

## Job Description ( DRAFT)

JOB TITLE: **Responsible Officer ( PSO)**

RESPONSIBLE TO: **Dependant on role**

PURPOSE OF JOB & PSO PROFILE: To undertake assessment of service users, management of service users and delivery of interventions to service users to assist in reducing reoffending.

BAND:

DATE REVIEWED

REVIEWED BY:

### General values

The following values are a general background to the specific duties and responsibilities:

- Working to reduce crime and the fear of crime
- Delivering the best possible quality service
- Working to combat discrimination and disadvantage; promoting equality
- Respecting the confidentiality of information
- Ensuring public accountability

### Responsible Officer Profile

- Engage individuals to change
- Promote desistance
- Assess and respond to Risk of Harm to others
- Assess, plan and sequence interventions based on risk and need
- Respond to diversity of individuals
- Communicate with a range of people in different settings
- Work as part of a team including with other agencies (Tactical Skills)
- Contribute to good practice

### Main Responsibilities – Hub Responsible Officer:

- **Based in the Hub**
- **Reporting to the Hub Manager**
- Assess offender risk, need and closeness to change
- Formulate plans to manage risk and promote desistance in accordance with resource allocation, including sequencing interventions for maximum impact,
- Manage the resource allocation throughout the service user journey
- Undertake role of Responsible Officer for allocated cases, ensuring the delivery of the sentence of the Court, including cases assessed as high likelihood of reoffending and medium risk of harm. Higher risk and complex cases to be managed in consultation with a Responsible Officer (PO).









## Person Specification – PSO Profile

		Essential	Desirable	Tested by:
1.	Motivational service user facing skills	X		Application form/interview
2.	Organised and able to plan	X		Application form/interview
3.	Operating to tight deadlines	X		
4.	Detailed & accurate work	X		
5.	Good IT skills	X		
6.	Interpersonal skills for phone & face to face contact with service users & agencies	X		
7.	Pro-social modelling positive behaviour with service users	X		
8.	Calm under pressure	X		
9.	Tenacity	X		
10.	Appropriate use of authority	X		
11.	Good team working skills	X		
12.	High level literacy skills	X		
13.	Highly motivated	X		
14.	Performance & outcome orientated	X		
15.	Open-minded & supportive approach to service users	X		
16.	Ability to build strong relationships in working with others	X		
17.	Qualified to NVQ level 3 in Probation studies or equivalent	X		
18.	Resilient	X		
19.	Seeks to attain continuous improvement	X		
20.	Knowledge of the Criminal justice system		X	

