



# HM Prison & Probation Service

## NPS Job Description (JD)

### NPS Band 3

#### Directorate: National Probation Service

#### Job Description: Probation Services Officer

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## NPS Job Description

<b>Job Title</b>	Probation Services Officer
<b>Directorate</b>	National Probation Service
<b>Band</b>	3

<b>Overview of the job</b>	<p>The job holder will undertake the full range of work with offenders before and after sentence. This will include assessment, sentence implementation, offender management and producing reports. The job holder will provide case management support to a full range of offenders utilising service procedures and practice directions that underpin professional judgement.</p>
<b>Summary</b>	<p>To assess and manage the risk (including risk management plans and escalation) posed by offenders to protect victims of crime and the general public by:</p> <ul style="list-style-type: none"> <li>• Liaising, providing information and advice to criminal courts, criminal justice agencies and other partner agencies</li> <li>• Supervise and manage risk of those offenders subject to community sentences, during and after custodial sentences.</li> <li>• Work with other agencies and groups to prevent crime and meet the needs of victims and offenders.</li> </ul> <p>In line with NPS policies and procedures, the job holder must at all times demonstrate a commitment to equality and inclusion and an understanding of their relevance to the work they do.</p> <p>The post holder must adhere to all policies in respect of the sensitive/confidential nature of the information handled whilst working in this position. If relevant to the role, some out of hours working may be required (i.e. Courts, Approved Premises, programmes, evening reporting etc)</p>
<b>Responsibilities, Activities &amp; Duties</b>	<p>Probation Services Officers may be required to undertake any combination, or all, of the duties and responsibilities set out below.</p> <ul style="list-style-type: none"> <li>• To undertake the full range of offender management tasks with offenders assessed as low or medium risk of harm and to support the Probation Officer grade in high risk cases.</li> <li>• When providing case manager support, to contribute to the delivery of the Risk Management plan and report significant changes relating to risk of harm and/or of reoffending or any non-compliance within agreed enforcement procedures</li> <li>• To use computer based systems to produce, update and maintain records and other documentation within agreed timescales</li> <li>• Ensure effective referrals to services and facilities and communicate with offender management staff, interventions staff, service providers and external agencies to review progress and associated risks.</li> <li>• To undertake prison, home or alternate location visits as required in accordance with service procedures and policies.</li> <li>• To undertake work in the court setting, including the completion of appropriate reports on cases and prosecution of breaches.</li> <li>• To provide cover within teams as required</li> <li>• To deliver and co-lead accredited programmes commensurate with grade</li> <li>• To conduct mandatory alcohol and drug tests as required, and to follow prescribed medication procedures</li> <li>• Carry out safeguarding children duties in accordance with the NPS statutory responsibilities and agency policies</li> <li>• Demonstrate pro-social modelling skills by consistently reinforcing pro-social behaviour and attitudes and challenging anti-social behaviour and attitudes.</li> <li>• To work within the aims and values of NPS and NOMS</li> </ul>

	The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The Job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation scheme and shall be discussed in the first instance with the Job Holder.
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Making Effective Decisions</li> <li>• Changing and Improving</li> <li>• Working Together</li> <li>• Delivering at Pace</li> <li>• Communicating and Influencing</li> </ul>
<b>Strengths</b>	It is advised strengths are chosen locally, recommended 4-8
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with a diverse range of people who have experienced a range of social/personal difficulties and the need to use tact and discretion when dealing with confidential and sensitive issues</li> <li>• Experience in planning and coordinating work</li> <li>• Experience of working with groups or individuals in order to motivate and change behaviour</li> <li>• An understanding of and commitment to equal opportunities and diversity good practice</li> </ul> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh</p>
<b>Technical requirements</b>	<ul style="list-style-type: none"> <li>• Minimum 5 GCSE's at Grade C or above, including English, Maths or the ability to evidence high level numeracy and literacy skills required to read, understand and interpret policies and the ability to write reports and correspondence for internal and external stakeholders</li> <li>• Understanding of factors related to offending e.g. substance misuse, accommodation issues and being able to emphasise constructively with a range of people</li> <li>• Understanding of and commitment to the principles of case management.</li> <li>• Knowledge and understanding of risk management/risk assessment as pertaining to offenders and the impact on victims of crime</li> <li>• Understanding of Health &amp; Safety legislation in the workplace</li> <li>• Knowledge and understanding of the work of the Criminal Justice System and Probation Service</li> <li>• Knowledge of the aims and objectives of the Probation Service</li> </ul>
<b>Ability</b>	<ul style="list-style-type: none"> <li>• Ability to communicate verbally and in writing with offenders, professionals, courts and other public fora.</li> </ul>

<b>Minimum Eligibility</b>	<p><i>Please do not alter this box</i></p> <ul style="list-style-type: none"> <li>• All candidates are subject to security and identity checks prior to taking up post.</li> <li>• All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS.</li> <li>• All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.</li> </ul>
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<b>Hours of Work (Unsocial Hours) Allowances</b>	
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### Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
Making Effective Decisions		Ability to communicate verbally and in writing with offenders, professionals, courts and other public fora.	Experience of working with a diverse range of people who have experienced a range of social/personal difficulties and the need to use tact and discretion when dealing with confidential and sensitive issues	Minimum 5 GCSE's at Grade C or above, including English, Maths or the ability to evidence high level numeracy and literacy skills required to read, understand and interpret policies and the ability to write reports and correspondence for internal and external stakeholders
Changing and Improving			Experience in planning and coordinating work	Understanding of and commitment to the principles of case management.
Working Together			An understanding of and commitment to equal opportunities and diversity good practice	Knowledge and understanding of risk management/risk assessment as pertaining to offenders and the impact on victims of crime
Delivering at Pace			Experience of working with groups or individuals in order to motivate and change behaviour	Understanding of Health & Safety legislation in the workplace
Communicating and Influencing				Knowledge and understanding of the work of the Criminal Justice System and Probation Service
				Knowledge of the aims and objectives of the Probation Service
				Understanding of factors related to offending e.g. substance misuse, accommodation issues and being able to emphasise constructively with a range of people