HM Prison &
Probation Service

NPS Job Description (JD)

NPS Band 4

Directorate: National Probation Service

Job Description: Probation Officer

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NPS Job Description

Job Title	Probation Officer
Directorate	National Probation Service
Band	4

Overview of the job	Post holders will undertake the full range of offender management tasks with offenders under supervision including assessment, sentence implementation and producing reports; utilising service procedures and practice directions to underpin professional judgement.
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 • Supervise offenders subject to community orders and licences and during custodial sentences • Contribute to the management of risk • Work 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.
Responsibilities, Activities & Duties	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 pro-social behaviour and attitudes and challenging anti-social behaviour and attitudes. • To work within the aims and values of NPS and NOMS

	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	• Making Effective Decisions • Changing and Improving • Working Together • Delivering at Pace • Communicating and Influencing
Strengths	It is advised strengths are chosen locally, recommended 4-8
Essential Experience	• Experience of working with a wide variety of people who have experienced a range of social/personal difficulties. • Experience of working with diverse communities including promoting equality and valuing diversity. • An understanding and appreciation of equality • Experience of working with individuals and groups in order to motivate and change offending behaviour. • Experience of working with people who have committed offences. An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh
Technical requirements	**You must hold a Probation Officer qualification or be a qualified Probation Officer. In addition, successful candidates must hold the following:** • PQF Honours Degree/Graduate Diploma and Level 5 Diploma in Probation Practice; or • Diploma in Probation Studies; or Diploma in Social Work (Probation option); or CQSW (Probation option) • Knowledge and understanding of the work of the Criminal Justice System and the Probation Service. • A working knowledge of relevant legislation and National Standards. • Knowledge of Evidence Based Practice and risk/needs assessment tools.
Ability	

Minimum Eligibility	*Please do not alter this box* • All candidates are subject to security and identity checks prior to taking up post. • 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. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.

Hours of Work (Unsocial Hours) Allowances	

Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
Making Effective Decisions			Experience of working with a wide variety of people who have experienced a range of social/personal difficulties	You must hold a Probation Officer qualification or be a qualified Probation Officer
Changing and Improving			Experience of working with diverse communities including promoting equality and valuing diversity.	PQF Honours Degree/Graduate Diploma and Level 5 Diploma in Probation Practice; Or Diploma in Probation Studies; or Diploma in Social Work (Probation option); or CQSW (Probation option)
Working Together			An understanding and appreciation of equality	Knowledge and understanding of the work of the Criminal Justice System and the Probation Service
Delivering at Pace			Experience of working with individuals and groups in order to motivate and change offending behaviour	Knowledge of Evidence Based Practice and risk/needs assessment tools.
Communicating and Influencing			Experience of working with people who have committed offences	A working knowledge of relevant legislation and National Standards