

JOB DESCRIPTION

Job Ref.:

Job Title:	Probation Service Officer		
Grade:	Band 3	Date agreed:	Updated April 2012
Location:	Various	Hours/working pattern:	Full or part-time, including some evening working
Occasional travel across Norfolk & Suffolk may be required			
Responsible to:	Team Manager/SPO	Directorate:	Offender Management
Responsible for: (Resources)	People:	None	
	Budget:	None	
	Physical Resources:	None	

Overall purpose:

To reduce risk of harm and risk of re-offending by:

- undertaking the assessment and management of low & medium risk of harm offenders
- undertaking the assessment and management of those at low, medium & high risk of re-offending
- undertaking high intensity activity with offenders where appropriate
- providing services to the courts, community and victims

The tasks of the Probation Service Officer (PSO) in Offender Management (OM) in Norfolk & Suffolk Community Rehabilitation Company (NSCRC) are outlined below. Post-holders can be expected to undertake, with appropriate training, duties related to all aspects of Offender Management, which includes Court and Integrated Offender Management (IOM), although they will not be expected to undertake all the duties at any one time.

Key Relationships/Functional Links:

Relevant agencies and NSCRC colleagues

Main Responsibilities:

1. To undertake the statutory management of low and medium risk of harm offenders through structured assessment
2. To promote offender engagement and take relevant enforcement action to ensure implementation of the sentence

3. To work with non-statutory offenders (IOM specific)
4. To prepare and oversee the implementation of sentence and learning plans in line with national, local and quality standards
5. To prepare reports for NOMS, Courts, prisons and other agencies
6. To work with offenders on a one-to-one basis or in a group setting
7. To represent Norfolk & Suffolk CRC in Magistrates' and Crown Courts and other formal settings
8. To undertake prison visits and home visits as required
9. To undertake drug testing as appropriate
10. To maintain electronic and written records in accordance with the NSCRC's policies and procedures.
11. To liaise with other agencies to ensure effective interagency communication, co-operation and working practices
12. To respond to concerns about public protection and child protection in accordance with NSCRC's guidelines and to contribute to the management of risk
13. To manage and maintain systems to provide a full, comprehensive resettlement planning service to prisoners. To review resettlement plans at agreed stages of a prisoner's sentence and either provide information or assistance (both 1:1 and as group sessions) based on identified need or to make referrals to the appropriate services as required.

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 NSCRC's policies and procedures
4. To contribute to effective team practice and working relationships
5. To contribute, support and deliver the relevant parts of NSCRC's Business Plan

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.

Job Evaluation

This job description has been compiled to allow the job to be evaluated using the Probation Service's nationally agreed 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 CRC's Diversity Policies. The Norfolk & Suffolk CRC 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 National and CRC Health & Safety Policies and Legislation. 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 post-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 Probation Service.

Budget responsibility

Whilst this post does not require the post-holder to take personal responsibility for a budget, all NSCRC employees are required to be aware of the need to control expenditure and provide a cost effective service in all that we do.