Job



Description

Job Title: Community Payback Officer

Grade: Band 3

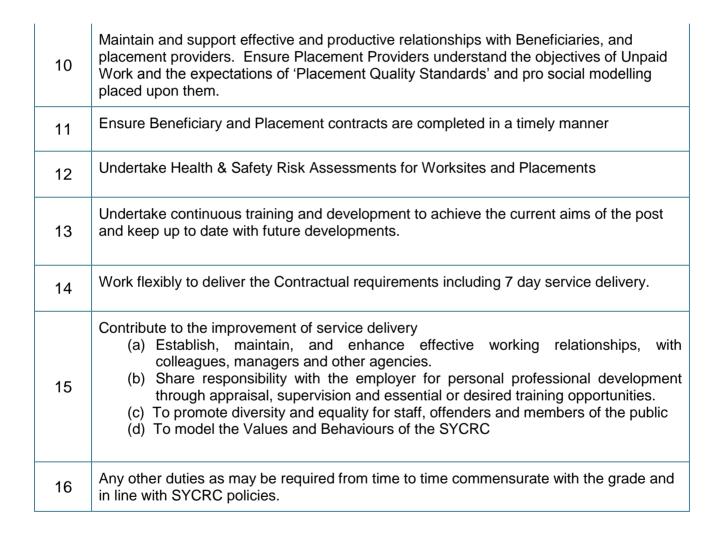
Location: Within SYCRC Boundaries

Responsible to: Team Manager

Summary of Main Duties & Responsibilities

Item	Duty/Responsibility
1	Supervise groups of offenders on work placements (ratio of 1 supervisor to 8 offenders) using the provided equipment, materials and designated transport to meet the Contractual Performance Targets.
2	Assess ability of offenders and assign group members to various tasks, maintaining good standards of behaviour and work performance
3	Ensure all work is carried out to high standards and in accordance with relevant Work Placement Health & safety Risk Assessment including preparation for and clearing up after each work group. Ensure site specific health & safety briefing is undertaken prior to commencement of work.
4	Ensure standards of behaviour and work activity of offenders at all times whilst on worksites or single placements is managed and meets expectations. Deal with any issues of non-compliance or unacceptable behaviour by offenders quickly and effectively
5	Role model positive attitude, skills and commitment to engage and motivate offenders to positively impact on attendance and the completion of orders. Maintain an awareness of diversity and equality issues in the management of the worksite or placement.
6	Assist offenders with problem solving skills, provide training in basic employability skills and Vocational and Skills for Life Training
7	Provide effective verbal feedback and written communication to the Responsible Officer to ensure attendance, the effective management of risk and delivery of the Achievement Plan Objectives.
8	Undertake assessment interviews and deliver group induction and ensure rules, health & safety and general standards of behaviour are communicated
9	Identify, develop and manage worksites and individual placements in accordance with the Authority Contractual requirements including not depriving others of paid work.





South Yorkshire