

Description



Job Title: Community Payback Officer

Grade: Band 3

Location: Within SYCRC Boundaries

Responsible to: Team Manager

Summary of Main Duties & Responsibilities

Item	Duty/Responsibility
1	Supervise groups of offenders on work placements (ratio of 1 supervisor to 8 offenders) using the provided equipment, materials and designated transport to meet the Contractual Performance Targets.
2	Assess ability of offenders and assign group members to various tasks, maintaining good standards of behaviour and work performance
3	Ensure all work is carried out to high standards and in accordance with relevant Work Placement Health & safety Risk Assessment including preparation for and clearing up after each work group. Ensure site specific health & safety briefing is undertaken prior to commencement of work.
4	Ensure standards of behaviour and work activity of offenders at all times whilst on worksites or single placements is managed and meets expectations. Deal with any issues of non-compliance or unacceptable behaviour by offenders quickly and effectively
5	Role model positive attitude, skills and commitment to engage and motivate offenders to positively impact on attendance and the completion of orders. Maintain an awareness of diversity and equality issues in the management of the worksite or placement.
6	Assist offenders with problem solving skills, provide training in basic employability skills and Vocational and Skills for Life Training
7	Provide effective verbal feedback and written communication to the Responsible Officer to ensure attendance, the effective management of risk and delivery of the Achievement Plan Objectives.
8	Undertake assessment interviews and deliver group induction and ensure rules, health & safety and general standards of behaviour are communicated
9	Identify, develop and manage worksites and individual placements in accordance with the Authority Contractual requirements including not depriving others of paid work.

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10	Maintain and support effective and productive relationships with Beneficiaries, and placement providers. Ensure Placement Providers understand the objectives of Unpaid Work and the expectations of 'Placement Quality Standards' and pro social modelling placed upon them.
11	Ensure Beneficiary and Placement contracts are completed in a timely manner
12	Undertake Health & Safety Risk Assessments for Worksites and Placements
13	Undertake continuous training and development to achieve the current aims of the post and keep up to date with future developments.
14	Work flexibly to deliver the Contractual requirements including 7 day service delivery.
15	Compliance with Information Security Policies
16	Contribute to the improvement of service delivery (a) Establish, maintain, and enhance effective working relationships, with colleagues, managers and other agencies. (b) Share responsibility with the employer for personal professional development through appraisal, supervision and essential or desired training opportunities. (c) To promote diversity and equality for staff, offenders and members of the public (d) To model the Values and Behaviours of the SYCRC
17	Any other duties as may be required from time to time commensurate with the grade and in line with SYCRC policies.