

# Person Specification

## Senior Responsible Officer - Offender Management

These criteria will be used throughout the assessment process. Please evidence all criteria listed below in your application form. You should give examples to support your answer.

Criteria and competency they link to as appropriate	Essential	Desirable	Means of measurement				
			AF	I	T/A	Q	P
<b>Skills Knowledge and Aptitude</b>	Knowledge of Criminal Justice System and aware of future developments IT Skills Assessment skills Evaluation skills Presentation Skills		X  X X x	X  X x			
<b>Training and Qualifications</b>	Trained as a Probation Officer (or to CQSW/ DIPSW)		x			x	
<b>Experience</b>	Experience of managing a caseload Experience of running supervisory programmes Experience of risk management	Experience of Group Work Experience of work in a related field	X X X	X X x			

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Criteria and competency they link to as appropriate	Essential	Desirable	Means of measurement				
			AF	I	T/A	Q	P
	Experience of planning and administration Experience of working to National Standards		X				
<b>Disposition</b>	Able to work within and actively promote the values of the SYCRC		X	X			
	Ability to work alone and as part of a team		X	X			
	Ability to manage and prioritise a high workload		X	x			
	Customer service oriented		X	x			
	Health and safety conscious		X	x			
	Results oriented		X	x			
	Proactive approach to work		X	x			
	Flexible approach to work		X	x			
	Positive approach		x	x			
<b>Special Requirements</b>	Able to travel across the county		x				

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### **Measurement Key**

AF	Application Form
I	Interview
T/A	Test/Assessment
Q	Qualification
P	Presentation