NATIONAL PROBATION SERVICE
THAMES VALLEY AREA

JOB DESCRIPTION

Job Title: Senior Probation Officer

Job Number: 154

Postholder reports to: Divisional Assistant Director
Staff Reporting to this post: Practice Quality Managers
Probation Officers
Probation Services Officers
Administration Service Managers

Hours: 150 hours per 4 week period
Location: Thames Valley

Grade: Band 5

Role Purpose:

To lead and manage a team of Probation staff to meet the objectives and performance targets of the National Probation Service – Thames Valley.

MAIN DUTIES AND RESPONSIBILITIES

1. **Delivery of Services and Standards**

- To promote and represent the Services Business Plan within the Criminal Justice system and within local communities. Establishing and maintaining key locality based relationships, including formal partnerships.

- To manage activities to meet required standards, evaluating, improving and ensuring organisational performance.

- To manage change in organisational activities in line with TVPA Business Plan.

- To chair forums in order to develop practice based on applied research information and to identify practice implications of new legislation

- To ensure Service delivery and internal relationships are grounded in the concepts of restorative justice, diversity principles and Public Protection.

- To contribute to policy making in relevant area of work through regular functional task groups chaired by relevant Directors.

2. Management of Physical and Financial Resources

Physical Resources

- To ensure the provision of data, maintenance of records, and monitoring systems in line with NPS, Thames Valley policy and expectations

- To manage and develop the use of physical resources.

Financial Resources

- To manage devolved areas of budget.

3. Management of Systems and Information

To manage activities to meet required standards, evaluating and improving organisational performance.

4. People Management

- To provide supervision, objectives and appraisals for team members to ensure focused professional development, support, accountability and performance management.

General

- To investigate complaints from staff, offenders or the public as required.

- To comply and ensure compliance with Health and Safety policy.

- To participate in supervision and appraisal with the divisional Assistant Director.

- To co-ordinate and approve leave and cover arrangements according to Service policy.

- To undertake any other management tasks as may be required by the divisional Assistant Director.

- Implementation of Service Policy relevant to the role.

- Develop self.

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PERSON SPECIFICATION

SKILLS, KNOWLEDGE, ABILITIES

Essential

- Experience of maintaining high standards of work as Probation Officer (or equivalent) within the Criminal Justice setting.
- Be able to demonstrate ability to promote positive change and innovation in service delivery.
- An understanding of current key issues and priorities for the Probation Service, and the implications for managers.
- Evidence of delivering high performance in a performance managed environment.
- Evidence of promoting anti-discriminatory practice within the team and through service provision.
- An ability to communicate clearly, both orally and in writing – reports, presentations, research and workshop facilitation.

PREVIOUS EXPERIENCE

- Knowledge of the Criminal Justice Act 2003 and other Public Protection related legislation e.g. Powers of the Courts (sentencing) Act 2000.
- Knowledge of Probation policy, strategy, rules, application of national and local standards, Probation Circulars, HMIP, Thematic Inspections and follow on reports in relation to relevant portfolio of responsibilities.
- Knowledge of Offender management model.
- Knowledge of Child Protection Procedures.
- Knowledge of MAPPA.
- To be self supporting in IT literacy, and lead on integration of IT application within office procedures.
- An ability to produce, analyse and apply both hard statistical data and qualitative information to enable performance Management.

Desirable

- Experience of successful project management.
- Experience of partnership work.

PERSONAL CHARACTERISTICS

- Management/supervisory aptitude and the ability to lead by pro social modelling.

QUALIFICATIONS

Essential

Relevant qualification – DipPS, DipSW, CQSW or recognised equivalent.

OTHER

Be free from any medical condition which would prevent you from doing the job.

Be free from any criminal conviction which would conflict with the responsibilities of the post.

Be able to deal with all information on a confidential basis.

As part of the team the postholder will need to work flexibly and to work to agreed standards in a consistent way. The postholder will be expected to undertake other duties, commensurate with their grade, at the request of their line manager.

All employees have a responsibility to co-operate in promoting and maintaining a safe and healthy working environment, and to take reasonable care of their own health and safety at work and that of all other staff. Line managers have specific responsibility for the health and safety of their direct reports and other team members for which they have general management responsibility.

All employees are required to comply with Thames Valley Probation Area confidentiality and information security policies including the Data Protection Act 1998 and the Freedom of Information Act 2000.

All employees are required to demonstrate awareness of Equal Opportunities and work in accordance with Thames Valley policies and procedures.

This job description is not incorporated into the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments following discussion with the post holder. The post holder will be expected to work to agreed objectives which should facilitate achievement of the key responsibilities.