

RESPONSIBLE OFFICER – PROBATION OFFICER

Job Title: Probation Officer	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 the management of individuals sentenced by the court and allocated to CLCRC.

MAIN RESPONSIBILITIES AND DUTIES

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

Probation Officers will be required to:-

- Work to high professional standards
- Comply with Sodexo Justice Services Justice Strategy
- 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 the risk and needs that relate to an individual's offending using the appropriate assessment tools, e.g. Justice Star, OASys.
2. Devise sentence plans and risk management plans that address the individuals' risk and needs and to identify solutions to overcome non compliance.

3. Ensure that appropriate arrangements are in place to deliver the plans and oversee the implementation of the plans by ensuring that all colleagues are aware of their duties and responsibilities.
4. Continuously monitor, review and assess and track the plans to ensure that they remain “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 CRC’s computer-based systems.
6. Liaise with the NPS as required including undertaking risk escalation and risk reviews as required.
7. Produce Progress reports for courts as and when required.
8. Ensure that the sentence complies with the CRC Practice Standards by engaging with the service user, motivating them to co-operate and comply
9. Working collaboratively with service users to ensure that the sentence plan and risk management plans are delivered
10. Demonstrate pro-social modelling skills by consistently praising pro-social behaviour and attitudes, challenge anti-social behaviour and attitudes.
11. Engage with service users and demonstrate commitment to promoting change through the achievement of the sentence plan goals
12. Follow enforcement procedures and trigger enforcement action as required and in order to comply with CL CRC’s Practice Standards.
13. Coordinate and lead the offender management team working collaboratively with other members, ensuring effective communication to enable smooth implementation and delivery of plans
14. Undertake a coaching role to assist PSO/VQ3 colleagues in regard to day-to day activity and their professional development
15. Ensure effective liaison, communication and working relationships with interventions staff, service providers and external agencies to review progress and associated risks
16. To represent CL CRC in partnership meetings when required
17. To provide cover within your offender management unit and to other offender management units and intervention units as required.
18. To work in accordance with CL CRC’s model of delivery, effective practice principles and CL CRC’s Practice Standards.

19. To work in accordance with CL CRC's policies and procedures
20. To participate in quality assurance processes as required and take responsibility for own professional development
21. To promote diversity and anti-discriminatory practice to all service users and staff in line with CLCRC policies.
22. 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 Director 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:	

PERSON SPECIFICATION

Job Title:	Responsible Officer – Probation Officer	Team:	Local Delivery Unit
Grade:	Band 4	Date:	January 2017

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/ Senior Rehabilitation 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 individuals and/or groups in order to motivate and change behaviour. 4. Coaching staff to assist in their professional development	E D D D	Application form/Interview Application form Application form/Interview 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 5. Interviewing skills with the ability to challenge inappropriate behaviour and work with people to change behaviour. 6. Computer literate in order to input, retrieve and maintain information.	E E E E E	Assessment Centre/Interview Interview Interview Interview Application form

<u>Commitments</u> 1. Committed to the aims, objectives and values of the service, including Equal Opportunities and Diversity in the workplace	E	Application form/interview
<u>Physical Requirements</u> 1. Demonstrate a good attendance record*	E	Pre employment checks

* 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.