



HM Prison & Probation Service

PS Job Description (JD)

PS Band 5

Directorate: Probation Service

Job Description: National Security Division Specialist Probation Practitioner

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PS Job Description

Job Title	National Security Division Specialist Probation Practitioner
Directorate	Probation Service
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Overview of the job	<p>This is a specialist role within the National Security Division (NSD).</p> <p>The NSD Specialist Probation Practitioner is required to manage people on probation (PoP) who are Terrorism ACT convicted, Terrorism ACT risk, Critical Public Protection Cases or Serious Organised Crime and pose serious and widespread risk. Management of this cohort is subject to enhanced national standards and intensive co-working with external agencies.</p> <p>The NSD Specialist Probation Practitioner is required to provide specialist additional monitoring and contact to those assessed as posing a specific risk of further extreme offending which would cause serious and widespread harm. The NSD Specialist Probation Practitioner is required to do this through liaison with specialist external agencies and have oversight of targeted risk reduction work and intervention. The case load managed by the NSD Specialist Probation Practitioner poses a national security threat and high media profile.</p> <p>The NSD Specialist Probation Practitioner reports to the NSD Senior Operational Lead.</p>
Summary	<p>The job holder will be expected to be a subject matter expert, directly managing counter terrorism, SOC and CPPC cases. The case load will be made specifically of cases who fall within this remit.</p> <p>This work will take place in custody and community settings, as well as in multi-agency environments. The postholder will need to undertake additional specialist training to undertake certain roles, and be security cleared to SC level.</p> <p>The postholder is required to cover a caseload across the entire divisional area, this will involve travel by car or public transport. Managing cases of high and very high risk of serious harm which fall under the categories mentioned above. This cohort will be supervised to enhanced national standards, meaning twice weekly contact and additional monitoring alongside regular liaison with external agencies and interested parties.</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"> • Release planning for TACT, TACT connected/risk, complex cases, critical public protection and Serious Organised Crime cases using enhanced national standards. • Specialist case management including completion of OASys, response plans, trigger plans, EMS protocols, sentence planning and parole preparation and attendance as well as MAPPA referrals and attendance. • Appropriate and effective sharing of information and risk and specific briefings, including briefing approved premises staff, DDP mentors, Police, Prison and CTSP staff to ensure all professionals are aware of risk levels and relevant information. Ensuring sensitive information is shared handled and stored appropriately. • Building and maintaining multi agency working relationships with external agencies and partners, crucial to appropriate and effective management of this cohort. Agencies will include but are not limited to DDP mentors, CTP, AP staff, children's services, Local Policing. Job holders are required to have an awareness of these agencies' cultures and processes and be adept at working with people on probation who have a history of splitting professionals.

	<ul style="list-style-type: none"> • Specialist support, advice and guidance to staff on all aspects of TACT/TACT connected and Terrorist risk offender management within APs and staff working in other settings and agencies e.g. mental health, children's services. • Provide professional advice and assessment, including written reports to courts, the Parole Board, other criminal justice agencies and partner organisations. • Undertake prison, home or other alternate location visits as required. This involves travel by car or public transport across the whole allocated division. There will also be the need to cover other divisions during significant events or staffing issues. • Carry out safeguarding children and vulnerable person duties in accordance with the PS statutory responsibilities and agency policies. • Demonstrate pro-social modelling skills by consistently reinforcing prosocial behaviour and attitudes, and challenging anti-social behaviour and attitudes where people on probation may hold and share significant exclusionary and discriminatory views and can potentially pose an increased risk to the PP. <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>
Behaviours	<ul style="list-style-type: none"> • Working Together • Developing Self and Others • Managing a Quality Service • Making Effective Decisions • Communicating and Influencing • Seeing the Bigger Picture • Delivering at Pace
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Ability	<ul style="list-style-type: none"> • Ability to achieve a Level 7 Advanced Certificate in Counter Terrorism. This can be completed in post and will be supported by the National Security Division.
Experience	<ul style="list-style-type: none"> • Experience of working with a wide variety of people who have experienced a range of social/personal difficulties, both individuals and groups, in order to motivate and change offending behaviour. • Substantial direct experience of working with people who have committed offences and are viewed to pose a high or very high risk of serious harm to others. • Substantial experience with a proven record of good practice in a variety of settings (including offender risk assessment and management) as a Probation Officer. • Understanding of the role of the Probation Service in the Criminal Justice System and in a multi-disciplinary setting. • Experience of risk management and assessment, understanding of multi-agency risk assessment and management procedures. • Experience of creating and submitting high level risk management and parole reports. • Experience of proactively championing diversity and inclusiveness both internally and externally. • Demonstrable achievements in managing/supporting change and effecting improvements in quality and efficiency.
Technical	<ul style="list-style-type: none"> • Probation Qualification Framework 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 Secretary of 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:

	<ul style="list-style-type: none"> ➤ Diploma in Probation Studies, ➤ Diploma in Social Work (with Probation Option) ➤ CQSW (with Probation Option)
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>

Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
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Working Together		Ability to pass Level 7 Advanced Certificate in Counter Terrorism. This can be completed in post and will be supported by the National Security Division.	Experience of working with a wide variety of people who have experienced a range of social/personal difficulties, both individuals and groups, in order to motivate and change offending behaviour.	Probation Qualification Framework Graduate Diploma/ Honours Degree in Community Justice integrated with Level 5 Diploma in Probation Practice.
Developing Self and Others			Substantial direct experience of working with people who have committed offences and are viewed to pose a high or very high risk of serious harm to others.	Or a qualification which was recognised at the time of qualification by the Secretary of 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: <ul style="list-style-type: none"> • Diploma in Probation Studies, • Diploma in Social Work (with Probation Option) • CQSW (with Probation Option)
Managing a Quality Service			Substantial experience with a proven record of good practice in a variety of settings (including offender risk assessment and management) as a Probation Officer.	
Making Effective Decisions			Understanding of the role of the Probation Service in the Criminal Justice System and in a multi-disciplinary setting.	

Communicating and Influencing			Experience of risk management and assessment, understanding of multi-agency risk assessment and management procedures.	
Seeing the Big Picture			Experience of creating and submitting high level risk management and parole reports.	
Delivering at Pace			Experience of proactively championing diversity and inclusiveness both internally and externally.	
			Demonstrable achievements in managing/supporting change and effecting improvements in quality and efficiency.	