

## ESSEX CRC

### JOB DESCRIPTION

<b>Job Title:</b>	Responsible Officer
<b>Grade:</b>	Band 3
<b>Location:</b>	County wide
<b>Responsible to:</b>	Manager – Service Delivery
<b>Liaison with:</b>	Other Local Delivery Units and Head Office, NPS, police, other agencies, members of the public, other CRC staff.

### SCOPE AND FORMAT

This job description is in five parts and outlines the duties, responsibilities and competences that apply to a Responsible Officer post at this level. The first 4 sections are; core operational, core administrative, court and Integrated Offender Management duties. The 5<sup>th</sup> section lists competences which are based upon units within the Probation Qualification Framework VQ Level 3.

### APPLICATION

The intention is to enable more flexibility in staff roles, in the interests of both efficiency and staff development. Any proposed changes to staff roles would be subject to consultation and to the person concerned possessing the necessary knowledge and skills to carry out the new duties, or receiving appropriate training and induction.

### DUTIES AND RESPONSIBILITIES

#### Core Operational Duties

1. Assess offender needs and risk to achieve community reintegration, enable them to live in family and community environments, maximise their life chances and to reduce reoffending. Produce sentence plans based on these assessments, tier cases and implement and monitor required interventions to ensure the sentence of the court is delivered. Refer to, and liaise with, partnership organisations as required.
2. Assist, support and encourage offenders appropriately to achieve successful completion of orders / licences, including provision of information on the consequences of non – compliance.
3. Undertake OASys assessments, initial sentence plans, (ISPs), and sentence plan reviews including assessment and review of risk. Draw up risk management plans for offenders assessed as medium, high or very high risk, using in relevant cases, specialist assessment tools such as Spousal Assault Risk Assessment (SARA), Risk Matrix 2000 (RM2000), etc.

4. Take responsibility for ensuring the safeguarding of children in all your contact with offenders, following Essex CRC policy and practice instructions.
5. Ensure effective co-ordination and sequencing of identified interventions in relation to community sentences and licence supervision.
6. Attend multi-agency child protection conferences and other safeguarding meetings as required.
7. Contribute to MARAC reviews by ensuring that current and up to date risk information is provided.
8. Review the progress of Court orders and licences in relation to failure to report, investigate failures and enforce in line with National Standards and Essex CRC policies and practice instructions.
9. Initiate recall/breach proceedings and prepare documentation for summonses and warrants in breach, revocation, amendment and trial cases.
10. Prepare Statements of Facts (SOF) for Courts for breach purposes. Attend Magistrates and Crown Courts in contested breach prosecutions as a witness, if required.
11. Undertake home visits to interview offenders and their families and/or conduct interviews with offenders in Local Delivery Units and Prisons, using video conferencing facilities where appropriate.
12. Undertake home detention curfew checks and prepare associated reports.
13. Assist in co-ordination of all aspects of Drug Rehabilitation Requirement (DRR) package as delivered to offenders subject to an order. Work closely with partner agencies, prepare reports to courts on cases and assist in follow up issues once the offender has completed the programme.
14. Liaise with other Service Units, external and partner agencies to ensure effective partnership working and effective Offender Management.
15. Participate in local team meetings; contribute to the development and progression of team, functional and Essex CRC plans/projects; participate in other meetings within and outside Essex CRC. Participate in presentations to Magistrates and other agencies as appropriate.
16. Contribute towards Essex CRC performance targets, as directed.
17. Refer cases to the Manager– Service Delivery (MSD) when offenders appear to present a high or very high risk of serious harm to the public and facilitate case transfer where necessary.
18. Discuss cases with MSD and have an awareness of when cases are presenting with complex needs.

### **Core Administrative Duties**

1. Maintain case files, records in accordance with National Standards and Essex CRC Policies and Procedures, including records of any contact with offender and complete all administrative and statistical tasks relevant to the role.
2. Use the relevant information systems and technology effectively, including nDelius, OASys, IAPs, etc.
3. Participate in supervision and appraisal with the line manager, including performance and development reviews. Engage in relevant training and development. Maintain and develop own knowledge, skills and experience.
4. Ensure all activities are conducted in a non-discriminatory way in accordance with Essex CRC policies on equality of treatment and opportunity.
5. Ensure all activities are conducted in accordance with Essex CRC Health & Safety Policies and procedures.

