

THE DURHAM TEES VALLEY COMMUNITY REHABILITATION COMPANY LIMITED

JOB DESCRIPTION

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| POST | Probation Officer |
| FUNCTION | Offender Management |
| ACCOUNTABLE TO | Probation Manager |
| LOCATION | Based within an allocated Offender Management unit |
| JOB PURPOSE | To contribute to the delivery of The Durham Tees Valley Community Rehabilitation Company Limited (DTV CRC) Business Plan by assessing and managing risk in the community, providing supervision and intervention to address offending behaviour and reduce reoffending. |

CONTEXT

The Probation Officer works under the direction of a Probation Manager as part of an operational team including Probation Service Officer's and Administrative Staff.

The Probation Officer works in a variety of different roles, predominantly with higher risk offenders who have complex needs. The range of allocated duties may include supervising offenders, preparing reports to inform sentencing, enforcing Court Orders and Licences, working within Courts or Prisons, delivery of accredited and other programmes, and working with partnership agencies.

The Probation Officer can be based within the following business's:

Offender Management – Working in Offender Management a Probation Officer will write reports for Courts to provide information about offenders and their behaviour in order to assist and inform sentencing, will manager and enforce Court Orders and Licences, work with partner agencies and the offender to reduce the likelihood of reoffending.

Accredited Programmes – A number of Probation Officers will undergo specific training to deliver Accredited Programmes to offenders specifically designed to address sex offending.

All staff within DTV CRC are expected to work within a framework provided by DTV CRC's Annual Business Plan and Three Year Strategic Plan, in line with Policies and Procedures. Respect for confidentiality is essential. All staff are expected to participate positively in the supervision and appraisal process, to undertake relevant training and development activities to improve their work performance, and to contribute to the training and development of others.

Staff are appointed as a Probation Officer and all postholder's at this grade will be required to be flexible in respect of being allocated to different Probation Officer roles depending on operational need.

The areas of responsibility associated with a particular Probation Officer post may be amended from time to time, and is expected that the post holder will operate flexibly and undertake any other tasks and projects which could reasonably be expected of a Probation Officer.

KEY RESPONSIBILITIES AND DUTIES

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| 1 | To supervise a caseload of low to high risk offenders subject to Community Sentences or on Licences, ensuring appropriate consideration and use of partnerships and other agencies. |
| 2 | To undertake post-sentence and post-adjudgment interviews. |
| 3 | To undertake risk assessments of offenders and implement the appropriate actions to a high standard. |
| 4 | To prepare Pre-Sentence Reports and other written reports in relation to offenders, and to ensure that consideration is always given to the full range of Community Sentence proposals in appropriate cases. |
| 5 | To work with colleagues across DTV CRC and with staff from other agencies to assist in the reintegration of offenders into the community. |
| 6 | To work with colleagues to ensure effective provision of service within the allocated team and across DTV CRC, including undertaking Office Duty as necessary. |
| 7 | To liaise with Police and other agencies to ensure management of unit need and effective service provision. |
| 8 | To maintain an up to date knowledge of methods of work, underpinned by research, both generally and specific to the role currently being undertaken. |
| 9 | To maintain strict confidentiality and to comply with DTV CRC's policies in respect of equality of opportunity. |
| 10 | To participate in the supervision and appraisal process, and in ongoing training and development events in order to develop personal practice and skills, and assist in the development of other staff. |
| 11 | To attend and participate in team meetings and other meetings within the DTV CRC and with external agencies, and to undertake any other reasonable task associated with the role of Probation Officer, as deemed appropriate by the line manager. |
| 12 | To contribute to the smooth running of Court Teams. |
| 13 | To contribute to the delivery/ management of accredited and other programmes, either on a one-to-one basis or group work basis. |
| 14 | To develop personal work performance by appropriate allocation of time to work priorities, active participation in supervision sessions and the appraisal/staff development process, and in relevant training and development activities. |
| 15 | To develop and maintain effective working relationships with line manager, colleagues and staff across DTV CRC, and with relevant external contacts. |
| 16 | To promote DTV CRC's policy of equality and diversity, both within the team and externally; to demonstrate commitment to equality and diversity principles in all DTV CRC activities; and to maintain appropriate confidentiality and information security. |

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ROLE PROFILE: PROBATION OFFICER

