

OFFENDER MANAGER – PROBATION OFFICER

Band 4	Band: 4
Base: Various	Responsible to: Senior Probation Officer
Hours: 148 hours per 4 week period. Some evening and weekend working may from time to time be required.	

OVERALL PURPOSE OF JOB:

To have overall responsibility for management of offenders in prison and the community.

MAIN RESPONSIBILITIES AND DUTIES

1. To be responsible for the assessment, sentence planning, implementation, review, evaluation and enforcement of sentences on offenders and providing assessment and advice to courts as appropriate.
2. To promote the aims and values of the CLCRC.

Probation Officers will be required to:-

- Work to high professional standards
- Comply with the CLCRC's Equality and Diversity Strategy and associated procedures and embrace a culture which values diversity
- Ensure the health, safety and welfare of self and others in accordance with the Health and Safety Policy and associated procedures and embrace a culture which embeds a H&S culture.
- Operate in an open, transparent and participative way

TASKS AND ACTIVITIES

1. To assess offender's risk and needs that relate to their offending using the appropriate assessment tools, e.g., OASys
2. Devise sentence plans that address the offenders 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 and assess and track the plan to ensure that it remains “fit for purpose” making any amendments as necessary and refer any significant change in risk to the team manager.
5. Produce relevant documents and reports as required 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. Coordinate and lead the offender management team working collaboratively with other members, ensuring effective communication to enable smooth implementation and delivery of plans.
10. Ensure effective liaison, communication and working relationships with interventions staff, service providers and external agencies to review progress and associated risks.
11. To provide cover within your offender management unit and to other offender management units and intervention units as required.
12. Demonstrate pro-social modelling skills by consistently praising pro-social behaviour and attitudes, challenge anti-social behaviour and attitudes.
13. Engage with the offender and demonstrate commitment to promoting change through the achievement of the sentence plan goals
14. Working with the offender to ensure that they understand the links between all the relevant interventions. Facilitate the offender’s understanding of the links between the different 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 and habituates new behaviours in their own environment.
15. To work in accordance with effective practice principles, national standards, area policy and procedure and the offender management model.
16. Participate in quality assurance processes as required and take responsibility for own professional development
17. To promote diversity and anti-discriminatory practice to all service users and staff in line with CLCRC policies.
18. To undertake any other duties which are commensurate with the grading of the post.

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.

Name of Postholder:	
Signature of Postholder:	
Name of line manager:	
Signature of Line Manager:	
Date:	June 2012

PERSON SPECIFICATION

Job Title:	Offender Manager – Probation Officer	Team:	Local Delivery Unit
Grade:	Band 4	Date:	June 2012

Short-Listing Criteria	Essential/Desirable (E/D)	Assessment Method (How it will be measured whether a candidate meets the criteria)
<u>Qualifications</u> 1. Level 5 Diploma in Probation Practice, DipPS qualification or equivalent Probation Officer qualification	E	Application form
<u>Knowledge/Experience</u> 1. Experience of working with a wide variety of people who have experienced a range of social/personal difficulties 2. Experience of using a range of office processes, equipment and computer based systems. 3. Experience of working with groups in order to motivate and change behaviour	E D D	Application form/Interview Application form Application form/Interview
<u>Skills/Abilities</u> 1. Ability to communicate effectively both orally and in writing both in a group and on an individual basis. 2. Ability to work as part of a team, demonstrating an ability to work flexibly to complete workloads. 3. An understanding of the work of the criminal justice system 4. Interviewing skills with the ability to challenge inappropriate behaviour and work with people to change behaviour. 5. Computer literate in order to input, retrieve and maintain information.	E E E E E	Assessment Centre/Interview Interview Interview Interview Application form
<u>Physical Requirements</u> 1. Demonstrate a good attendance record*	E	Pre employment checks

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* CLCRC has a target of no more than 9 days absence per employee per annum. Candidates who are offered a conditional offer of employment 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 and pregnancy-related illness will be disregarded in this assessment. Absences related directly to the DDA will also be disregarded.

This role is exempt from the Rehabilitation of Offenders Act 1974. Therefore there is a requirement for applicants and Jobholders to declare any previous criminal convictions or cautions regardless of whether or not they are spent. CLCRC will seek confirmation of criminal history from the Criminal Records Bureau (CRB) before confirming the appointment of any person to this post.

This post requires the Jobholder to have an enhanced CRB check.

<p><u>Commitments</u></p> <p>1. Committed to the aims, objectives and values of the service, including Equal Opportunities and Diversity in the workplace.</p>	<p>E</p>	<p>Application form/interview</p>
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