### **Court Related Duties**

1. Attend Magistrates' and Crown Court, when required, as the representative of Essex CRC.
2. Provide information to the NPS to assist in the prosecution of breaches and/or compilation of Pre Sentence Reports
3. Identify appropriate cases where discretionary victim contact by the National Probation Service is appropriate and refer these to NPS

### **Integrated Offender Management (IOM) duties**

1. Work closely with key partners within local IOM arrangements to ensure effective working with offenders. Attend meetings to discuss IOM cases and participate in risk assessment and case discussion of offenders in the IOM cohort. Attend external IOM meetings as required. Engage with both statutory and non-statutory IOM cases.
2. Maintain case management systems for effective offender management and performance recording purposes. Maintain records in accordance with National Standards, Essex CRC Policies and practice instructions and IOM procedures, including records of any contact with offender and complete all administrative and statistical tasks relevant to the role.
3. Provide assistance, support and guidance within all aspects of the IOM scheme.
4. Act as offender supervisor for IOM cases where the OM is working within the NPS.

## Competences

National Occupational Standards for Probation (2013)  
 Details of units can be found on Skills for Justice website  
<http://www.sfjuk.com/probation-qualifications-framework/>

	<b>DIVERSITY</b>
<a href="#">AA1(3)</a>	<p><b>Equality and diversity</b></p> <p>Demonstrates behaviour appropriate to the promotion of equality and valuing of diversity,</p> <p>Recognises and responds appropriately to the differing needs of others,</p> <p>Challenges behaviours and practices that are discriminatory, exclusive, unequal or unfair.</p> <p>Identify and understand barriers to engaging with individuals including mental health and disability issues and take this into account in work with offenders.</p>
	<b>RISK, PROTECTING INDIVIDUALS</b>
<a href="#">GC4(3)</a>	<p><b>Assess the risk of harm and the need for intervention</b></p> <p>Identify risk of serious harm indicators as they relate to an individual offender and their circumstances,</p> <p>Identify, monitor and review the need for interventions by being able to identify the most relevant intervention to address identified need and risk of serious harm.</p> <p>Develop risk management plans for offenders assessed as medium risk of serious harm, that address identified risk factors and safeguard others involved,</p> <p>Record and report changes in the assessed level of risk of serious harm of an offender and escalate the case when appropriate.</p>
<a href="#">GC1(3)</a>	<p><b>Contribute to the protection of individuals from abuse</b></p> <p>Identify and report on individuals who are at risk of abuse,</p> <p>Notify appropriate other colleagues and/or agencies of the likelihood of risk of serious harm in line with organisational requirements,</p> <p>Communicate with other parties/agencies who need to be involved in the protection of individuals,</p> <p>Take action to minimise the effects of abusive behaviour,</p> <p>Contribute to reducing the risk of abusive behaviour,</p> <p>Consider the need to protect victims and take appropriate steps to do so,</p> <p>Identify safeguarding issues where there is a risk of serious harm to vulnerable individuals and demonstrate an understanding of the organisational process for reporting safeguarding issues.</p>
<a href="#">GC7(3)</a>	<p><b>Contribute to the prevention and management of abusive and aggressive behaviour</b></p> <p>Deal with incidents of abusive and aggressive behaviour,</p> <p>Contribute to minimising the risk of abusive and aggressive behaviour.</p>
<a href="#">GE2(3)</a>	<p><b>Assess and act upon immediate risk of danger to substance users</b></p> <p>Assess the risks involved in incidences of substance misuse,</p> <p>Act upon the immediate risk of danger to the individual,</p> <p>Support those at immediate risk of danger from substance misuse.</p>

	<b>TACTICAL SKILLS</b>
<a href="#"><u>AE1(3)</u></a>	<p><b>Maintain and develop your own knowledge, skills and competence</b></p> <p>Gather feedback in order to assess own knowledge, skills and competence,  Identify and record development needs and actions on PPDR,  Evaluate outcomes and benefits of training and development.</p>
<a href="#"><u>AC1(3)</u></a>	<p><b>Contribute to the quality of team working</b></p> <p>Build and maintain good relationships within the team,  Understand and support the goals and objectives of others,  Contribute to the development of team working.</p>
<a href="#"><u>AD1(3)</u></a>	<p><b>Develop and sustain effective working with staff from other agencies</b></p> <p>Interact with people in other agencies and share information in ways which are consistent with the policies and procedures of Essex CRC,  Develop and sustain effective working relationships and effectively communicate with other agencies,  Seek appropriate support when problems arise in working effectively with staff in other agencies,  Ensure clear lines of accountability, which are central to achieving a joined up provision of services which effectively protect the public and reduce reoffending.</p>
	<b>COMMUNICATION AND INFORMATION</b>
<a href="#"><u>AB1(3)</u></a>	<p><b>Communicate effectively with people maintaining the security of information</b></p> <p>Effectively communicate with offenders in a way that promotes engagement and compliance,  Engage and communicate appropriately and effectively with a range of stakeholders; verbally, non-verbally and in written form,  Communicate at all levels in a clear, concise and credible manner,  Use different methods of communication to meet the different needs of people,  Overcome barriers to effective communication,  Convey complex and difficult information in an easy to understand and effective manner,  Demonstrate taking appropriate precautions and controls when communicating confidential and/or sensitive information  Maintain security of information.</p>
<a href="#"><u>EA2(3)</u></a>	<p><b>Assess individuals' offending behaviour to plan provision</b></p> <p>Assess an individuals' re-offending and rehabilitation needs and plan appropriately targeted activities,  Assess information about the offending behaviour and circumstances of individuals, and identify risk and protective factors,  Agree a plan for future actions with the individual.</p>

