

## PERSON SPECIFICATION

Ref.:

Job Title: Probation Service Officer

Grade: Band 3

Review Date: Updated April 2012

Location: Various

Department: Offender Management

**Knowledge and Qualifications:** : This specification outlines the expectations of a newly appointed candidate to this post.

	E	D	Method of Assessment
<ul style="list-style-type: none"> <li>Basic awareness and understanding of The Criminal Justice System.</li> <li>Basic awareness of diversity issues</li> <li>Basic awareness of Health and Safety issues</li> <li>Willingness and ability to complete VQ3 in Probation Practice</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>		<ul style="list-style-type: none"> <li>A</li> <li>A</li> <li>A</li> <li>I</li> </ul>

### Skills and Competencies:

	E	D	Method of Assessment
<ul style="list-style-type: none"> <li>Ability to case manage <ul style="list-style-type: none"> <li>Assessment skills</li> <li>Motivating skills</li> <li>Manage conflict</li> <li>Enforcement of rules</li> </ul> </li> <li>Ability to communicate effectively, verbally and in writing <ul style="list-style-type: none"> <li>Record keeping</li> <li>Issue clear instructions</li> <li>Listening skills</li> <li>Presentation skills (Court)</li> <li>Liaison with colleagues, other agencies, etc</li> </ul> </li> <li>Ability to problem solve <ul style="list-style-type: none"> <li>Identification of issue</li> <li>Consultation with others</li> <li>Set clear boundaries</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>		<ul style="list-style-type: none"> <li>A</li> <li>A</li> <li>A</li> </ul>

<ul style="list-style-type: none"> <li>• Generate a range of solutions</li> <li>• Review/evaluate impact of decision</li> <li>• Ability to work effectively as part of a team <ul style="list-style-type: none"> <li>• Sharing information</li> <li>• Supporting and respecting colleagues</li> </ul> </li> <li>• Ability to promote good diversity practice <ul style="list-style-type: none"> <li>• Understanding of diversity issues</li> <li>• Pro social modelling, i.e. set good example in treating fairly and with respect individuals from a diverse range of backgrounds</li> <li>• Appropriate challenging of attitudes and behaviours</li> </ul> </li> <li>• Ability to plan and organise own workload <ul style="list-style-type: none"> <li>• Prioritisation</li> <li>• Planning skills</li> <li>• Time management</li> <li>• Organisational skills</li> </ul> </li> </ul>	✓		• A
	✓		• A
	✓		• A

#### Physical, Mental and Emotional Demands:

	E	D	Method of Assessment
<ul style="list-style-type: none"> <li>• Standard office and IT requirements – experience of using Microsoft word, excel, email and databases</li> </ul>	✓		• A

#### Other:

	E	D	Method of Assessment
<ul style="list-style-type: none"> <li>• All work with offenders has the potential to be emotionally demanding</li> <li>• There is an expectation that all staff are dressed appropriately when representing NSPT i.e. in Court and other formal settings</li> </ul>	✓		• A
	✓		

#### Key –

[E] = Essential Criteria

[D] = Desirable Criteria

Method of Assessment

[A] = Application (Form or CV)

[I] = Interview

[T] = Psychometric or other Tests