



# Prison Officer Isle of Man Prison Recruitment Pack

**More than a job.**

**More than a uniform.**

Inspire change, guide offenders toward a positive future and help break the cycle of re-offending.

Working together for the **Isle of Man**

## About the role

We're looking for compassionate, approachable and resilient individuals to join our dedicated team of Prison Officers at the Isle of Man Prison.

The role of a Prison Officer goes beyond the typical 9-to-5. You'll face the unexpected and must be ready for whatever challenges arise. In this unique position, you'll play a key role in maintaining safety, supporting rehabilitation and helping offenders build a better future. This rewarding opportunity offers you the chance to protect the public, promote positive change and make a lasting impact in your community. This is a challenging, no-two-days-are-the-same job where your ability to balance authority with compassion will be crucial.

One of your biggest challenges will be building trust and rapport with prisoners while maintaining professionalism, discipline and good conduct. As a role model, you'll use interventions to address re-offending behavior, encourage positive change and help prisoners build structure in their lives. You'll also play a crucial role in supporting those struggling with self-harm, ensuring they receive the care and guidance needed to move forward.

Prison Officers at the Isle of Man Prison undergo an initial 9-week training course delivered at the prison. This course is designed to enhance your interpersonal skills and prepare you for working effectively with prisoners. You'll receive training in control and restraint techniques, as well as search and security procedures. Upon completing the course, you'll be supported by experienced officers as you transition into your role. The probation period for Prison Officers is six months.



## What does the role involve?

### Residential & Operational Duties

- Supervise and control prisoners in accordance with Prison Rules and the Governor's instructions.
- Maintain good standards of prisoner care ensuring that prisoners are treated with humanity and dignity whilst maintaining discipline.
- Ensure the provision of the prisoners' statutory and legal rights including letters, visits, exercise, clothing, etc.
- Process prisoners' cash, valuables and property accurately and maintain up to date records of all transactions.
- Process prisoner casework and applications efficiently.
- Write reports on prisoners.
- Encourage and motivate prisoners.
- Perform the duties as a Custody Support Officer to allocated individual prisoners.
- Ensure that the prison's anti-bullying and anti-suicide policies are adhered to.
- Carry out reception procedures for prisoners arriving at custody.
- Supervise visits with prisoners including social visits with family and friends and professional visits with advocates and other outside agencies.

### Security

- Raise any security concerns to the Senior Officer in charge and write reports where necessary
- Remain informed and vigilant with regards to topical and routine security matters
- Always maintain control for the safety of staff, prisoners and visitors using the range of tools and techniques available

### Health and Safety

- Take reasonable care for the health and safety of prisoners, colleagues and yourself.
- Maintain the appropriate standards of health, safety and hygiene.
- Supervise cleaning, work parties and association periods in line with good Health and Safety practice.
- Carry out cell fabric checks, and safety checks of communal areas as directed.

### General

- Engage and interact with prisoners' families, members of the public, Police, Judiciary, other agencies in a courteous and efficient manner.
- Carry out any other duties as directed by line managers.
- Be expected to work unsociable hours including evenings, weekends, bank holidays and night shifts. This does not apply to those in the Operations Group where nights are not part of the profiled shift pattern.
- Maintain proficiency in Control and Restraint techniques and ensure that refresher training is completed and in date.
- Use the IT systems to ensure information is reported, communicated and recorded appropriately. Systems include Microsoft Office and SharePoint and our Prison Information Management System (PIMS) comprising of prisoner records including general observations, work ethic and progression, education achievements etc.

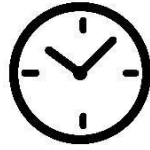
### Team Working

- Give and receive support and encouragement to and from colleagues.
- Work collaboratively with internal departments (Operational Support Grades, Gymnasium, Security, Works, Resettlement, Catering, Stores, Healthcare and Education) to ensure the smooth running of the routines and regimes.
- Engage with professional partners and outside agencies to encourage rehabilitation.

## Why join our team?



Enjoy a competitive salary and annual leave entitlement



Work flexible shift patterns to suit your lifestyle



Be part of a friendly and supportive team



Experience the rewarding nature of the role and achieve true job satisfaction



Free car parking



Free gym access



We actively support your own personal career goals, aspirations and development.



