



## LONDON PROBATION Job Description

<b>Job Title:</b>	Probation Officer- Multi-Agency Safeguarding Hub ( MASH)  Secondment – 2 Years
<b>Grade:</b>	Band 4
<b>Location:</b>	Multi Agency Safeguarding Hubs co-locate safeguarding agencies and their data, into a secure assessment, research, and referral unit for notifications of vulnerable children. By providing a fire walled facility, each partner can exercise the tension between privacy and sharing information for safety. The MASH PO will be co-located with relevant partners ( 6 hours a week minimum) and at other times, remain in the LDU, as agreed with the local ACO.
<b>Responsible to:</b>	Senior Probation Officer / Assistant Chief Officer
<b>Responsible For:</b>	Multi-Agency Safeguarding Hub – Promoting best practice Liaison with relevant statutory and voluntary agencies within the Hub and managing information sharing protocols with a view to ensuring safeguarding measures, practices and policies are consistently implemented. Representing LPT as part of a Multi-agency team working from a coordinated approach and sharing information for better outcomes.
<b>Job Purpose:</b>	<ul style="list-style-type: none"><li>- To support the LDU/ SPO/ ACO with Safeguarding Children portfolio lead, with the development and coordination of the work of London Probation Trust in accordance with London Probation's duties in line with section 11 of the Children Act 2004, and to ensure effective service delivery and Safeguarding Children practise across London.</li><li>- To develop and sustain effective working relationships with internal</li></ul>

customers, key stakeholders, external agency partners in the Criminal Justice System and related bodies in the Voluntary Sector.

- To ensure high quality service delivery in accordance with London Probation's Business Plan objectives and the priorities set by the National Offender Management Service, with regard to Safeguarding Children in the Children and Families Pathway.

**NB:**

**All duties and responsibilities must be exercised in a manner which is consistent with the Service's policies including those relating to Equal Opportunities, Diversity and Anti-Discrimination. Post-holders are required to respect confidentiality of information acquired in the course of the exercise of the duties and responsibilities of this post.**

**NB:** All duties and responsibilities must be exercised in a manner which is consistent with the Service's Equal Opportunities and Diversity Policies, Anti-Discrimination Practice and Code of Conduct.

Post-holders are required to respect confidentiality of information acquired in the course of the exercise of the duties and responsibilities of this post.

Probation Officers contribute to making London a safer place by working with offenders and other Criminal Justice Agencies. POs have a responsibility for risk assessment of offenders taking into account their needs and determining what will reduce the risk of re-offending and harm to the public in the future. This judgement will need to include an awareness of the impact of offending on victims of crime. Probation Officers work with offenders from diverse backgrounds and a range of offender behaviour.

<b>Main Responsibilities/Duties</b>	<b>Competency Code</b>
<ul style="list-style-type: none"> <li>• MANAGING DELIVERY AND MONITORING LDU PERFORMANCE</li> <li>• Embed a performance culture within LPT regarding Safeguarding Children practise</li> <li>• Be accountable and empower / enable others in LPT</li> <li>• Promote a culture of innovation and continuous improvement to service delivery within LPT regarding Safeguarding Children duties</li> <li>• Respond positively to change</li> <li>• DEVELOPING EXTERNAL WORKING PARTNERSHIPS</li> </ul> <p>Maintain constructive relationships with a broad range of internal and external stakeholders and specifically with social care professionals from different teams and local authorities</p> <p>Through liaison, dialogue and searching appropriate databases collect and collate the relevant information to add to the multi agency risk assessment</p> <p>Record, interpret and present behaviours indicative of harm and issues that can impact on the risk or needs assessment of the child/young person. This may involve disclosing</p> <ul style="list-style-type: none"> <li>• proportionate and relevant information relating to the offender / service user .</li> </ul> <p>Explain clearly, and with sound rationale, highly complex safeguarding information to a</p> <ul style="list-style-type: none"> <li>• wide range of professionals.</li> </ul> <p>Participate in the MASH multi agency risk assessment to inform case management,</p> <ul style="list-style-type: none"> <li>• advising where necessary and challenging decisions where appropriate..</li> <li>• Assessing which offenders’ needs should be addressed to reduce the risk of re-offending and what steps need to be taken to reduce any risk of harm whenever safeguarding children concerns are identified.;</li> </ul> <p>Escalate evidence within the LDU of ineffective safeguarding arrangements within or outside of the MASH.</p> <ul style="list-style-type: none"> <li>• 8. Immediately report to SPO / ACO Lead where issues need to be escalated or where there is potential media or additional public interest.</li> <li>• Risk Management including balancing the needs of the offender against the safety and concerns of children involved, victims, potential victims and the community;</li> </ul> <p>Demonstrate through personal and professional example a commitment to equality of opportunity for all groups of staff and service users and challenge discrimination,</p>	

