

Job Description: Senior Probation Officer]

Function:	OMU
Job:	Senior Probation Officer
Position:	SPO
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Head of OMU
Additional reporting line to:	
Position location:	HMP Bronzefield

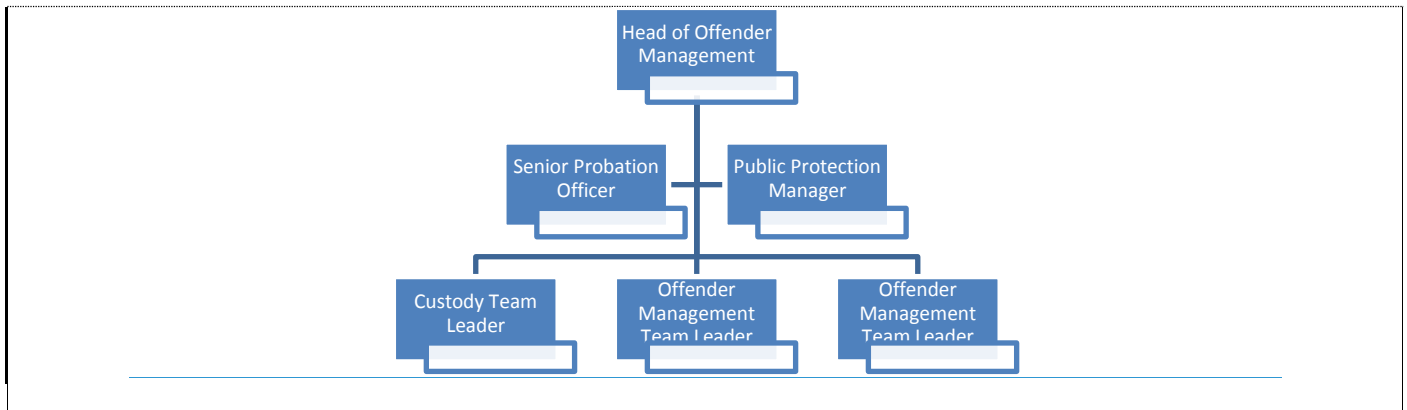
1. Purpose of the Job – State concisely the aim of the job.

- To support the Head of OMU in delivering the vision of HMP Bronzefield to ensure that the OMU and Public Protection functions of the prison operate efficiently in accordance with the values and vision of the prison.
- Ensuring the functional delivery of the OMU team including liaison and engagement with: NPS, Resettlement services, CRC's and Through the Gate delivery, Public Protection, and ROTL's.
- Ensuring the team delivers on the relevant performance measures and expectations in relation to OMU, public protection, categorisation, assessments and OASys through establishing and maintaining robust quality assurance measures.
- Ensuring compliance with all relevant PSIs, PSOs and national standards.
- Ensuring the skills and training needs of the team are monitored, measured and addresses.
- Lead a diverse team of staff including OMU caseworkers and administrators overseeing the functional delivery of a team within the OMU.

2. Dimensions – Point out the main figures / indicators to give some insight on the "volumes" managed by the position and/or the activity of the Department.

- To be responsible for a team of between 8 – 12 staff including administrators and caseworkers.

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

Line management of OMU staff:

- Ensuring caseworkers receive monthly one to one supervision.
- Ensuring caseworkers receive monthly team meetings and engage in case discussions with a specific focus upon improving risk management/analysis and practices.
- Delivering team training including best practice focus upon assessment of risk of serious harm and re-offending.
- Effectively lead, develop, performance manage and motivate staff
- Effective use of Sodexo HR policies

Public Protection Risk Management :

- Supporting the Public Protection Manager with Public Protection arrangements.
- Ensuring all processes and work undertaken are in line with Prison Service Instructions and Orders.

Liaising with external providers and CRCs:

- Working with caseworkers to ensure appropriate information sharing, and risk management via liaison with other agencies including NPS, CRC's, Courts, Safeguarding agencies and external providers.

Quality Improvement and Assurance:

- Ensure robust quality assurance processes are embedded
- Support staff in risk management awareness
- Improve quality of OASys and high risk case management

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- To ensure that caseworkers manage risk appropriately, and meet all public protection standards.

- To contribute directly to public protection through multi-agency arrangements and individual casework review, discussion and feedback.
- To provide one to one monthly supervision to all caseworker staff.
- Ensure that the skills and the competency of the team are continually reviewed, proactively managed and ensure the caseworkers are supported to deliver best practice.
- To hold monthly team meetings with caseworkers to assist in understanding of risk analysis and assessment.
- To ensure staff receive in house training on appropriate risk assessment/analysis and develop the skill and knowledge of the team.
- To Quality Audit OASys and ensure quality and performance measures are met in relation to risk assessment.
- Proactively managing the team and ensuring quality casework and practice is delivered and implemented within the team
- To provide support and oversight to caseworkers through the parole process.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Support staff to deliver practice that will lead to a reduction in re-offending and effective management of public protection.
- Develop innovative in house team training to develop risk analysis and assessment skills for staff.
- Demonstrate the Sodexo Management Behaviours and Sodexo values: Service Spirit, Team Spirit and the Spirit of Progress.

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential:

- Applications will not be considered if there is no evidence of the relevant qualifications for this post being held - PQF Honours Degree/Graduate Diploma and Level 5 Diploma in Probation Practice; or Diploma in Probation Studies; or Diploma in Social Work (Probation option module necessary); or CQSW (Probation option necessary)

Desirable:

- Experience of managing engagement, compliance and high quality risk assessment and analysis.
- An ability to demonstrate resilience, excellent inter-personal, communication and organisational skills.
- Demonstrate an ability to resolve complex issues and sound judgement in relation to risk assessment.
- Successful candidates will demonstrate enthusiasm, commitment, motivation and the ability to be both fair and firm in challenging situations.

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