STANDARD COMPETENCE AREAS FOR ALL ROLES WITHIN DTV CRC

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| AA1 | Promote Equality & Diversity |
| 1 | Understand the key features of a culture which promotes equality and values diversity |
| 2 | Understand the importance of the promotion of equality and valuing of diversity for effective work in the sector |
| 3 | Understand and demonstrate behaviour appropriate to the promotion of equality and valuing of diversity |
| 4 | Understand how to actively help others in the promotion of equality and valuing of diversity |
| 5 | Understand how to review own contribution to promoting equality and valuing diversity |
| AB1 | Communicate effectively with people maintaining the security of information |
| 1 | Understand how to communicate with people |
| 2 | Understand how to maintain the security of information in communications with people |
| 3 | Be able to communicate with people |
| AC1 | Contribute to the quality of team working |
| 1 | Know and understand the principles that underpin effective team working |
| 2 | Be able to contribute to effective team working |
| 3 | Be able to contribute to the development of team working |
| AE1 | Maintain and develop your own knowledge, skills and competence |
| 1 | Understand the principles that underpin maintaining and developing own knowledge, skills and competence |
| 2 | Be able to maintain and develop own knowledge, skills and competence |

STANDARD COMPETENCE AREAS TO BE INCLUDED IN ALL PO ROLE PROFILES

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| GC3 (5) | Assess and manage high risk of harm |
| 1 | Know and understand the principles of developing risk management plans |
| 2 | Assess individuals and analyse their potential to pose a threat of serious harm |
| 3 | Confirm with the individual the areas of risk and associated factors to be addressed |
| 4 | Develop risk management plans that address identified risk factors for individuals |
| AD1 (5) | Develop and sustain effective working with staff in other agencies |
| 1 | Know and understand relevant legal and organisational requirements |
| 2 | Understand the principles of joint working between different agencies |
| 3 | Be able to initiate, develop and sustain effective working relationships with staff in other agencies |
| EA3 (5) | Assess individuals offending behaviour and prepare reports |
| 1 | Know and understand the principles that underpin the assessment of high risk associated with offending behaviour |
| 2 | Be able to assess information about the offending behaviour and circumstances of individuals, and identify risk factors and protective factors |
| 3 | Know and understand legal and organisational requirements relating to proposals for sentencing or release |
| 4 | Be able to develop proposals for sentencing or release plans |
| EB2 (5) | Plan, supervise, enforce and review sentences in the community |
| 1 | Know and understand the principles that underpin the planning, supervision, enforcement and review of sentences in the community |
| 2 | Be able to plan the supervision of individuals serving sentences in the community |
| 3 | Be able to supervise individuals serving sentences in the community |
| 4 | Be able to enable individuals to sustain their behaviour change |
| 5 | Be able to enforce court orders and statutory licences |
| 6 | Be able to monitor and review the progress of individuals serving sentences in the community |

OPTIONAL COMPETENCE AREAS FOR SELECTION AND INCLUSION IN PO ROLE PROFILES

RISK, PROTECT INDIVIDUALS

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| GC7 (5) | Contribute to the prevention and management of abusive and aggressive behaviour |
| 1 | Know and understand how to prevent and manage abusive behaviour |
| 2 | Know and understand the forms, causes and effects of abusive and aggressive behaviour |
| 3 | Be able to deal with incidents of abusive and aggressive behaviour |
| 4 | Be able to review incidents of abusive and aggressive behaviour |
| GE2 (5) | Assess and act upon immediate risk of danger to substance users |
| 1 | Know and understand the factors involved in dealing with substance misuse |
| 2 | Be able to assess and analyse the risks involved in incidences of substance misuse |
| 3 | Be able to provide an intervention to manage the immediate risk of danger to the individual |
| 4 | Be able to provide support to individuals after the immediate risk of danger from substance has passed |

TACTICAL SKILLS

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| AC1 (5) | Contribute to the improvement of team working |
| 1 | Know and understand the principles that underpin effective team working and leadership |
| 2 | Be able to plan team working |
| 3 | Be able to contribute to the improvement of team working |
| AE1 (5) | Maintain and develop your own knowledge, skills and competence |
| 1 | Understand the principles that underpin maintaining and developing own knowledge, skills and competence |
| 2 | Be able to maintain and develop own knowledge, skills and competence |

COMMUNICATION, INFORMATION

EA2 (5) Process information relating to individuals offending behaviour

- 1 Know and understand the principles that underpin obtaining information about the offending behaviour that presents a high risk to the public and circumstances of individuals
- 2 Be able to gather and analyse information about individuals who present a high risk to the public and their offending behaviour and circumstances
- 3 Be able to obtain, verify and analyse information from individuals about their offending behaviour and circumstances
- 4 Be able to obtain and verify information from third parties about the offending behaviour and circumstances of individuals
- 5 Be able to record and communicate information relating to the offending behaviour and circumstances of individuals

