



HM Prison & Probation Service

PS Job Description (JD)

PS Band 3

Directorate: Probation Service

Job Description: Probation Services Officer

| | |
|----------------|---|
| Document Ref. | PS-JES-0031 Probation Services Officer v7.0 |
| Document Type | Management |
| Version | 7.0 |
| Classification | Official |
| Date of Issue | 5 December 2024 |
| Status | Baselined |
| Produced by | Job Evaluation Assurance and Support Team |
| Authorised by | Reward Team |
| JD Evidence | |

PS Job Description

| | |
|--------------------|----------------------------|
| Job Title | Probation Services Officer |
| Directorate | Probation Service |
| Band | 3 |

| | |
|--|---|
| Overview of the job | <p>The job holder will undertake the full range of work with people on probation 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 people on probation utilising service procedures and practice directions that underpin professional judgement.</p> |
| Summary | <p>To assess and manage the risk (including risk management plans and escalation) posed by people on probation to protect victims of crime and the general public by:</p> <ul style="list-style-type: none"> • Liaising, providing information and advice to criminal courts, criminal justice agencies and other partner agencies. • Supervise and manage risk of those people on probation 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. <p>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.</p> <p>The post holder must adhere to all policies in respect of the sensitive/confidential nature of the information handled whilst working in this position.</p> <p>If relevant to the role, some out of hours working may be required (i.e. Courts, Approved Premises, programmes, evening reporting etc.).</p> |
| Responsibilities, Activities & Duties | <p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • 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 |

| | |
|--|--|
| | <p>timescales.</p> <ul style="list-style-type: none"> • 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. <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 the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.</p> |
|--|--|

Civil Service Success Profile Criteria

| | |
|-------------------|--|
| Behaviours | <ul style="list-style-type: none"> • Making Effective Decisions • Developing Self and Others • Working Together • Delivering at Pace • Communicating and Influencing • Managing a Quality Service |
| Strengths | <p>Note: we recommend you choose 4 to 8 strengths locally – select from the list of Civil Service strength definitions on the intranet.</p> |
| Ability | <ul style="list-style-type: none"> • Ability to communicate verbally and in writing |
| Experience | <ul style="list-style-type: none"> • Experience of helping and/or supporting people who have experienced a range of social and/or personal difficulties • Experience in planning and coordinating work • Experience of working with groups or individuals in order to motivate and change behaviour |

OFFICIAL

| | |
|------------------|--|
| | <ul style="list-style-type: none"> • An understanding of and commitment to equal opportunities and diversity good practice • Understanding of factors related to offending e.g. substance misuse, accommodation issues and being able to emphasise constructively with a range of people • Understanding of and commitment to the principles of case management • Knowledge and understanding of risk management/risk assessment as pertaining to offenders and the impact on victims of crime • Understanding of Health & Safety legislation in the workplace • Knowledge and understanding of the work of the Criminal Justice System and Probation Service • Knowledge of the aims and objectives of the Probation Service |
| Technical | <ul style="list-style-type: none"> • The ability to evidence high level numeracy and literacy skills required to read, understand and interpret policies and the ability to write reports and correspondence for internal and external stakeholders or minimum 5 GCSEs at Grade C or above, including English, Maths |

| | |
|----------------------------|---|
| Minimum Eligibility | <p><i>Please do not alter this box</i></p> <ul style="list-style-type: none"> • 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 | <p><i>Leave Blank</i></p> <p>To be used by the JES Team only</p> |
|--|---|

OFFICIAL