



Role Profile

UPW Supervisor			
Reference No.	I383.02	Type	Individual
Service	Criminal Justice Services		
Job Family	Para-professional 3	Anticipated Grade	FC5

Purpose
The Community Payback By Offenders Scheme is part of Fife Council Criminal Justice Services. The Scheme provides the Courts with a community based disposal, unpaid work penalty for offenders as a direct alternative to custody.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Supervising, motivating and leading groups of offenders in a variety of unpaid work settings on a daily basis.	<p>Educated to SCQF level 4, which includes National 4 or Standard Grades at General level or O' Grades or equivalent</p> <p>Supervisory skills</p> <p>Understanding and awareness of issues facing offenders (Focus on customers)</p>	✓	✓
Completing community based projects within specified timescales.	<p>Experience of completing projects within specified timescales (Deliver results)</p> <p>Experience of completing DIY soft/hard landscaping, painting and woodworking tasks</p>	✓	✓

E = Essential Criteria D = Desirable Criteria

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Taking control and safely storing all tools, equipment, plant and vehicles.	Knowledge of health and safety practices Legionella Water Quality Training (Take ownership) Asbestos Training IOSH Training Fire Safety Checks	✓	✓ ✓ ✓
Providing daily feedback and short written reports confirming attendance, attitude and general work and performance of unpaid work participants.	IT skills (Embrace technology and information)	✓	
Undertaking short courses and training as required.	Motivational skills (Working together)	✓	
Booking in, transportation and supervision of Community Payback unpaid work squads and individuals.			
Checking risk assessments and following general Health and Safety procedures.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Job Title of Specialist tasks			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input checked="" type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results