

**Job Description:** **Community Payback Officer**

**Date written:** **December 2015**

**JOB LOCATION:** **Community Payback**

**PLACE OF WORK:** **BeNCH Wide (LMC / NC)**

**GRADE:** **Band 3**

**Reporting to:** **Community Payback Manager**

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 of service
- Working to combat discrimination and disadvantage; promoting equality
- Respecting the confidentiality of information
- Ensuring public accountability

#### OVERALL PURPOSE OF JOB

To contribute to the protection of the public and building safer communities through the arrangement of Community Payback placements for service users to complete Unpaid Work Requirements, as sentenced by the Courts.

The purpose of BeNCH Community Payback is to provide rigorous and effective punishment, reduce the likelihood of re-offending, rehabilitate the service user and enable reparation to the local community. The Community Payback Unit provides service users with the opportunity to make reparation by performing demanding unpaid work for the benefit of local communities.

The role is responsible for ensuring that a sufficient and wide variety of unpaid work projects are available that meet the needs of the diverse range of service user's that we work with. The post-holder will support local management in achieving efficiency of delivery by managing logistics such as the scheduling of projects and placements, fleet management, ordering consumables etc., as well as liaising with the Hub to make sure that Orders are completed within 12 months. The post-holder will also be responsible for maintaining a register of projects, ensuring that risk assessments support safe working and that risk assessments are reviewed regularly. In all aspects

of the role the Community Payback Officer must work in accordance with the Community Payback Manual. .

The Community Payback Unit operates from bases across BeNCH. Its functions and objectives are:

- To deliver Community Payback and the proper punishment of the Court
- Conduct risk assessments and ensure safe working practices are in place, including the full induction of service users to the working environment
- Enforce breaches of Unpaid Work Requirements in a timely and rigorous manner, in line with BeNCH Enforcement procedures
- Work in partnership with public, private and voluntary sectors to build safer communities and reduce crime

### **MAIN DUTIES AND RESPONSIBILITIES:**

- 1** Ensure timely commencement of Unpaid Work Requirements and within the timescales as detailed within the Technical Guidance of NOMS Service Level Measures.
- 2** Deliver induction directly or receive induction products to assess placement suitability according the risk, need and the protected characteristics of the individual, including their ability to work intensively.
- 3** Develop relationships with local learning providers to offer educational or skills enhancement activity to service users subject to Unpaid Work Requirements.
- 4** Identify, manage and review the suitability of Community Payback projects including site visits and liaison with beneficiaries in line with the requirements of the Community Payback Manual.
- 5** Ensure full compliance with Health and Safety requirements, including comprehensive risk assessment of new projects and regular review of existing projects.
- 6** Manage the maintenance of vehicles and tools, including personal protective equipment. Make transportation arrangements to support the delivery of Community Payback activity and, where required, drive service users and tools to site using company vehicles.
- 7** Monitor the timely completion of Unpaid Work Requirements, liaising with Administrator's at the Hub and Responsible Officer's, to take action to prevent Requirements expiring before the completion of the hours.
- 8** Respond to unforeseen circumstances through the rearrangement of schedules and planned work activity to prevent service user's being "stood down" from work.
- 9** Attend partnership forums, represent the organisation professionally and develop strategic relationships that support the delivery of Community Payback.
- 10** Assist in Quality Assurance and audit activities, including the observation of pro-social modelling and provide feedback to staff and management.

- 11** Attend all mandatory training as identified by the line manager. Engage fully in appraisal and performance monitoring processes and take personal responsibility for identifying continuous professional development opportunities.
- 12** Work at all times in accordance with BeNCH CRC Code of Conduct and challenge or report behaviours observed that do not conform to the professional standards expected of BeNCH CRC employees.
- 13** Work from time to time at different locations, as required, and in line with the Mobility Policy.
- 14** Undertake any other reasonable duty of the role as directed by management.

## **PERSON SPECIFICATION**

	<b>Competency</b>	<b>Essential</b>	<b>Desirable</b>
1.	Qualified to NVQ Level 3 in Probation Studies or equivalent experience	<b>X</b>	
2.	Knowledge of the Criminal Justice System and role of the CRC with Probation Services		
3.	Good interpersonal skills. Able to respond to resistance positively and professionally	<b>X</b>	
4.	Able to work in a non discriminatory way; awareness of and compliance with Equalities legislation.	<b>X</b>	
5.	Calm under pressure, resilient and able to react quickly to changing priorities	<b>X</b>	
6.	Effective team working skills	<b>X</b>	
7.	Knowledge of H&S in the workplace and desire to complete H&S training	<b>X</b>	
8.	Seek to attain continuous improvement	<b>X</b>	
9.	Able to follow policy and process and be well organised	<b>X</b>	
10.	Competent in the use of a range of I.T. software packages	<b>X</b>	