Norfolk & Suffolk
Community Rehabilitation Company

PROBATION

JOB DESCRIPTION

Job Ref.:

Job Title:	Probation Officer		
Grade:	Band 4	**Review Date:**	
Location:	Various	**Hours:**	TBC

Travel across Norfolk & Suffolk may be required

Responsible to:	Senior Probation Officer	**Department:**	Offender Management

Responsible for:	**People:**	N/A
	Budget:	N/A
	Physical Resources:	N/A

Key Relationships/Functional Links:

CRC colleagues, National Probation Service, Social Care Services in relation to Child Protection, and other statutory, voluntary and independent organisations and victims as required.

Overall Purpose:

To assess and manage Service Users of medium and low risk of serious harm as required

Main Responsibilities:

1. To undertake assessment of offenders through the direct preparation and/or contribution to reports for courts and prisons in accordance with NSCRC policies and procedures, including Parole Reports, Breach Reports, Recall Reports and Home Detention Curfew Reports.

2. To supervise offenders subject to statutory interventions on an on-going basis, as per the requirements of Sodexo Justice Standards for the supervision of Service Users in the Community, and to take enforcement action as appropriate

3. To contribute to the protection of the public through rigorous assessment and management of the risks posed by offenders subject to statutory interventions.

4. To be responsible and accountable for the recording of all pertinent information relating to the management of service users, using electronic and written records in accordance with Norfolk & Suffolk Community Rehabilitation Company Ltd's policies and procedures.

5. To liaise with other colleagues, external agencies and partners to ensure the effective management of offenders including attendance at Child Protection Conferences and other safeguarding meetings

6. To Risk escalate cases to the National Probation Service as required.

7. To develop and sustain effective working relationships with other agencies

General Responsibilities

1. To undertake training as required

2. To engage in regular supervision and appraisal/performance development review with line manager

3. To adhere to Norfolk & Suffolk Community Rehabilitation Company Ltd. policies and procedures

4. To participate in meetings with colleagues and other agencies

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post-holders are expected to undertake their duties and responsibilities commensurate with the nature, level and scope of this post and the grade has been established on this basis.

Budget:

Whilst this post does not require the Job holder to take personal responsibility for a budget, all Norfolk & Suffolk Community Rehabilitation Company Ltd. employees are required to be aware of the need to control expenditure and provide a cost effective service in all that we do.

Job Evaluation

This job description has been compiled to allow the job to be evaluated using the Sodexo Justice scheme. Any significant changes in this job description will be discussed with the post-holder in the first instance and may result in the post being re-evaluated under the scheme.

Equal Opportunities

The post-holder is required to carry out the duties outlined in this job description in accordance with the NSCRC Diversity Policies. The Norfolk & Suffolk Community Rehabilitation Company Limited is committed to equality of opportunity and the promotion of diversity in the delivery of its services and employment practices. It is the responsibility of every Employee to treat every individual we come into contact with through our work with dignity and respect and to work towards eliminating any unlawful or other improper discrimination.

Health & Safety

The post-holder is required to carry out the duties outlined in this job description in accordance with Sodexo Health & Safety Policies and sign a letter to that effect. It is the duty of every employee whilst at work to take reasonable care for the Health and Safety of themselves and other persons who may be affected by their acts or omissions. Any concerns should be raised immediately through line-management structures and the Job-holder is expected to contribute to any risk assessment.

Confidentiality & Professionalism

It is the duty of every employee to maintain confidentiality and professionalism with all aspects of their work; acting in accordance with the values and objectives of the Sodexo Justice Services.