

## Job Description

JOB TITLE: **Responsible Officer (PO)**

RESPONSIBLE TO: **Dependent on role**

PURPOSE OF JOB: To undertake assessment of service users, management of complex cases and public protection duties in a specific service area, that enable ex-offenders to live in family & community environments that maximise their life chances and to reduce re-offending

BAND:

DATE REVIEWED

REVIEWED BY:

### General values

The following values are a general background to the specific duties and responsibilities:

- Working to reduce crime and the fear of crime
- Delivering the best possible quality service
- Working to combat discrimination and disadvantage; promoting equality
- Respecting the confidentiality of information
- Ensuring public accountability

### Responsible Officer (PO) Profile

- Engage individuals to change
- Promote desistance
- Assess of risk and closeness to change
- Specific case management
- Case consultation for practitioners development
- Assess, plan and sequence interventions based on risk and need
- Respond to diversity of individuals
- Communicate with a range of people in different settings
- Work as part of a team including with other agencies (Tactical Skills)
- Contribute to good practice

### Main Responsibilities:

- Risk assessment including risk escalation
- Assessment of closeness to change and needs
- Delivery of Induction/new Direction model ( Community based RO)
- Deliver RAR sessions including one to one engagement and offending behaviour group-work modules (Community based RO)
- Planning and oversight of supervision
- Manage case resources
- Manage public protection cases as Responsible Officer
- Working with complex services users including dangerous and prolific offenders;
- Managing and enforcing community orders made by the courts
- Liaison with statutory and local agencies

- Protecting the public by collaborating with other agencies to ensure that Multi-Agency Public Protection Arrangements (MAPPA) are effective;
- Represent BeNCH CRC at multi-agency case meetings
- Represent BeNCH CRC at strategic and joint working forums
- Providing specialist reports to prison governors in relation to release such as PD1,HDC,ROTL's
- Oversight & responsibility for cases.
- Contribute to practice development & standards
- Contribute to progress and breach reports
- One to one supervision with offenders (Community based RO)
- Case consultation for Responsible Officers (PSO's)
- Decide on sequencing of interventions
- Working with other agencies to help local crime reduction and community safety, e.g. Police, local authorities, courts, health services, substance misuse services, voluntary agencies and youth offending teams;
- Carrying out risk assessments in order to protect the public from further possible offending and harm
- Understand and comply with relevant legislative requirements and statutory duties to safeguard children and to safeguard adults at risk of abuse, neglect or radicalisation
- Travel and home visits may be required

**General Responsibilities:**

- Attend any training as and when required.
- Travel and home visits may be required

The post holder will at all times

- Undertake such other duties which may appropriately be delegated by the Service.
- Attend courses, working parties etc, where necessary, to facilitate personal development and greater effectiveness within the post
- Carry out his/her duties with regard to the organisation's policy on Equal Opportunities
- Use IT equipment and software as required
- Ensure that the Health & Safety standards required by the organisation are met in the workplace

**Key Performance Indicators (KPIs)**

- All records will be maintained
- Good relationships are built with other agencies
- To work in accordance with all Sodexo policies and procedures

## **Other responsibilities dependent on role**

### **Hub**

- Reporting to Hub Manager
- Oversight & responsibility for cases without face to face contact

### **Treatment Manager**

- Reporting to Interventions Manager
- Responsible for the quality of delivery of the programme which includes the preparation, engagement, facilitation, assessment, reporting and ongoing support of participants and staff involved in delivering offending behaviour programmes
- Responsible for ensuring that programmes are delivered in accordance with their design and that facilitators adhere to the principles of the programme
- Responsible for the ongoing support and continuing professional skill development of facilitators
- Ensure that all relevant paperwork including those associated with the clinical assurance process is completed and sent on time
- Respond to any local queries or complaints about the delivery of the programme
- Provide feedback to facilitators in a way which develops their skills and improves the delivery of the programme.
- Coordinate and plan and deliver internal and external quality audits.
- Make sure that timetables are completed to meet the needs of the offender cohort and performance targets.
- Look for external business and income generation opportunities and develop plans and business cases to support implementation.
- Undertake regular treatment feedback sessions with facilitators.
- Deliver presentations to courts Magistrates and NPS staff, relating to new programmes, risk management, suitability targeting and delivery and learning outcomes of programmes.
- Have responsibility for leading facilitators and the team to reach performance targets and quality scores.
- Ensure that all staff under your supervision understand and comply with relevant legislative requirements and statutory duties to safeguard children and to safeguard adults at risk of abuse, neglect or radicalisation

## Person Specification –Responsible Officer (PO)

		<b>Essential</b>	<b>Desirable</b>	<b>Tested by:</b>
1.	Motivational service user facing skills	<b>X</b>		Application form/interview
2.	Organised and able to plan	<b>X</b>		Application form/interview
3.	Operating to tight deadlines	<b>X</b>		
4.	Detailed & accurate work	<b>X</b>		
5.	Good IT skills	<b>X</b>		
6.	Excellent communication skills for phone and face to face contact with service users and agencies	<b>X</b>		
7.	Pro-social modelling positive behaviour with service users	<b>X</b>		
8.	Ability to engage, motivate, support & coach	<b>X</b>		
9.	Calm under pressure	<b>X</b>		
10.	Tenacity	<b>X</b>		
11.	Appropriate use of authority	<b>X</b>		
12.	Good team working skills	<b>X</b>		
13.	Ability to oversee colleagues practice	<b>X</b>		
14.	High level literacy skills	<b>X</b>		
15.	Highly motivated	<b>X</b>		
16.	Performance & outcome orientated	<b>X</b>		
17.	Capable of individual decision-making	<b>X</b>		
18.	Open-minded & supportive approach to service users	<b>X</b>		
19.	Ability to build strong relationships in working with others	<b>X</b>		
20.	Qualified to NVQ level 5 or equivalent	<b>X</b>		
21.	Resilient	<b>X</b>		
22.	Seeks to attain continuous improvement		<b>X</b>	
23.	Experience of working with service users or other vulnerable adults		<b>X</b>	
24.	Knowledge of the English legal system		<b>X</b>	
25.	Experience of managing risk in a multi agency framework		<b>X</b>	