

Job Description Probation Officer

- Job Title:** Probation Officer.
Placed within the Community, Prison or Youth Justice Services
- Division:** Prison, Probation and Family Court Welfare Service.
- Department:** Department of Home Affairs.
- Grade:** Pay Band 21 / D500
- Responsible to:** Community Rehabilitation Team Manager.
- Purpose:** To protect the public and reduce re-offending by enabling offenders to reform their lives. To provide accurate assessments of offenders and ensure effective supervision of those offenders subject to Custodial Sentences, Court Orders and Licences.

Main Duties and Key Accountabilities:

Key Performance Area
<p>Supervise offenders</p> <p>To undertake a full range of offender management tasks with those made subject to Court Orders, Custodial Sentences or Post Custodial Licences. To engage with the offenders in a pro-social manner, to promote change and challenge offending behaviour. To implement supervision and resettlement plans aimed at reducing the risk of re-offending and harm to the Community using service procedures to underpin professional; judgement.</p> <p>To motivate offenders to ensure compliance with the requirements of Court Orders and Licences and to promote positive outcomes for offenders. To undertake enforcement action to comply with policy and directions.</p>
<p>Provide a service to the prison population</p> <p>Support and contribute to the implementation a Prisoner Resettlement Plan and related plans from risk assessments to reduce offenders' risk in line with service standards.</p> <p>To work collaboratively with colleagues in the prison and to work in partnership with the UK prisons to ensure appropriate sentence planning and rehabilitation for Prisoners.</p> <p>To work as part of the Prison team in managing offenders.</p>
<p>Courts/Reports</p> <p>To provide professional advice to the Courts and prepare reports for Courts and Parole Hearings in accordance with service policy and guidance, including quality standards and in timescales indicated within service standards.</p> <p>To attend Court where instructed.</p> <p>To enforce Court Orders in line with service policy.</p>

Risk management

To contribute effectively to the assessment and management of risk by carrying out assessments and reviews of offenders in accordance with policy and by implementing plans to reduce risk of harm by further offending.

To have a sound understanding of Safeguarding and adherence to the Safeguarding policies and procedures. Attendance at Multi Agency Public Protection Arrangements (MAPPA). Attendance at Multi Agency Risk Management (MARM) meetings. Attendance at Child Protection Case Conferences and Core Groups and provision of reports as required.

Case file management

To use approved computer based systems to produce, update and maintain reports, assessments, case records and other documentation in line with policy. To maintain and destroy records in line with GDPR.

Respond to requests for information in respect of service standard adherence for those cases for which they have supervisory responsibility.

Programmes

Implement Intervention Programmes with appropriate offenders to reduce risk and promote public safety.

Development

To contribute to the development of the service by undertaking projects and other allocated tasks.

To ensure personal development through constructive use of supervision, training and the appraisal system.

To be seconded to other posts within the Service in response to individual and service needs.

Partnership

To work in partnership with others to promote the work of the service and public safety.

To be a member of various working parties as prescribed by Management.

General

To ensure Health and Safety Policy and Procedures are adhered to and implemented.

To promote diversity and anti-discriminatory practice to all service users and staff.

To support colleagues, and provide cover within the various departmental responsibilities where appropriate.

To undertake any other duties commensurate with grade of the post.

Hours of work will be 37 hours, Monday to Friday. There will be occasions when the interventions may take place at weekends and evenings; additional hours worked will be paid back through time off in lieu.

Person Specification

Qualifications		
Degree in Community Justice and Level 5 Diploma in Probation Studies. Or Degree in Social Work, or equivalent (DipPS, DipSW, CQSW) of another Probation or Social Work related qualification.	E	CV/Pre-employment checks
Experience		
A minimum of 12 months experience within the criminal justice system.	D	CV/Interview
Delivery of programmes on a one to one and group-work basis.	D	CV/Interview
Use of risk assessment tools.	D	CV/Interview
Knowledge and Skills		
Risk assessment and management of offenders	E	CV/Interview
Working with substance abusing offenders	D	CV/Interview
Working with violent offenders	D	CV/Interview
Working with sex offenders	D	CV/Interview
Employing a multi-disciplinary approach to community safety	E	CV/Interview
Proven recording skills	E	CV/Interview
Proficient user of MS Office applications and an ability to learn new bespoke systems	E	CV/Interview
Disposition		
Self-motivated	E	CV/Interview
Ability to work as part of a team	E	CV/Interview
Innovative	E	CV/Interview
Hard working	E	CV/Interview
Flexible	E	CV/Interview
Circumstances		
Registration with the Health and Care Professions Council if eligible through	E	CV/Interview/Pre-employment checks

qualification		
Isle of Man Worker	D	Application Form
Full and Valid driving licence	E	CV
Access to own transport	E	CV/Interview
Willing to work outside normal hours as required	E	Interview