

Job Description

Job Title: Probation Officer/Senior Responsible Officer

Grade: Band 4

Location: Across the County

Responsible to: Team Manager

Accountable for: N/A

Summary of Main Duties & Responsibilities

To manage the risk posed by offenders to protect the public by:

- Provide information and advice to criminal courts and other Criminal Justice Authorities
- Supervise offenders subject to community sentences and during and after custodial sentences.
- Work with other agencies and groups to prevent crime and meet the needs of victims and perpetrators.

Item	Duty/Responsibility
1	<p>Provide Information and advice to criminal courts and other Criminal Justice Authorities</p> <ul style="list-style-type: none"> (a) Assess offender need and behaviour in relation to all the circumstances. (b) Prepare and produce reports for courts and other bodies. (c) Represent the SYCRC to courts and others. (d) Provide information and advice to courts and to others.
2	<p>Supervise offenders subject to Community Sentences</p> <ul style="list-style-type: none"> (a) Link risk and need assessment, and determine priorities to inform sentence planning and licence conditions. (b) Manage the supervision of offenders in the community to address offending behaviour and reduce the risk of re-offending. Establish and maintain planned purposeful contact with offenders. (c) Ensure that enforcement is carried out. (d) Maintain SYCRC records, using I.T. appropriately.
3	<p>Manage Risk</p> <ul style="list-style-type: none"> (a) Assess and manage the risk presented by individual offenders. (b) Implement SYCRC and LSB procedures for the management of risk and the protection of children and other vulnerable people

Item	Duty/Responsibility
4	<p>Contributing to the improvement of service delivery.</p> <ul style="list-style-type: none"> (a) Establish, maintain, and enhance effective working relationships, with colleagues, managers and other agencies. (b) Contribute to the development and delivery of effective practice. (c) Share responsibility with the employer for personal professional development through appraisal, supervision and essential or desired training opportunities. (d) To promote diversity and equality for staff, offenders and members of the public (e) To model the Values and Behaviours of the SYCRC (f) Mentoring/Coaching of VQ3 as required. (g) Undertake other duties as required.
5	Compliance with Information Security Policies
6	Any other duties as may be required from time to time commensurate with the grade and in line with SYCRC policies