

Probation Services Officer (Approved Premises) (Ref: 86123)

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Company: UK Civil Service

Location: United Kingdom

Category: other-general

Job summary

Please refer to Job Description

Job description

We encourage applications from people from all backgrounds and aim to have a workforce that represents the wider society that we serve. We pride ourselves on being an employer of choice. We champion diversity, inclusion and wellbeing and aim to create a workplace where everyone feels valued and a sense of belonging. To find out more about how we do this visit: .

The Probation Service works with over 30,000 people on probation each year, supporting their rehabilitation while protecting the public. It is not an easy job, can be challenging 💎 and may involve working with people with complex needs 💎 but it is a rewarding one with variety, training and the chance to turn people💎s lives around.

Approved Premises (AP)💎are residential units, primarily for those who have been released on licence and who require a high level of supervision to manage the risk of harm they present to the public. The AP plays a key role in supporting the management of these offenders in their transition from custody into the community. As part of your role as a PSO you will carry out keywork with the residents and engage with them in purposeful activities to assist their rehabilitation in the community.

The PSO working pattern will include some evenings and weekends. Unsocial hours allowances are applicable.

To find out more and to hear the testimonies of existing staff please click on the link below.

Overview of the job

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.

Summary

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:

Liaising, providing information and advice to criminal courts, criminal justice agencies and other partner agencies

Supervise and manage risk of those offenders subject to community sentences, during and after custodial sentences.

Work with other agencies and groups to prevent crime and meet the needs of victims and people on probation.

In line with PS 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.

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 (Courts, Approved Premises, programmes, evening reporting etc)

Responsibilities, Activities & Duties

The job holder will be required to carry out the following responsibilities, activities and duties:

To undertake the full range of offender management tasks with people on probation assessed as low or medium risk of harm and to support the Probation Officer grade in high risk cases.

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.

To use computer based systems to produce, update and maintain records and other documentation within agreed timescales.

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.

To undertake prison, home or alternate location visits as required in accordance with service procedures and policies.

To undertake work in the court setting, including the completion of appropriate reports on cases and prosecution of breaches.

To provide cover within teams as required.

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 PS 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 PS 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 the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.

An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh

Technical Skills

Minimum 5 GCSEs at Grade C or above, including English, Maths or the ability to evidence high level numeracy and literacy skills required to read, and understand and interpret

policies and the ability to write reports and correspondence for internal and external stakeholders.

Person specification

Please refer to Job Description

Behaviours

We'll assess you against these behaviours during the selection process:

Making Effective Decisions

Working Together

Delivering at Pace

Communicating and Influencing

Technical skills

We'll assess you against these technical skills during the selection process:

Please see bottom of Job Description

Benefits

Alongside your salary of £25,310, HM Prison & Probation Service contributes £6,707 towards you being a member of the Civil Service Defined Benefit Pension scheme.

Access to learning and development

A working environment that supports a range of flexible working options to enhance your work life balance

A working culture which encourages inclusion and diversity

A with an average employer contribution of 27%

Annual Leave

Public Holidays

Season Ticket Advance

For more information about the recruitment process, benefits and allowances and answers

to general queries, please click the below link which will direct you to our Candidate Information Page.

Link:

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