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|--|---------------------------------------|------------------|-----------------|
| <b>Department:</b>   | Health & Social Services              | <b>Section:</b>  | Social Services |
| <b>Reports to:</b>   | Head of Social Services               |                  |                 |
| <b>Grade:</b>  | Falkland Islands Government Grade - C | <b>Job Code:</b> | 203PO1          |
| <b>Overall Purpose of the Role</b>   |                                       |                  |                 |
| To manage a Probation service and relevant systems and contribute to crime prevention and public safety by providing advice to the courts on sentencing and through work with offenders on rehabilitation.   |                                       |                  |                 |
| <b>Key Role Activities:</b>  |                                       |                  |                 |
| <ul style="list-style-type: none"> <li>❖ To manage the Probation Service for the Falkland Islands.</li> <li>❖ To assess and manage the risk posed by offenders to protect victims of crime and the general public by: <ul style="list-style-type: none"> <li>○ Providing information and advice to criminal Courts, other justice agencies and partner organisations.</li> <li>○ Provide offending behaviour interventions as assessed in sentence planning to offenders in custody</li> <li>○ Supervise offenders subject to community orders and licences</li> <li>○ Contribute to the management of risk.</li> <li>○ Work with other agencies and groups to prevent crime and meet the needs of victims and offenders</li> </ul> </li> <li>❖ Assess offenders' risk and needs that relate to their offending, utilising experience of the appropriate assessment tools, e.g., OASys, Asset, ARMS, RM2000, and have the competence and ability to adapt practice to an Island community and associated resources.</li> <li>❖ 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.</li> <li>❖ Devise sentence plans for community based sentences and provide clinical support for Prison sentence management processes that address the offender's risk and needs and to identify solutions to secure compliance and reduce the risk of re-offending.</li> <li>❖ Ensure that appropriate arrangements are in place to deliver the intervention plan and oversee the implementation of the plan by ensuring that all team members are aware of their duties and responsibilities. Continuously monitor, review and assess and track the intervention plan to ensure that it remains "fit for purpose" making any amendments as necessary.</li> <li>❖ Represent the Probation Service as part of the Multi Agency Risk Management. This includes chairing the Multi Agency Public Protection Group (MAPPG) and attending Multi-Agency Risk Assessment Conferences (MARAC).</li> </ul> |                                       |                  |                 |

### Key Role Activities: (Continued)

- ❖ Produce reports for courts as and when required in accordance with local guidance and procedures. And to provide advice and information to the court to support them with sentencing.
- ❖ Ensure that the sentence complies with Falkland Island standards by engaging with the offender and motivating them to co-operate and comply.
- ❖ Verify case information and maintain timely and accurate case records.
- ❖ Follow enforcement procedures and trigger enforcement actions as required in order to comply with statutory obligations and local guidance and procedures.
- ❖ Deliver interventions to young people at risk of offending through the Youth Diversion Scheme.
- ❖ Follow enforcement procedures and trigger enforcement action as required and in order to comply with local guidance and procedures.
- ❖ Coordinate the work on individual cases, ensuring effective communication to enable smooth implementation and delivery of plans.
- ❖ The post 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 respect the sensitive/confidential nature of the information handled whilst working in this position.
- ❖ Utilise evidence-based practice to deliver intervention that is tailored to an individual's risk and need, whilst taking account of their learning styles.
- ❖ Effectively liaise with internal and external partners to manage risk, including Social Services, Police, Prison and Health Specialists. Ensure timely and effective referrals to other agencies.
- ❖ Carry out safeguarding children duties in accordance with statutory responsibilities and agency policies.
- ❖ Demonstrate pro-social modelling skills by consistently reinforcing pro-social behaviour and attitudes, challenge anti-social behaviour and attitudes.
- ❖ Engage with supervision in order to develop and improve own practice and performance and contribute to team development.
- ❖ Contribute to relevant government training schedules, such as delivering safeguarding training or CSE awareness training.

