

## Job Description

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

RESPONSIBLE TO: **Dependent on role**

PURPOSE OF JOB: To undertake assessment of service users, management of complex cases and public protection duties in a specific service area, that enable ex-offenders to live in family & community environments that maximise their life chances and to reduce re-offending

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 (PO) Profile

- Engage individuals to change
- Promote desistance
- Assess of risk and closeness to change
- Specific case management
- Case consultation for practitioners development
- 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:

- Risk assessment including risk escalation
- Assessment of closeness to change and needs
- Delivery of Induction/new Direction model ( Community based RO)
- Deliver RAR sessions including one to one engagement and offending behaviour group-work modules (Community based RO)
- Planning and oversight of supervision
- Manage case resources
- Manage public protection cases as Responsible Officer
- Working with complex services users including dangerous and prolific offenders;
- Managing and enforcing community orders made by the courts
- Liaison with statutory and local agencies

- Protecting the public by collaborating with other agencies to ensure that Multi-Agency Public Protection Arrangements (MAPPA) are effective;
- Represent BeNCH CRC at multi-agency case meetings
- Represent BeNCH CRC at strategic and joint working forums
- Providing specialist reports to prison governors in relation to release such as PD1,HDC,ROTL's
- Oversight & responsibility for cases.
- Contribute to practice development & standards
- Contribute to progress and breach reports
- One to one supervision with offenders (Community based RO)
- Case consultation for Responsible Officers (PSO's)
- Decide on sequencing of interventions
- Working with other agencies to help local crime reduction and community safety, e.g. Police, local authorities, courts, health services, substance misuse services, voluntary agencies and youth offending teams;
- Carrying out risk assessments in order to protect the public from further possible offending and harm
- Demonstrate awareness of the need to safeguard children and vulnerable adults and respond appropriately to risks emerging for these service users
- Travel and home visits may be required

#### **General Responsibilities:**

- Attend any training as and when required.
- Travel and home visits may be required

The post holder will at all times

- Undertake such other duties which may appropriately be delegated by the Service.
- Attend courses, working parties etc, where necessary, to facilitate personal development and greater effectiveness within the post
- Carry out his/her duties with regard to the organisation's policy on Equal Opportunities
- Use IT equipment and software as required
- Ensure that the Health & Safety standards required by the organisation are met in the workplace

#### **Key Performance Indicators (KPIs)**

- All records will be maintained
- Good relationships are built with other agencies
- To work in accordance with all Sodexo policies and procedures

## **Other responsibilities dependent on role**

### **Hub**

- Reporting to Hub Manager
- Oversight & responsibility for cases without face to face contact

### **Treatment Manager**

- Reporting to Interventions Manager
- Responsible for the quality of delivery of the programme which includes the preparation, engagement, facilitation, assessment, reporting and ongoing support of participants and staff involved in delivering offending behaviour programmes
- Responsible for ensuring that programmes are delivered in accordance with their design and that facilitators adhere to the principles of the programme
- Responsible for the ongoing support and continuing professional skill development of facilitators
- Ensure that all relevant paperwork including those associated with the clinical assurance process is completed and sent on time
- Respond to any local queries or complaints about the delivery of the programme
- Provide feedback to facilitators in a way which develops their skills and improves the delivery of the programme.
- Coordinate and plan and deliver internal and external quality audits.
- Make sure that timetables are completed to meet the needs of the offender cohort and performance targets.
- Look for external business and income generation opportunities and develop plans and business cases to support implementation.
- Undertake regular treatment feedback sessions with facilitators.
- Deliver presentations to courts Magistrates and NPS staff, relating to new programmes, risk management, suitability targeting and delivery and learning outcomes of programmes.
- Have responsibility for leading facilitators and the team to reach performance targets and quality scores.

## Person Specification –Responsible Officer (PO)

		<b>Essential</b>	<b>Desirable</b>	<b>Tested by:</b>
1.	Motivational service user facing skills	<b>X</b>		Application form/interview
2.	Organised and able to plan	<b>X</b>		Application form/interview
3.	Operating to tight deadlines	<b>X</b>		
4.	Detailed & accurate work	<b>X</b>		
5.	Good IT skills	<b>X</b>		
6.	Excellent communication skills for phone and face to face contact with service users and agencies	<b>X</b>		
7.	Pro-social modelling positive behaviour with service users	<b>X</b>		
8.	Ability to engage, motivate, support & coach	<b>X</b>		
9.	Calm under pressure	<b>X</b>		
10.	Tenacity	<b>X</b>		
11.	Appropriate use of authority	<b>X</b>		
12.	Good team working skills	<b>X</b>		
13.	Ability to oversee colleagues practice	<b>X</b>		
14.	High level literacy skills	<b>X</b>		
15.	Highly motivated	<b>X</b>		
16.	Performance & outcome orientated	<b>X</b>		
17.	Capable of individual decision-making	<b>X</b>		
18.	Open-minded & supportive approach to service users	<b>X</b>		
19.	Ability to build strong relationships in working with others	<b>X</b>		
20.	Qualified to NVQ level 5 or equivalent	<b>X</b>		
21.	Resilient	<b>X</b>		
22.	Seeks to attain continuous improvement		<b>X</b>	
23.	Experience of working with service users or other vulnerable adults		<b>X</b>	
24.	Knowledge of the English legal system		<b>X</b>	
25.	Experience of managing risk in a multi agency framework		<b>X</b>	