	ENGAGE INDIVIDUALS TO CHANGE
<a href="#">EC1(3)</a>	<p><b>Help individuals address their offending behaviour</b></p> <p>Identify factors which influence offending behaviour and assess how they relate to the individual offender,</p> <p>Support individuals to identify reasons and promote confidence to change offender behaviour,</p> <p>Support individuals in changing their behaviour through the use of appropriately targeted interventions and rehabilitative activities,</p> <p>Identify, access and manage sources of intervention/activities to assist and maintain effective change,</p> <p>Record and report details of working with individuals to address offending behaviour.</p>
<a href="#">EC7(3)</a>	<p><b>Promote and reinforce positive behavioural goals during relationships with individuals</b></p> <p>Facilitate behavioural change using pro-social modelling,</p> <p>Review the effectiveness of behavioural change with individuals.</p>
<a href="#">GA1(3)</a>	<p><b>Enable individuals to access services and facilities</b></p> <p>Help individuals find out and use services and facilities.</p>
<a href="#">GB3(3)</a>	<p><b>Enable individuals to understand and address their difficulties</b></p> <p>Enable individuals to understand their difficulties and identify options for change,</p> <p>Enable individuals to take positive action to address their difficulties.</p>
<a href="#">GE1(3)</a>	<p><b>Recognise indications of substance misuse and refer individuals to specialists</b></p> <p>Recognise indications of substance misuse,</p> <p>Refer individuals with indications of substance misuse to specialists.</p>
<a href="#">GE8(3)</a>	<p><b>Provide services to those affected by someone else's substance use</b></p> <p>Help those affected by someone else's substance use to select support options,</p> <p>Put options into practice and evaluate their effectiveness.</p>
<a href="#">GE11(3)</a>	<p><b>Support individuals who are substance users</b></p> <p>Support individuals to adopt safe practices associated with substance use</p> <p>Support individuals when they have used substances</p> <p>Support individuals in reducing substance use.</p>

	CASE MANAGEMENT/TECHNICAL SKILLS
<a href="#">EA1(3)</a>	<p>Obtain information relating to individuals' offending behaviour</p> <p>Gather information about individuals and their offending behaviour and circumstances</p> <p>Obtain and verify information about the individuals' offending behaviour</p> <p>Record and process information relating to the offending behaviour and circumstances of individuals.</p>
<a href="#">EA3(3)</a>	<p>Develop proposals to inform sentencing</p> <p>Develop proposals and provide information to inform sentencing proposals or other court proceedings, for example: enforcement action.</p>
<a href="#">EB1(3)</a>	<p>Supervise, enforce and review low to medium risk offenders serving sentences in the community</p> <p>Supervise low to medium risk of serious harm offenders serving sentences in the community and upon release from custody on licence and/or post sentence supervision,</p> <p>Enforce court orders and statutory licences of low to medium risk offenders serving sentences in the community,</p> <p>Monitor and review the progress of low to medium risk offenders in the community.</p>
<a href="#">EC6(3)</a>	<p>Assess individuals' needs and plan activities</p> <p>Contribute to the assessment of individuals' abilities and needs,</p> <p>Plan agreed development activities for individuals.</p>
<a href="#">ED1(3)</a>	<p>Supervise integrated interventions and support to address the offending behaviour of individuals</p> <p>Supervise and support integrated interventions delivered by others,</p> <p>Communicate with individuals about the interventions and support they need,</p> <p>Plan integrated interventions and support to meet individuals' needs and develop their strengths,</p> <p>Review the effectiveness of integrated interventions and support.</p>