

**Northumbria Community Rehabilitation Company
Job Description**

Post: Probation Officer

Accountable to: Team Manager

Job purpose:

To contribute to the delivery of the Northumbria Community Rehabilitation Company's objectives to protect the public, reduce re-offending and rehabilitate offenders. Within that, to work as part of a multi-disciplinary organisation within a professional criminal justice system, taking a holistic approach to crime reduction and the protection of victims and potential victims.

More specifically:

- Responsible for the management of low and medium risk offenders in prison and the community, to ensure the sentence plan is implemented and enforced in line with company expectations.
- To deliver a range of interventions to users of the CRC's services.
- To contribute to the development and improvement of services

The CRC values the professional standing of qualified Probation Officers (POs) and sees a clear distinction between their role and that of their Probation Services Officer (PSO) colleagues. Whilst this is primarily in relation to POs' unique training and experience in public protection issues, we also see the value of POs as mentors and role models for PSOs, their contribution to the overall quality of our services and their potential to act as co-ordinators of PSO work.

In accepting the distinction between the PO and PSO roles, the company has an agreement with the recognised trade unions which explains which cases may not be held by PSOs. The role boundary agreement should be read in conjunction with this job description. Demarcation between the roles is primarily on the basis of risk levels and the need for specialist training and covers particularly the areas of mental health, child protection, domestic abuse, hate crime and sexual offending.

Main duties and responsibilities (generic PO roles):

1. Ensure offender compliance with the requirements of statutory orders and licences, liaising with and providing structured information to the National Probation Service (NPS) on any required enforcement action and to inform parole and other key decisions.
2. As part of the above, utilise and deliver elements of the agreed CRC supervision framework for the provision of core services to offenders.
3. Supervise and manage offenders in accordance with national standards and other guidance.
4. Assess, monitor and review offender risks and needs to inform risk management and sentence planning.
5. Maintain all necessary offender records on relevant IT and manual systems as directed.
6. Apply OASys and/or other specialist assessment tools in order to assess and review cases.
7. Work and liaise with CRC staff, NPS staff, volunteers, sub-contracted providers and other external bodies, including Police, to ensure effective service delivery and risk management.
8. Contribute to public protection through risk assessment and management. Where appropriate, engage with a range of multi-agency arrangements in consultation with the National Probation Service.
9. Promote victim awareness in the supervision and management of offenders.
10. On behalf of the team manager, represent the CRC in some inter-agency settings.
11. Carry out office duty as necessary.
12. Maintain an up to date knowledge of probation work and a practical understanding of CRC policy and procedures.
13. Maintain confidentiality in accordance with statutory legislation and local information sharing protocols.
14. Participate in the supervision and appraisal process to enhance personal development, performance and ensure accountability.
15. Attend and participate in training and development events to enhance personal practice and skills.
16. Contribute to team meetings and other team activities to develop skills, personal practice and assist in the development of other staff.

17. Promote the importance of key diversity and equality principles in all aspects of work.
18. Adhere to CRC health and safety procedures.
19. Provide support to the partners of offenders engaged in the company's domestic violence programmes. Almost invariably, this will involve female staff working with female victims, for obvious reasons.

Other duties: some POs may be deployed in roles which include elements in the following list in addition to, or instead of, the above:

20. Work as part of the CRC's central "hub" function, liaising with NPS (courts) on intake and enforcement issues in relation to specific cases and advising hub admin staff on key milestones that need to be tracked. Liaison with CRC practitioners and managers on issues to be resolved.
21. Contribute to developing team and individual practitioners' practice, with or on behalf of the team manager.
22. Contribute to performance monitoring and management as directed by the team manager.
23. Mentor individual colleagues identified by the team manager with a view to improving performance, quality of service delivery and the achievement of CRC objectives and targets. This may include support for PSO learners en route to qualification as POs.
24. Develop, promote and champion excellent IT skills within the team, including for the use of approved digital media with offenders.
25. Provide induction and coaching for new staff.
26. Deliver staff training.
27. Offer co-working to colleagues on complex risk cases.
28. Deliver rehabilitation activity requirements ordered by courts from a CRC menu made available to sentencers.
29. Engage in work with victims of crime, such as in the delivery of Restorative Justice (RJ) interventions.
30. Participate in the CRC's service user engagement arrangements.
31. Take on one or more specialist roles demonstrating and promoting, for example, best practice with women offenders, older offenders or ex-forces veterans.

GENERAL DUTIES

1. Ensure effective liaison, communication and working relationships with CRC and NPS colleagues, service providers and external agencies, adhering to the CRC's information sharing agreements at all times.
2. Ensure case management systems are maintained and kept up-to-date in a timely and accurate manner in accordance with SJS Standards and Probation Instructions.
3. Establish, maintain and enhance effective working relationships with colleagues, managers and other agencies.
4. Contribute to team meetings and other team activities to develop skills, enhance practice and assist in the development of other staff.
5. Promote the importance of key diversity and equality principles in all aspects of work.
6. Adhere to local health and safety procedures.
7. Participate in the EPA process to enhance personal development, performance and ensure accountability.
8. Attend and participate in learning and development opportunities to enhance practice and skills.

This job description is a guide to the principal responsibilities of the role and is not intended to be an exhaustive list of duties. It will be reviewed in the light of changes to the role and the work of the Northumbria CRC.