Access dedicated training facilities and a wide range of courses to grow your skills.



Benefit from a defined contribution pension scheme where both you and the organisation contribute to your future.



Work in an organisation that values Teamwork, Respect, Trust, Resilience, Integrity, and Transparency.

## What do I need to be successful in this role? (Person Specification)

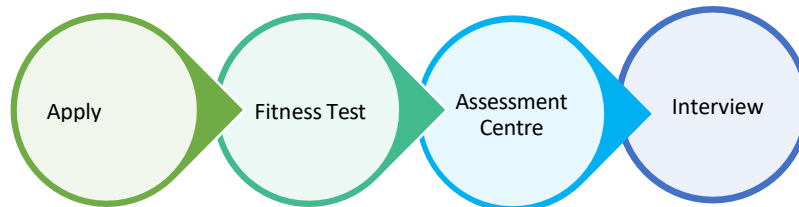
Attributes Required	Essential or Desirable	Method of Assessment
Experience of effectively managing situations with difficult or challenging people within a work or volunteer environment	<b>E</b>	Application Question
Able to resolve disagreements constructively through negotiation or compromise	<b>E</b>	Application Question
Comfortable using computers and Microsoft word	<b>E</b>	Assessment Centre
Good written and verbal communication skills, including good listening skills and the ability to adjust communication style to audience	<b>E</b>	Assessment Centre
Fluent in English, both written and spoken, with the ability to communicate clearly and effectively	<b>E</b>	Assessment Centre
Team player	<b>E</b>	Assessment Centre
Attention to detail	<b>E</b>	Assessment Centre
Ability to work on own without supervision when necessary	<b>E</b>	Assessment Centre
Reliable and self-motivated	<b>E</b>	Assessment Centre
Acts as a role model and maintains professionalism	<b>E</b>	Assessment Centre
Makes balanced and well thought out decisions	<b>E</b>	Assessment Centre
Adapts to change well and supports others through change	<b>E</b>	Assessment Centre
Innovative and shares new ideas	<b>D</b>	Assessment Centre
Remain calm under pressure	<b>E</b>	Assessment Centre
Good interpersonal skills – able to engage well with a range of people	<b>E</b>	Assessment Centre
Demonstrate resilience	<b>E</b>	Assessment Centre
Self-confident and assertive	<b>E</b>	Assessment Centre
Able to work shifts, including nights, weekends & public holidays <sup>1</sup>	<b>E</b>	Assessment Centre
Good organisational skills	<b>E</b>	Assessment Centre
Future focused	<b>E</b>	Assessment Centre
Flexible and able to adapt to changing circumstances, multi-tasking when needed	<b>E</b>	Assessment Centre
Personal integrity	<b>E</b>	Assessment Centre
An ability and willingness to learn	<b>E</b>	Assessment Centre

Trusts and is trusted	<b>E</b>	Assessment Centre
Has positive energy and drive	<b>E</b>	Assessment Centre
Inspires, motivates and empowers	<b>E</b>	Assessment Centre
<b>Other requirements</b>		
Isle of Man Worker	<b>D</b>	Application/Pre-employment checks
Full, valid manual car driving licence	<b>E</b>	Pre-Employment Checks
Satisfactory Police Check	<b>E</b>	Pre-Employment Checks
Physically able to carry out all aspects of the role	<b>E</b>	Fitness Testing & Pre-employment checks

## What does the recruitment process look like?

The Prison Officer recruitment process consists of four stages. Applying online is quick and straightforward - simply complete a short application form and upload your CV, along with a cover letter if you wish.

We will begin by conducting an initial review of applications. If you pass this stage, you'll be invited to our fitness and aptitude test.



If you are successful at the fitness test, we will conduct a further review of the applications and if you are successful here, we will invite you to the Assessment Centre.

The Assessment Centre will include a variety of assessments including role play exercises, group exercises, individual exercises and a written report. You will be continually assessed throughout the whole process.

If you succeed at the Assessment Centre, you will be invited to a final interview. If successful here, we will either offer you a position within the team (subject to satisfactory pre-employment checks) or invite you to join our Talent Pipeline. Being part of the Talent Pipeline means that you will be offered a suitable position when it becomes available in the future within a given timeframe.