

PERSON SPECIFICATION

Ref.:

Job Title: Probation Service Officer

Grade: Band 3

Review Date: Updated April 2012

Location: Various

Department: Offender Management

Knowledge and Qualifications: : This specification outlines the expectations of a newly appointed candidate to this post.

	E	D	Method of Assessment
<ul style="list-style-type: none"> Basic awareness and understanding of The Criminal Justice System. Basic awareness of diversity issues Basic awareness of Health and Safety issues Willingness and ability to complete VQ3 in Probation Practice 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 		<ul style="list-style-type: none"> A A A I

Skills and Competencies:

	E	D	Method of Assessment
<ul style="list-style-type: none"> Ability to case manage <ul style="list-style-type: none"> Assessment skills Motivating skills Manage conflict Enforcement of rules Ability to communicate effectively, verbally and in writing <ul style="list-style-type: none"> Record keeping Issue clear instructions Listening skills Presentation skills (Court) Liaison with colleagues, other agencies, etc Ability to problem solve <ul style="list-style-type: none"> Identification of issue Consultation with others Set clear boundaries 	<ul style="list-style-type: none"> ✓ ✓ ✓ 		<ul style="list-style-type: none"> A A A

<ul style="list-style-type: none"> • Generate a range of solutions • Review/evaluate impact of decision • Ability to work effectively as part of a team <ul style="list-style-type: none"> • Sharing information • Supporting and respecting colleagues • Ability to promote good diversity practice <ul style="list-style-type: none"> • Understanding of diversity issues • Pro social modelling, i.e. set good example in treating fairly and with respect individuals from a diverse range of backgrounds • Appropriate challenging of attitudes and behaviours • Ability to plan and organise own workload <ul style="list-style-type: none"> • Prioritisation • Planning skills • Time management • Organisational skills 	✓		• A
	✓		• A
	✓		• A

Physical, Mental and Emotional Demands:

	E	D	Method of Assessment
<ul style="list-style-type: none"> • Standard office and IT requirements – experience of using Microsoft word, excel, email and databases 	✓		• A

Other:

	E	D	Method of Assessment
<ul style="list-style-type: none"> • All work with offenders has the potential to be emotionally demanding • There is an expectation that all staff are dressed appropriately when representing NSPT i.e. in Court and other formal settings 	✓		• A
	✓		

Key –

[E] = Essential Criteria

[D] = Desirable Criteria

Method of Assessment

[A] = Application (Form or CV)

[I] = Interview

[T] = Psychometric or other Tests