



HM Prison & Probation Service

NPS Job Description (JD)

NPS Band 5

Directorate: National Probation Service

Job Description: Polygraph Examiner

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NPS Job Description

Job Title	Polygraph Examiner
Directorate	National Probation Service
Band	5

Overview of the job	To contribute as a member of the public protection team and assist in the risk assessment of sexual offenders. Polygraph examiners will operate as members of public protection teams but will work collaboratively with offender management teams within the NPS. Examiners testing terrorist offenders will work within the NPS Counter-Terrorism Units.								
Summary	Polygraph examinations will be the priority work of polygraph examiners. During periods of low demand for polygraph testing nationally they may be required to carry out other duties. Any additional work that polygraph examiners carry out, must not be with any offenders that they will be polygraph testing. Additional duties could be any of the following: holding a small caseload, programme facilitation (if currently employed delivering community sex offender treatment programmes), pre-sentence report writing. As such, a polygraph examiner can be expected to take on one or more of the following roles for the type of offender indicated. <table> <tr> <td><u>Role</u></td><td><u>Type of offender</u></td></tr> <tr> <td>Offender Manager</td><td>All types</td></tr> <tr> <td>Preparation of Pre-sentence reports</td><td>All types</td></tr> <tr> <td>Community Sex Offender Facilitator</td><td>Sexual offenders</td></tr> </table>	<u>Role</u>	<u>Type of offender</u>	Offender Manager	All types	Preparation of Pre-sentence reports	All types	Community Sex Offender Facilitator	Sexual offenders
<u>Role</u>	<u>Type of offender</u>								
Offender Manager	All types								
Preparation of Pre-sentence reports	All types								
Community Sex Offender Facilitator	Sexual offenders								
Responsibilities, Activities & Duties	The role outline is dynamic and the job holder will be required to carry out the following responsibilities, activities and duties: - As a qualified polygraph examiner, carry out polygraph examinations on all high risk offenders according to their licence condition and based on referrals from the supervising officer and according to the American Polygraph Association rules. These will include sexual offenders, domestic abuse perpetrators and terrorist offenders and any other offender type that may, at a later date and according to legislation be mandatorily tested. - Carry out pre polygraph examination interviews in accordance with the American Polygraph Association rules - Carry out polygraph examinations following a referral from the supervising officer on all offenders who are subject to the required licence condition on any discretionary cases. - Carry out post polygraph examination interviews according to the American Polygraph Association rules - Craft polygraph examination questions in full collaboration with the supervising officer - Notify the supervising officer of any offenders subject to the polygraph licence condition of any failures to attend or comply with instructions in accordance with the licence conditions - Contribute to discussions regarding risk assessment and management - Prepare a post polygraph examination written report on the results of the polygraph examination in accordance with the American Polygraph Association rules - Promote the use of polygraph examinations within the NPS - Provide briefings and presentations on the use of the polygraph examination to the NPS and other Government Departments as required - Answer queries regarding the use of the polygraph examination to offender managers and senior managers within the NPS - Cover for other polygraph examiner colleagues in other NPS Divisions during periods of leave, sickness or any other absence								

Offender Manager and Pre-sentence report preparation

This includes offender management, preparing pre sentence reports and group work. Prepare sentence plans, implement and/or oversee interventions, review and evaluate

- Supervise and motivate those under supervision in accordance with sentence plan.
- Ensure contact is maintained with offenders in accordance with National Standards.
- Maintain contact with offenders in custody.
- Follow enforcement procedures and initiate enforcement action as necessary.
- Enter all appropriate offender information onto computer records in accordance with National Standards and local procedures.
- Refer to other agencies as necessary.
- Assess and manage cases in line with the relevant policies and procedures e.g. safeguarding; MAPPA in order to ensure effective management of risk and reduction in offending.
- Allocate interventions, as appropriate, to offender manager/supervisor in accordance with local procedures; provide advice and guidance, as necessary.
- Ensures service delivery reflects the Probation Service Equality of Opportunity and anti-racism policies.

