

Person Specification

Probation Service Officer / Responsible Officer

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
Skills Knowledge and Aptitude	Well organised and resourceful Able to work to tight deadlines and to cope with pressure IT skills including Word Good interpersonal skills and ability to work comfortably with a wide range of people Good written/verbal communication skills	Structured report writing skills Knowledge of Risk Assessment and Risk Management Knowledge of the Criminal Justice System Knowledge of welfare and housing benefits and systems Knowledge of mental health issues Counselling skills	X X X X X	X X X X X	X X X X X		X X X X X
Training and Qualifications	5 GCSE A-C Grade or equivalent	A level or above in a relevant subject e.g. Sociology, Criminology or Psychology	X			X	
Experience	Experience of working with offenders or disadvantaged/vulnerable individuals or groups in a paid or voluntary capacity Experience of working to set procedures and guidelines	Experience of conducting or contributing to Risk Assessment and Risk Management Experience of writing sentence/care/treatment/learning plans for individuals	X X	X X			X X

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			AF	I	T/A	Q	P
	Experience of dealing with people/customers who may be demanding upset or aggressive	Experience of representing individuals, agencies or organisations at formal hearings in Courts/tribunals or similar Experience of supervising or organising individuals or groups and/or of using authority in a work setting e.g. in a school or shop or in a voluntary capacity e.g. as a special constable					
Disposition	Comfortable with using authority in a work setting		X	X			
	Able to work on own initiative		X	X			
	Positive approach		X	X			
	Willing to undertake training as required		X	X			
	Empathy		X	X			
	Committed to diversity and inclusion and able to work in a non-discriminatory way with a diverse population		X	X			
	Good time management		X	X			

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Special Requirements	Willingness to travel to Prisons, Court, Offenders' homes and other locations as required.		X	X			

Measurement Key

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