Cumbria & Lancashire Community Rehabilitation Company

PROBATION

JOB DESCRIPTION

JOB TITLE	Probation Service Officer
JOB GRADE	Band 3
RESPONSIBLE TO	Team Manager
RESPONSIBLE FOR	No line management responsibilities
HOURS OF WORK	148 hours per 4 week period
JOB PURPOSE	Overall responsibility for individual low and medium risk of harm offenders in prison and the community. Deliver interventions to offenders for the purposes of reducing their likelihood of reoffending.

KEY TASKS:-

1. Contribute to the assessment of offender's risk and needs that relate to their offending using the appropriate assessment tools e.g. OASys.
2. Contribute to the development of sentence plans that address the offender's risk and needs, and to identify solutions to overcome non-compliance.
3. Ensure that appropriate arrangements are in place to deliver the plan and oversee the implementation of the plan by ensuring that all team members are aware of their duties and responsibilities.
4. Continuously monitor, review, assess and track the plan to ensure that it remains 'fit for purpose' making amendments as necessary and refer any significant change in risk to the team manager.
5. Produce relevant documents and reports as required when using the area's computer based systems.
6. Ensure that the sentence complies with national standards by engaging with the offender, motivating them to co-operate and comply.
7. Complete an overall evaluation of the sentence plan using the appropriate tools and methods.
8. Follow enforcement procedures and trigger enforcement action as required and in order to comply with national standards
9. Work collaboratively with other Offender Management Unit members, ensuring effective communication to enable smooth implementation and delivery of plans.
10. Undertake duties with due regard to efficiency, value for money, the organisations reputation and the potential risk of harm to the public.

11. Ensure effective liaison, communication and working relationships with colleagues, service providers and external agencies to review progress and associated risks.

12. Provide cover within the Offender Management Unit and to other Offender Management Units and Intervention Units as required.

13. Demonstrate pro-social modelling skills by consistently praising pro-social behaviour and attitudes, challenging anti-social behaviour and attitudes, and behaving as Cumbria & Lancashire CRC would like to see the offender behave.

14. Engage with the offender and demonstrate commitment to promoting change through the achievement of the sentence plan goals.

15. Work with the offender to ensure that they understand the links between all the relevant interventions; help the offender make the links between new learning and their day to day environment; seek to ensure offender practices new skills and behaviours in their own environment.

16. Work in accordance with effective practice principles, national standards, area policy and procedure and the offender management model.

17. Participate in quality assurance processes as required and take responsibility for own professional development.

18. Establish and maintain contact as required with victims and current partners of offenders.

19. Act as a programme tutor for accredited programmes as required.

20. Represent the agency in a professional manner in Court and with other agencies.

21. Actively promote the work of the agency internally and externally.

22. Work pro-actively in the Court environment to assist in sentencing, the recording and transmission of information, the induction of offenders and post-sentence assessments.

23. Contribute to and promote the health, safety and security of all staff and service users in the working environment.

24. Implement the Company's policy and procedures on Information Security (*including Data Protection*) as required.

25. Promote anti-discriminatory practice and diversity in all areas of work in line with Cumbria & Lancashire's CRC policies.

26. Comply with Cumbria & Lancashire's CRC instructions, guidelines and policies.

27. Undertake such other duties commensurate with grade which may be required from time to time.

Endorsed by HR: Maureen Kirkby, HR Assistant Chief Officer
Signature: Date: 25th November 2015

This job description 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. It is the practice of the Organisation to periodically examine every employee's job description and to update them. It is the Organisation's aim to reach agreement on any alterations. If this is not possible the Chief Officer reserves the right to insist on changes to your job description after consultation with you.

Cumbria & Lancashire Community Rehabilitation Company

PROBATION

PERSON SPECIFICATION

Job Title:	Probation Service Officer	**Team:**	Offender Management
Grade:	Band 3	**Date:**	June 2014

Criteria	**Essential / Desirable (E/D)**	**Identified by**
Qualifications		
1. Evidence of secondary level education including GCSE English & Maths grade A -C (or equivalent qualification)	E	Application Form
2. NVQ Community Justice - Level 3.	D	Application Form
Knowledge/Experience		
1. Experience of working with a variety of people who have experienced a range of social / personal difficulties.	E	Application Form / Assessment
2. Understanding of the principles of equal opportunities and diversity in the workplace.	E	Application Form / Assessment
3. Experience of working with groups of individuals in order motivate and change behaviour.	D	Application Form / Assessment
4. Experience of running cognitive behavioural programmes or other structured group work.	D	Application Form / Assessment
5. Knowledge and understanding of the Criminal Justice System and Offender Management	D	Assessment
6. Knowledge of issues around social exclusion and disadvantages	D	Application Form / Assessment

Criteria	Essential / Desirable (E/D)	Identified by
Skills/Abilities		
1. Ability to communicate effectively both orally and in writing both in a group and on an individual basis.	E	Application Form / Assessment
2. Ability to be proactive, work on own initiative, work under pressure and meet deadlines.	E	Application form / Assessment
3. An ability to motivate people and challenge unacceptable behaviour where necessary.	E	Assessment
4. Competence in a range of IT applications including database, word processing and email.	E	Application Form / Assessment
5. Maintain confidentiality.	E	Assessment
6. Ability to be confident and maintain discipline and control in both group and formal settings.	E	Assessment
7. Ability to work as part of a team, demonstrating an ability to work flexibly to complete workloads and meet deadlines	E	Application Form / Assessment
8. Can respond to and give feedback.	E	Assessment
9. Relates well to others	E	Assessment
Other		
Demonstrates a good attendance record	E	Pre employment checks

*Cumbria and Lancashire CRC has a target of no more than 9 days absence per employee per annum. Successful candidates 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 or pregnancy-related illness, will be disregarded in this assessment. Absences related directly to the DDA will also be disregarded.