SUPPORT INDIVIDUALS

EC7 (5) Promote and reinforce positive behavioural goals during relationships and individuals

- 1 Know and understand the principles and techniques of pro-social modelling
- 2 Be able to promote and facilitate behavioural change
- 3 Be able to review the effectiveness of behavioural change with individuals

GB3 (5) Enable individuals to understand and address their difficulties

- 1 Know and understand the needs of individuals experiencing difficulties
- 2 Be able to provide opportunities that enable individuals to understand their difficulties and identify options for change
- 3 Be able to support individuals to take positive action to address their difficulties

GE1 (5) Recognise indications of substance misuse and refer individuals to specialists

- 1 Know and understand relevant legislation and organisational requirements
- 2 Understand strategies for working with specialists to support individuals engaging in substance misuse
- 3 Be able to determine the need for specialist support for individuals engaging in substance misuse
- 4 Be able to plan and monitor the referral of individuals with indications of substance misuse to specialists

TECHNICAL SKILLS

DA2 (5) Represent the agency in courts and formal hearings

- 1 Know and understand the principles and procedures underpinning representing the agency in courts and at formal hearings
- 2 Be able to exchange information in courts and at formal hearings
- 3 Be able to represent reports in courts and at formal hearings

ED1 (5) Plan monitor and review integrated packages of interventions and support to address individuals offending behaviour

- 1 Know and understand the principles that underpin the planning, monitoring and review of integrated interventions and support
- 2 Be able to communicate with individuals about the interventions and support they need
- 3 Be able to plan integrated interventions and support to meet individual's needs
- 4 Be able to monitor and review the effectiveness of integrated interventions and support

THE DURHAM TEES VALLEY COMMUNITY REHABILITATION COMPANY LIMITED PERSON SPECIFICATION

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|-----------------|------------------------------|
| POST | Probation Officer |
| FUNCTION | Community Supervision |

EDUCATION & QUALIFICATIONS

ESSENTIAL:

- An appropriate professional qualification: CQSW, Dip SW, Dip PS

DESIRABLE:

- Completion of Probation option and Probation placements.
- Accredited to deliver group work or one-to-one programmes.

EXPERIENCE

ESSENTIAL:

Experience of:

- Completing and maintaining records.
- Working in the probation field or similar service, either in employee or voluntary capacity.
- Preparing Pre-Sentence Reports.

DESIRABLE:

Experience of:

- Dealing with both male and female offenders.
- Working with other agencies.
- Dealing with drug/alcohol or other specialised issues.

KNOWLEDGE AND UNDERSTANDING BASE

ESSENTIAL:

Knowledge/understanding of :

- The role of the CRC and of the part played by the CRC and Prison Service within the Criminal Justice System.
- National Standards.
- Criminal Justice legislation.
- Risk management and risk issues.
- Effective Practice (What Works) with offenders.

DESIRABLE:

- Knowledge of the local service area.

SKILLS

ESSENTIAL:

- Able to maintain records and prepare written documentation to agreed standards.
- Basic administrative and numerical skills.
- Good risk assessment skills.

DESIRABLE:

- IT including word processing and Lotus Notes e-mail.

COMMUNICATION/ INTERPERSONAL SKILLS

ESSENTIAL:

- Ability to demonstrate good communication skills both written and verbal to enable information to be presented to both groups and individuals.
- Able to establish and maintain effective working relationships with colleagues across the Service and with people from a variety of agencies.
- Excellent listening skills and ability to assess information received accurately.
- Ability to work alongside offenders, to motivate and support, and to enforce where necessary.
- Able to deal with aggressive/abusive/distressed/disengaged behaviour in an appropriate manner.

DESIRABLE:

- Ability to vary communication styles according to the needs of individual Service users.
- Counselling skills (perhaps a course or qualification).

ATTITUDE/PERSONAL QUALITIES

ESSENTIAL:

- Ability to work independently and proactively, but also as a member of a team.
- Committed to developing own skills and practice, and helping others to develop.
- Reliable and willing to accept responsibility: good attendance record.
- Self-motivated and resilient; able to work within tight deadlines.
- Flexible and committed approach to work: enthusiastic, positive, responsive to change.
- Committed to core Probation values including anti-discriminatory practice.

OTHER

ESSENTIAL:

- Prepared to work at any location within the Durham Tees Valley area.
- Medically fit enough to undertake the duties of the Probation Officer role.

DESIRABLE:

- Able to provide own transport and hold a full driving license.