

Job Description



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Job Title: Probation Service Officer / Responsible Officer

Grade: Band 3

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:

- Supervising and supporting the rehabilitation of offenders subject to statutory supervision and licence supervision
- Manage risk of re-offending and risk issues with cases.
- Working with individuals, groups and other agencies to prevent crime, and meet the needs of victims and perpetrators.

Item	Duty/Responsibility
1	Assess offenders <ul style="list-style-type: none">(a) Provide information and advice to the NPS and other Criminal Justice authorities on known cases, including breach and Drug Rehabilitation Requirement reviews.(b) Undertake risk screening assessments, full risk assessments and write sentence plans for all appropriately allocated cases.(c) Undertake and complete assessments as requested by Prison Establishments in all appropriately allocated cases.(d) Represent the SYCRC to Courts and other bodies.
2	Supervise offenders <ul style="list-style-type: none">(a) As directed by the Team Manager and in line with SYCRC Operating Model and in line with SYCRC agreed policies and procedures.(b) Outline sentence planning priorities and advise upon licence conditions, and activity requirements for Post Sentence Supervision in all appropriately allocated cases.

	<ul style="list-style-type: none"> (c) To manage and deliver sentence plans, seek support from Probation Officers in appropriate cases and advise Team Managers on any potential change in risk, . (d) Ensure that enforcement is carried out in an appropriate and timely manner. (e) Prepare, produce and review sentence plans as appropriate in appropriately allocated cases. (f) Subject to appropriate training, deliver interventions to groups of offenders. (g) Refer offenders to appropriate agencies and activities to address offending behaviour needs.
3	<p>Administration</p> <p>Maintain SYCRC records in a timely manner in accordance with SYCRC Operating Model and in line with agreed policies and procedures.</p>
4	<p>Contribute 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) Share responsibility with the employer for personal professional development through appraisal, supervision and essential or desired training opportunities. (c) To promote diversity and equality for staff, offenders and members of the public (d) To model the Values and Behaviours of the SYCRC (e) Undertake duties to ensure agreed performance metrics are achieved
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 SY CRC agreed policies and procedures.