

## Cumbria and Lancashire CRC Job Description

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| <b>Title:</b><br>Community Payback Supervisor                | <b>Band: Band 3 NNC Point 52 – 74</b><br><b>£22,039 - £27,373</b> |
| <b>Responsible to:</b><br>Community Payback Practice Manager | Location: Carlisle  |
| <b>Hours:</b> 7.4 hours per week (Sunday work).              |   |

### **OVERALL PURPOSE OF JOB:**

To supervise Community Payback workers subject to Community Orders engaged in working on projects in the community or in a workshop. To ensure all work is of a high standard, on site behaviour is orderly and proper and accurate records are maintained

### **MAIN ACTIVITIES/TASKS**

1. Transport of Community Payback workers to the work-site.
2. Organise, supervise and direct the day to day work tasks of Community Payback workers, ensuring high standards are achieved.
3. Impart skills to Community Payback workers, wherever possible, and otherwise motivate them to complete their orders.
4. Maintain National Standards for Community Payback and enforce such other rules and regulations as applicable.
5. Ensure strict adherence to Health and Safety Regulations in accordance with the policies and expectations of the Service.
6. Liaise with Offender Managers regarding individual Community Payback workers, their performance, standard of behaviour and any other relevant matters that arise.
7. Liaise and maintain good relationships with those agencies/individuals for whom Community Payback work is being undertaken.
8. Responsible for accurate recording of the issue and return of tools, equipment and protective clothing supplied to Community Payback workers. Ensure all such items are in a safe and working condition.
10. Complete accurate returns on hours worked by each Community Payback worker immediately after each session.

11. Administer the reimbursement of Community Payback worker expenses where required to do so by the Placement Co-ordinator, and keep accurate records of the same.
12. Keep account of any necessary minor expenditure incurred whilst supervising work parties.
13. Undertake such other tasks, appropriate to the grade, as delegated by the Offender Manager or Practice Manager.

**OTHER FEATURES OF JOB:**

All hours worked will be part of the working week and will not attract overtime rates, although where appropriate unsocial hours payment will be made in accordance with the National Conditions of Service.

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| <b>PERSON SPECIFICATION</b> |
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| <b>Job Title:</b>  | Community Payback Supervisor              | <b>Team:</b>  | Community Payback |
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| <b>Grade:</b>  | <b>Band 3</b>                             | <b>Date:</b>  | April 2013        |
| <b>Short-Listing Criteria</b>  | <b>Essential/<br/>Desirable<br/>(E/D)</b> | <b>Assessment Method<br/>(How it will be measured<br/>whether a candidate meets<br/>the criteria)</b> |                   |
| <b><u>Qualifications</u></b>   |   |   |                   |
| 1. Basic literacy and numeracy.  | E   | Application form  |                   |
| 2. First Aid Certificate.  | D   | Application form  |                   |
| 3. A qualification or ability to demonstrate a range of practical, transferable skills suitable for Community Payback projects (e.g. painting/ decorating, gardening, building/ construction and conservation) | E   | Application form / interview  |                   |
| <b><u>Knowledge/Experience</u></b>   |   |   |                   |
| 1. Supervisory experience.   | E   | Application form / interview  |                   |
| 2. Experience of working with offenders or those with special needs.   | D   | Application form / interview  |                   |
| 3. Manual handling experience  | E   | Application form / interview  |                   |
| 4. Knowledge of relevant health and safety regulations.  | E   | Application form / interview  |                   |
| 5. Knowledge and understanding of computerised systems – preferably Windows based.   | D   | Application form  |                   |
| <b><u>Skills/Abilities</u></b>   |   |   |                   |
| 1. The ability to maintain accurate and effective records.   | E   | Application form / interview  |                   |
| 2. The ability to supervise, motivate and maintain discipline of individuals and team members.   | E   | Application form / interview  |                   |
| 3. Verbal and written communication skills   | E   | Application form / interview  |                   |

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| 4. Ability to work under pressure.                                   | E | Application form / interview |
| 5. Ability to work in a non-discriminatory manner.                   | E | Application form / interview |
| <b><u>Other</u></b>  |   |                              |
| 1. Commitment to Equal opportunities and Diversity in the workplace  | E | Interview                    |
| 2. Full driving licence / mobility                                   | E | Interview                    |
| 3. Willingness to work both indoors and outdoors as required         | E | Interview                    |
| 4. Willingness to work flexibly                                      | E | Interview                    |
| 5. Willing to work evenings and weekends as part of the working week | E | Interview                    |
| 6. Demonstrate a good attendance record*                             | E | Pre Employment Checks*       |

\*CL CRC has a target of no more than 9 days absence per employee per annum. Successful candidates 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 or pregnancy-related illness, will be disregarded in this assessment. Absences related directly to the DDA will also be disregarded.

### Rehabilitation of Offenders

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. CL CRC 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 DBS check.