



National Offender  
Management Service

National  
Probation  
Service



## **NPS Job Description (JD)**

### **Probation Pay Band 4**

**Directorate: National Probation Service**

### **Job Description: Probation Officer**

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## Job Description

<b>Job Title</b>	Probation Officer
<b>Group/Directorate</b>	National Probation Service
<b>Pay Band</b>	4

<b>Overview of the job</b>	Postholders will undertake the full range of offender management tasks with offenders under supervision; utilising service procedures and practice directions to underpin professional judgement.
<b>Summary</b>	
<b>Responsibilities, Activities &amp; Duties</b>	<p>Probation 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 provide professional advice to courts, criminal justice agencies and partner organisations, including prisons.</li> <li>• To undertake the full range of offender management tasks with offenders under supervision; utilising service procedures and practice directions to underpin professional judgement.</li> <li>• To contribute effectively to the assessment and management of risk by carrying out assessments and reviews on offenders in accordance with national and NPS policies and by implementing plans to reduce risk of harm by further offending</li> <li>• To motivate offenders to ensure compliance with the requirements of orders and licences and to promote positive outcomes for offenders.</li> <li>• To engage with the offender in a pro-social manner, to promote change, challenge offending behaviour and to reduce re-offending and protect the public.</li> <li>• To undertake enforcement action as required in order to comply with National and NPS policy and directions.</li> <li>• To develop, implement, monitor and review sentence plans in an effective and timely manner working collaboratively with colleagues and providers of interventions, both internal and external to the NPS.</li> <li>• To complete an overall evaluation of the sentence plan using the appropriate tools and methods</li> <li>• To utilise an integrated /co-located approach with public, voluntary and private sector agencies.</li> <li>• To ensure effective referrals to, and relationships between, offender management, interventions, service providers and external agencies to enhance positive outcomes, manage risk and reduce reoffending.</li> <li>• Participate in quality assurance processes as required and jointly take responsibility within supervision and appraisal process for own professional development</li> <li>• To work collaboratively with colleagues, provide cover as required and provide professional guidance to other staff as appropriate.</li> <li>• To use computer based systems to produce, update and maintain reports, assessments, case records and other documentation within agreed timescales and in accordance with Trust policy and practice.</li> </ul>

	<ul style="list-style-type: none"> <li>• To undertake home and prison visits as required</li> <li>• Respond to requests for risk assessment and management advice and/or risk decisions raised by Community Rehabilitation Companies, determine risk level and if high risk decide on how this will be managed.</li> <li>• To take breach action, case transfer and case closure using NPS procedures as appropriate.</li> <li>• To promote diversity and anti-discriminatory practice to all service users and staff in line with NPS policies.</li> <li>• To provide cover within your offender management unit and to other offender management units and intervention units as required.</li> <li>• To deliver and co-lead accredited programmes commensurate with grade.</li> <li>• To administer and score psychometric tests on offenders attending accredited programmes.</li> <li>• Ensure Health and Safety policies and procedures are implemented.</li> <li>• To undertake any other duties with appropriate support which are commensurate with the grading of the post.</li> </ul> <p>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.</p>
<b>Competencies</b>	<p>The following competencies from the Civil Service Competency Framework will be used for selection purposes:</p> <ul style="list-style-type: none"> <li>• Making effective decisions</li> <li>• Delivering at pace</li> <li>• Showing drive and resilience</li> <li>• Caring</li> <li>• Persuading and influencing</li> <li>• Collaborating and partnering</li> </ul>
<b>Minimum Eligibility</b>	<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 NOMS</li> <li>• All staff are required to declare whether they are a member of a group or organisation which NOMS consider to be racist</li> </ul>

Essential Skills Qualifications, accreditation & Registration	<p>You must be a qualified Probation Officer and hold one of the following list of qualifications:</p> <p><u>Qualifications</u></p> <p><b>ESSENTIAL</b></p> <p>PQF Hons 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).</p> <p><u>Experience</u></p> <p><b>ESSENTIAL</b></p> <ul style="list-style-type: none"> <li>• Experience of working with a wide variety of people who have experienced a range of social/personal difficulties.</li> <li>• Experience of working with diverse communities including promoting equality and valuing diversity.</li> <li>• An understanding and appreciation of equal opportunities and anti-discriminatory practice.</li> <li>• Experience of working with individuals and groups in order to motivate and change offending behaviour.</li> <li>• Knowledge and understanding of the work of the Criminal Justice System and the Probation Service.</li> <li>• A working knowledge of relevant legislation (including Crime &amp; Disorder Act 1998) and National Standards.</li> <li>• Knowledge of Evidence Based Practice and risk/needs assessment tools.</li> <li>• Experience of working with people who have committed offences.</li> </ul>
Hours of Work (Unsocial Hours)	148 hours per 4 week period (averaging 37 Hours a Week)
Benefits	n/a
Allowances	n/a