falkland Islands. Uniform will be worn.

## Criminal Record Checks: (This post is regarded as a sensitive post)

All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.



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Person Specification:	Prison Officer		
Criteria	Essential	Desirable	Assessment Method
<b>Knowledge, Skills and Experience:</b>			
<b>For Grade F</b> - A minimum of 2 years' recent work experience in a relevant field		✓	A
<b>For Grade E</b> – A minimum of 5 years experience within a discipline service or successful passing of Prison service probationary period and completion of Prison officer Training modules.	✓		A
Very good IT skills, particularly in respect of use of standard Microsoft Office programmes such as Word and Excel	✓		A/R
Excellent interpersonal skills including constructive assertiveness and self-motivation and the ability to get on with a range of people	✓		A/I/R
Good organisational and problem solving skills	✓		I/R
Ability to correctly interpret and apply ordinances and regulations		✓	I/R
Excellent communication skills and the ability to take responsibility for own work and outputs	✓		A/I/R
Proven ability to remain calm under pressure and in distressing situations	✓		I/R
Ability to work effectively on your own initiative and as a member of a disciplined team	✓		I/R
Excellent decision making ability	✓		I/R
<b>Personal Attributes:</b>			
Works with honesty and integrity and possesses a good level of emotional intelligence	✓		I/R
A genuine interest in the rehabilitation of Offenders	✓		A/I/R
Keen observational skills, an eye for detail and a methodical approach to work	✓		I/R
Demonstrable personal resilience	✓		I/R
Sufficiently physically fit to undertake the duties of the post	✓		O
The ability to effectively and safely enforce security and discipline		✓	I/R



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<b>Person Specification:</b>	Prison Officer		
Criteria	Essential	Desirable	Assessment Method
<b>Qualifications and Training:</b>			
For Grade F - Minimum of GCSE Grade C (or equivalent) in English and Maths	✓		A
For Grade E – NVQ 3 and/or Prison Officer training certification (or equivalent) in a relevant subject such as Custodial Care	✓		A
A valid driving licence for manual and automatic vehicles	✓		A
Ability to speak a second language, preferably Spanish		✓	A
Recognised Prison Officer training certification		✓	A
<b>NB</b> Equivalent combinations of educational qualifications and experience may be considered.			
<b>Note to Applicants:</b> Please ensure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form.			

## Method of Assessment:

- A - Application Form
- I - Selection Interview
- R - Reference
- O - Other