<ul style="list-style-type: none"> <li>• racism, sexism and other forms of unjust behaviour.</li> </ul>	
<b>Health &amp; Safety</b>	
<ol style="list-style-type: none"> <li>1. Promote good health and safety practice across the span of control</li> <li>2. Ensure health and safety policies and procedures are implemented</li> </ol>	
<b>Other Duties</b>	
<ol style="list-style-type: none"> <li>1. Undertake any other duties as required that are commensurate with the grade and nature of the post</li> <li>2. Maintain information sharing and confidentiality protocols</li> </ol>	

**Management has the right to amend the job description in consultation with the employee and staff side to reflect the changes in or to the job. Please note that this can result in a change in the competency specified.**

**Please note where competencies have been specified these may vary according to organisational goals and emphasis over the next six months.**



## PERSON SPECIFICATION FORM

<b>Job Title:</b>	Probation Officer- MASH
<b>Grade:</b>	PO Grade
<b>Location:</b>	Across London / Within LDU

<b>CRITERIA</b>		
(Applicants should provide evidence that they meet the following criteria. All essential criteria must be met to ensure applicants proceed to the next stage of the selection process)		
	<b>Assessment Method</b>	<b>Competency Code</b>
<b>ESSENTIAL EXPERIENCE:</b> (if none please state)		
1. Diploma in Probation Studies or a CQSW		
2. Experience of working with and supporting offenders or vulnerable people		
3. Experience of reinforcing positive behaviour during work with individuals		
4. Experience of working with diverse communities including promoting equality and valuing diversity		
5. Competent IT skills and good experience of using and maintaining databases, with a willingness to use new technology		
6. Experience of writing detailed reports		
7. Experience of planning and co-ordinating work		
8. Experience of motivating people to change		
9. Previous experience of working within the Public Protection Unit and with the Police Jigsaw Team ( not essential)		
10. Ability to: <ul style="list-style-type: none"> <li>Develop constructive relationships with statutory and other partners</li> <li>Make thorough and balanced assessments of individuals and their situations</li> <li>Organise and prioritise own workload to ensure the most effective and efficient use of available resources.</li> <li>Exercise and maintain authority appropriately</li> </ul>		

<ul style="list-style-type: none"> <li>• Work in partnership with colleagues, and with the staff of other agencies, to support a programme of work</li> <li>• Manage risk and safeguarding children concerns appropriately , bearing in mind the need for public protection</li> <li>• Represent LPT with external partners and stakeholders and represent the Service effectively in meetings and with local organisations</li> <li>• Present written material clearly and concisely</li> <li>- Maintain paper and database records</li> </ul>		
<b>4.0 PHYSICAL REQUIREMENTS</b>		
Demonstrate a good attendance record by highlighting the total number of days of sickness/occasions of absence over the last 2 years	Application	
<i>N.B London Probation has a target of no more than 9 days' absence per year for our employees. Shortlisted applicants will be required to demonstrate that this can be reasonably achieved by them detailing their absence record including dates and reasons for each period of absence over the last 2 years and by completion of a medical questionnaire and assessment by Occupational Health. Absences related to a one-off medical complaint, now resolved and that was specified on the application form, eg operation of pregnancy related illness and conditions covered under the DDA will be disregarded in this assessment.</i>		