

Cumbria and Lancashire CRC Job Description

Title: Senior Probation Officer/Team Leader	Band: 5
Responsible to: Deputy Director	LDU Based
Hours: 148 over a 4 week period to include occasional evening and weekend work	

OVERALL PURPOSE OF JOB:

To lead, supervise and support staff in the team. To contribute to the implementation of CRC policy and to the achievement of LDU and team objectives.

The postholder will be required to:-

- Work to high professional standards
- Comply with the CRCs Equality Scheme and associated procedures and embrace a culture which values diversity
- To ensure the health, safety and welfare of self and others in accordance with the CRCs Health and Safety Policy and associated procedures.
- Work in an open, transparent and participative way
- To promote the aims and values Cumbria & Lancashire CRC

MAIN ACTIVITIES/TASKS (in conjunction with the statutory duties laid down by the Probation Rules 1984)

1. Initiate or implement changes to develop service delivery in line with effective practice principles within the resources at their disposal.
2. Manage and support practice across court work, community orders and pre and post release
3. Develop partnerships within the community and criminal justice system. Engage in effective liaison and joint working.
4. Implement Sodexo quality standards and the CRCs Quality Framework within their area of responsibility ensuring monitoring and compliance with national standards
5. Oversee and develop safe working practices within their area of responsibility including the protection of the public in risk assessment management and the health and safety of staff through the implementation and monitoring of area policy and procedure.

6. Manage the resources under their control which could include allocated budgets; monitoring contracts; complying with financial regulations and reporting procedures.
7. Prepare an annual team plan and review, ensuring the effective allocation of work and efficient use of resources.
8. Understand the relevance of information systems and the importance of submitting regular monitoring information on time
9. Participate in, lead, convene and chair team and other meetings, including project teams, multi-agency meetings and in partnership with other organisations in the community.
10. Attend and contribute to LDU and other leaders meetings .
11. Work closely with other Middle and Senior Leaders to ensure consistency of delivery of practice across the organisation.
12. Undertake internal or external lead responsibilities as agreed by the Deputy Director
13. Promote the equality of treatment and anti-discriminatory practice to all service users.
14. To lead, supervise and appraise staff to agree performance objectives. Develop work plans for relevant staff and hold them to account for delivery identifying appropriate development opportunities
15. Proactively manage staff including attendance, health and safety, equality, employee relations and legislative requirements are followed
16. Undertake investigations into employee relations issues, serious further offences and offender complaints as required
17. To undertake any other duties commensurate with the role

Endorsed by : Joanne Dann, Deputy Director

Signature :



Date: 22/06/2018

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time and should not be regarded as exclusive or exhaustive. There may be other duties and requirements at the same or lower responsibility level associated with this post.

PERSON SPECIFICATION

Job Title:	Senior Probation Officer	Team:	Offender Management
Grade:	Band 5	Date:	September 2015

Short-Listing Criteria	Essential/ Desirable (E/D)	Assessment Method (How it will be measured whether a candidate meets the criteria)
<u>Qualifications</u>		
1. CQSW, DipSW, DipPS or equivalent	E	Application form
2. Management Qualification	D	Application form
<u>Knowledge/Experience</u>		
1. Knowledge and understanding of computerised information systems.	E	Application form
2. Experience of using statistical information and data to achieve performance targets and to produce reports.	D	Application Form /interview
3. Experience of managing change to achieve results	E	Application Form/Presentation
4. Experience of developing and managing staff to improve performance e.g. PQF supervision	E	Application Form/Interview
5. Experience of working with partnerships and external agencies.	D	Interview
6. Experience of Offender Management – court work, community orders and pre and post release.	E	Interview/Test
7. Experience of interventions (programmes, approved premises, prisons)	D	Application form
<u>Skills/Abilities</u>		
1. Ability to communicate effectively both orally and in writing with a wide range of	E	Presentation/Test

people and all levels.		
2. An ability to retrieve information, prepare and interpret financial and statistical and performance information both manual and computerised.	E	Interview
3. Ability to manage, lead, motivate and develop individuals across the area to ensure planned implementation of initiatives.	E	Interview/Test
4. Problem solving skills	E	Presentation/Test
5. An ability to prioritise own work and work of others to achieve targets.	E	Test
<u>Physical Requirements</u>		
1. Demonstrate a good attendance record*	E	Pre employment checks
<u>Commitments</u>		
1. Commitment to Equal opportunities and Diversity in the workplace.	E	Interview
2. Willingness to work flexibly to meet the demands of the service.	E	Application form/interview
3. Committed to the aims and objectives of the service.	E	Interview
4. Ability to and willingness to travel throughout Cumbria & Lancashire	E	Interview

* Cumbria & Lancashire CRC has a target of no more than 9 days absence per employee per annum. Candidates who are offered a conditional offer of employment will, therefore, be required to demonstrate that this can be reasonably achieved by them detailing their absence record including dates and reasons for each period of absence over the last two years and by completion of a medical questionnaire and assessment by Occupational Health. Absences related to a one-off medical complaint, now resolved, e.g. operation and pregnancy-related illness will be disregarded in this assessment. Absences related directly to the DDA will also be disregarded.

This role is exempt from the Rehabilitation of Offenders Act 1974. Therefore there is a requirement for applicants and Jobholders to declare any previous criminal convictions or cautions regardless of whether or

not they are spent. Cumbria & Lancashire CRC will seek confirmation of criminal history from the Criminal Records Bureau (CRB) before confirming the appointment of any person to this post.

This post requires the Jobholder to have an enhanced CRB check.