Sex Offending Treatment Programmes

Polygraph examiners who are trained and accredited to deliver one of the nationally recognised sex offender treatment programmes will be required to facilitate a limited number of group work sessions during periods of low national demand for polygraph examinations.

- Facilitate sex offending treatment programme according to the programme manual.
- Prepare programme sessions in collaboration with colleague facilitator
- Debrief post programme session with colleague facilitator
- Maintain records on NDelius and IAPS to requirements
- Engage with Treatment Management
- Prepare reports
- Maintain Structured Assessment of Risk and Need reports
- Attend 3 way meetings with offender managers as required
- Willing to travel across England and Wales NPS Divisions

Local Engagement & Representation

- Build and maintain strong working relationships with key partners.
- Maintain appropriate links and relationships relevant to Multi Agency Public Protection Arrangements.
- Represent the NPS in relevant meetings and workgroups as assigned by the Team Manager.
- Work collaboratively with internal and external Providers to ensure appropriate interventions are available to reduce reoffending.
- Maintain effective links with local courts and sentences in line with the locally agreed protocols and arrangements
- Maintain effective working relationships with the local police, Youth Justice Service and other agencies.
- Maintain relationships and dialogue with local communities and community groups.

Other Responsibilities

- Work to increase public confidence in the work of the NPS, and to develop and maintain a positive public profile of the NPS within the team.
- To comply with and promote adherence to all NPS policies and procedures at all times
- Developing productive working relationships with all colleagues.
- Develop own knowledge and skills to meet objectives.
- Attend the mandatory American Polygraph Association Seminar every two years in order to maintain APA accreditation.
- Engage and respond to mandatory Quality Assurance requirements

	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 alternations 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.
Behaviours	• Leadership • Communicating and Influencing • Developing Self and Others • Working Together • Making Effective Decisions • Delivering at Pace • Managing a Quality Service
Strengths	• Precise • Team Player • Adaptable • Inclusive • Problem Solver • Resilient
Essential Experience	• Minimum of 2 years direct experience of working with those convicted of sexual offences either as an offender manager or programme facilitator • Excellent report writing skills • Excellent Communication Skills • Ability to work effectively as a team player • Presentation skills
Technical requirements	• Probation Qualification - Graduate Diploma/Honours Degree in Community Justice Integrated with Level 5 Diploma in Probation Practice (or) A qualification which was recognised at the time of qualification by the State for Justice as per Section 10 of The Offender Management Act 2007: The following qualifications gained in England and Wales were previously recognised as providing such eligibility: ○ Diploma in Probation Studies, ○ Diploma in Social Work (with Probation Option) ○ CQSW (with Probation Option.) • Degree or equivalent level qualification • Up to date knowledge and expertise of risk management and assessment • Excellent IT skills
Ability	

Minimum Eligibility	• 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.
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Hours of Work (Unsocial Hours) Allowances	
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Success Profile

Behaviours	Strengths N.B. The below are for guidance only, it is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
Leadership	Precise		Direct experience of working with sexual offenders either as an offender manager or sex offender programme facilitator	Probation Qualification - Graduate Diploma/Honours Degree in Community Justice Integrated with Level 5 Diploma in Probation Practice (or) A qualification which was recognised at the time of qualification by the State for Justice as per Section 10 of The Offender Management Act 2007: The following qualifications gained in England and Wales were previously recognised as providing such eligibility: ○ Diploma in Probation Studies, ○ Diploma in Social Work (with Probation Option) ○ CQSW (with Probation Option.)
Communicating and Influencing	Team Player		Excellent report writing skills	Degree or equivalent level qualification
Developing Self and Others	Adaptable		Excellent Communication and presentation skills	Up to date knowledge and expertise of risk management and assessment of sexual offenders
Working Together	Inclusive			Excellent IT skills
Making Effective Decisions	Problem Solver			
Delivering at Pace	Resilient			
Managing a Quality Service				