

Locations – South Essex

NPS Band 4 - Probation Officer

The National Probation Service works with around 30,000 offenders a year.

We are looking to recruit qualified Probation Officers to help achieve our priorities. We are particularly interested in people who have had a break in their career or worked in another service area who are interested in returning to mainstream probation work. Jobs are full or part-time and can be offered on a fully flexible basis

Overview of the job

Working as a Probation Officer in the community within a supportive team of professional colleagues, you will be working in an environment that supports a range of flexible working options, including the ability to use technology to work remotely, to enhance your work-life balance and support the needs of the business.

Probation Officers working in the community manage offenders on community sentences or on licence from prison, therefore the ability to travel is essential. You will undertake the full range of offender management tasks with offenders including assessing the risk posed by offenders to protect victims of crime and the general the public. Provide information and advice to criminal courts, other criminal justice agencies and partner organisations. Produce reports, put action plans in place and will work collaboratively with partner agencies and groups to prevent crime and help reduce re-offending. You will be required to produce reports utilising service procedures and practice directions to underpin your professional judgement. For those returning to probation after some years away there will be a full re-entry development plan to help get people up to speed.

We welcome and encourage applications from everyone, including groups currently underrepresented in our workforce and pride ourselves as being inclusive. To find out more about how we champion diversity and inclusion in the workplace, visit:

<https://www.gov.uk/government/organisations/ministry-of-justice/about/equality-and-diversity>

Summary

To assess and manage the risk posed by offenders to protect victims of crime and the general the public by:

- Providing information and advice to criminal courts, other criminal justice agencies and partner organisations
- Supervising offenders subject to community orders and licences and during custodial sentences
- Contributing to the management of risk
- Working with other agencies and groups to prevent crime and meet the needs of victims and offenders

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 undertake.

The post holder must adhere to all policies in respect of the sensitive/confidential nature of the information handled whilst working in this position.

Qualifications

It is **essential** that you have one of the following qualifications, you will be asked to declare that you have one of the below qualifications during the application process. You will be required to produce this qualification should your application be successful, without this we will be unable to offer you a role.

Professional Qualification in Probation (PQIP) or Probation Qualification Framework (PQF) Honours Degree/Graduate Diploma, or one of the following:

- Level 5 Diploma in Probation Practice
- Level 5 Diploma in Probation Studies
- Level 5 Diploma in Social Work (Probation option)
- CQSW (Probation Option) – Certificate of Qualification in Social Work

Responsibilities

Probation Officers may be required to undertake any combination, or all, of the duties and responsibilities set out below.

- To provide professional advice and assessment, including written reports to courts, the Parole Board, other criminal justice agencies and partner organisations
- To undertake the full range of offender management tasks with offenders assessed at all levels of risk of serious harm including high and very high.
- To use computer based systems to produce, update and maintain records and other documentation within agreed timescales
- To ensure timely and effective referrals to, and relationships between, offender management, court teams, victim contact units, interventions, Approved Premises, prisons and external agencies to enhance positive outcomes, manage risk and reduce reoffending
- To attend professional meetings and represent the NPS at appropriate partnership forums e.g. MAPPA, MARAC
- To work collaboratively with colleagues, maintain effective team relationships and provide professional guidance and support to Probation Services Officer (PSOs) and other staff as appropriate
- To provide cover within your team and to other teams as required
- To undertake prison, home or other alternate location visits as required
- Respond to risk escalation requests raised by Community Rehabilitation Companies, determine risk level and if high risk (endorsed by a manager) decide on how this will be managed
- To deliver and co-lead accredited programmes commensurate with grade
- To conduct mandatory alcohol and drug tests as required, and to follow prescribed medication procedures
- Carry out safeguarding children duties in accordance with the NPS statutory responsibilities and agency policies
- Demonstrate pro-social modelling skills by consistently reinforcing prosocial behaviour and attitudes and challenging anti-social behaviour and attitudes.
- To work within the aims and values of NPS and HMPPS

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 Job Evaluation and shall be discussed in the first instance with the Job Holder.

Behaviours

For the purposes of selection, you will be assessed against the following behaviours

- Making Effective Decisions
- Changing and Improving
- Working Together
- Delivering at Pace

Communicating and Influencing Further information on Civil Service behaviours are provided

Languages

English

Benefits

- Access to learning and development
- A working environment that supports a range of flexible working options, including the ability to use technology to work remotely, to enhance your work-life balance and support the needs of the business.
- A Local Government Pension Scheme.
- Attractive Annual leave entitlements, increasing with duration of service.
- Public Holidays
- Season ticket advance
- Cycle to work scheme
- Excess fares where appropriate

For more information about the recruitment process, benefits, allowances and answers to general queries, please click the below link which will direct you to our Candidate information page.

Additional Information

If your application is successful, you will need to undergo and clear pre-employment checks. This will include Her Majesty's Prison and Probation Service (HMPPS) Enhanced Level 2 vetting and police vetting (Non Police Personnel Vetting Level 2) as access to the multi-agency ViSOR system will be required as part of these posts. Proof that you have been a resident in the UK for the last 3 years is required in order to complete the ViSOR vetting process. If you have been out of the country for a significant period of time (usually up to one year) and maintained your UK residency you may still be considered for vetting clearance. For further information please see section 6.4 of the APP Vetting document which you can access via the link [here](#).

All of our positions are exempt from the Rehabilitation of Offenders Act, which means all spent and unspent convictions are examined as part of the vetting process. As part of this, you must declare all convictions, cautions and absolute or conditional discharges – however long ago they occurred. [More information about vetting is available here](#). This should not deter candidates with any criminal history from applying as all cases are always considered on their individual merits before a decision is reached.

The National Probation Service encourages applications from people with lived experience and we believe this can make a difference to our service user outcomes. A conviction does not necessarily

mean you cannot become a probation officer. However, failure to disclose information will put an end to your application, as we expect a high level of integrity from all those who we employ.

We abide by the Civil Service Code's standards of behaviour.

Our recruitment processes are driven by the principle of a fair and open competition leading to appointments based on merit (as outlined in the [Civil Service Commission's Recruitment Principles](#)).

If you have any questions about the Civil Service Commission or our Recruitment Principles, we recommend contacting the [Civil Service Commission](#) directly.

If you feel we haven't upheld those principles throughout your application and want to make a complaint, first contact the [Ministry of Justice](#). If their response is unsatisfactory, contact the [Civil Service Commission](#)