***The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.***

### Additional Information

The postholder is the sole Probation Officer in the Falkland Islands, and will therefore need to be able to work independently, using own networks for support/advice by telephone/email where necessary.

There is no on call commitment but the postholder may be required to provide emergency out of hours assessment/ advice.

### **Criminal Record Checks: (This post is regarded as a sensitive post)**

All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.

| Person Specification:  | Probation Officer |           |                   |
|--|-------------------|-----------|-------------------|
| Criteria   | Essential         | Desirable | Assessment Method |
| <b>Knowledge, Skills &amp; Experience</b>  |                   |           |                   |
| At least ten years post qualifying experience in a relevant area   | ✓                 |           | A/I               |
| Quality report writing skills (Full Pre-Sentence Reports)  | ✓                 |           | A/R               |
| Sound administrative skills including the use of computerised systems  | ✓                 |           | A/R               |
| Ability to make sound risk assessments and judgements  | ✓                 |           | A/I/R             |
| Ability to develop systems for a Probation Service in the Falkland Islands   | ✓                 |           | A/R               |
| The ability to adapt practice to an Island community and associated resources  | ✓                 |           | A/I/R             |
| Up to date knowledge of processes and current sentencing practices   | ✓                 |           | A                 |
| Excellent interpersonal skills with the ability to effectively communicate both in writing and verbally                        | ✓                 |           | A/I/R             |
| The ability and experience to deliver effectively a recognised current sex offender treatment programme on an individual basis | ✓                 |           | I/R               |
| Experience of establishing effective links with colleagues from other agencies   | ✓                 |           | I/R               |
| Insight of the pressures of working in a small community, and an understanding of professional behaviour in that context       | ✓                 |           | A/I/R             |
| Awareness of the Victim Liaison Officer role and an ability to work with and represent victims' needs/wishes.                  |                   | ✓         | A/I/R             |
| Experience of working in Youth Offending Teams   |                   | ✓         | A/I/R             |
| Experience of working with both Adult and Youth offending clients  |                   | ✓         | A/I/R             |
| Spanish speaking ability   |                   | ✓         | A                 |
| <b>Personal Attributes:</b>  |                   |           |                   |
| Able to work with limited resources and find innovative solutions to problems  | ✓                 |           | I                 |
| Able to organise own workload  | ✓                 |           | I                 |
| Able to develop own professional support networks  | ✓                 |           | I/R               |

|   |                   |                  |                          |
|---|-------------------|------------------|--------------------------|
| <b>Person Specification:</b>  | Probation Officer |                  |                          |
| <b>Criteria</b>   | <b>Essential</b>  | <b>Desirable</b> | <b>Assessment Method</b> |
| <b>Personal Attributes:</b>   |                   |                  |                          |
| Must be a reflective practitioner   | ✓                 |                  | I                        |
| A good team player with a responsible attitude towards other team members   | ✓                 |                  | I/R                      |
| Must be able to work on own initiative  | ✓                 |                  | I                        |
| Able to think creatively in meeting client needs  | ✓                 |                  | I                        |
| Must be flexible, adaptable, tactful and diplomatic   | ✓                 |                  | I                        |
| Must be mentally and emotionally resilient  | ✓                 |                  | I                        |
| Align with FIGs Core Values – Diverse, Professional, Resilient & Resourceful  | ✓                 |                  | A/I                      |
| <b>Qualifications &amp; Training</b>  |                   |                  |                          |
| A relevant degree   | ✓                 |                  | A                        |
| Professional qualification e.g. Diploma in Probation Studies, or Probation Qualification Framework (PQF)  | ✓                 |                  | A                        |
| Valid manual driving licence  | ✓                 |                  | A                        |
| Professionally recognised qualification in delivering Sex Offender Treatment Programs to convicted sex offenders  | ✓                 |                  | A                        |
| <b>Note to Applicants:</b> Please ensure that you demonstrate your ability to meet the requirements of the job in your application form by giving clear, concise examples of how you meet each criterion. |                   |                  |                          |

### Method of assessment:

A - Application Form      I - Selection Interview      R – Reference      O - Other