



PERSON SPECIFICATION

Ref.:

Job Title:	Probation Service Officer		
Grade:	Band 3	Review Date:	Updated April 2012
Location:	Various	Department:	Offender Management

Knowledge and Qualifications: : This specification outlines the expectations of a newly appointed candidate to this post.

	E	D	Method of Assessment
<ul style="list-style-type: none"> • Basic awareness and understanding of The Criminal Justice System. • Basic awareness of diversity issues • Basic awareness of Health and Safety issues • Willingness and ability to complete VQ3 in Probation Practice 	✓ ✓ ✓ ✓		<ul style="list-style-type: none"> • A • A • A • I

Skills and Competencies:

	E	D	Method of Assessment
<ul style="list-style-type: none"> • Ability to case manage <ul style="list-style-type: none"> • Assessment skills • Motivating skills • Manage conflict • Enforcement of rules • Ability to communicate effectively, verbally and in writing <ul style="list-style-type: none"> • Record keeping • Issue clear instructions • Listening skills • Presentation skills (Court) • Liaison with colleagues, other agencies, etc • Ability to problem solve <ul style="list-style-type: none"> • Identification of issue • Consultation with others • Set clear boundaries 	✓ ✓ ✓		<ul style="list-style-type: none"> • A • A • A

<ul style="list-style-type: none"> • Generate a range of solutions • Review/evaluate impact of decision • Ability to work effectively as part of a team <ul style="list-style-type: none"> • Sharing information • Supporting and respecting colleagues • Ability to promote good diversity practice <ul style="list-style-type: none"> • Understanding of diversity issues • Pro social modelling, i.e. set good example in treating fairly and with respect individuals from a diverse range of backgrounds • Appropriate challenging of attitudes and behaviours • Ability to plan and organise own workload <ul style="list-style-type: none"> • Prioritisation • Planning skills • Time management • Organisational skills 	✓		• A
	✓		• A
	✓		• A

Physical, Mental and Emotional Demands:

	E	D	Method of Assessment
<ul style="list-style-type: none"> • Standard office and IT requirements – experience of using Microsoft word, excel, email and databases 	✓		• A

Other:

	E	D	Method of Assessment
<ul style="list-style-type: none"> • All work with offenders has the potential to be emotionally demanding • There is an expectation that all staff are dressed appropriately when representing NSPT i.e. in Court and other formal settings 	✓		• A
	✓		

Key –

[E] = Essential Criteria

[D] = Desirable Criteria

Method of Assessment

[A] = Application (Form or CV)

[I] = Interview

[T] = Psychometric or other Tests