



HM Prison & Probation Service

PS Job Description (JD)

PS Band 3

Directorate: Probation Service

Job Description: Domestic Abuse Safety Officer

Document Ref.	PS JES 0095 Domestic Abuse Safety Officer
Document Type	Management
Version	2.0
Classification	Official
Date of Issue	26 April 2022
Status	Baselined
Produced by	Job Evaluation Assurance and Support
Authorised by	Reward Team
JD Evidence	

PS Job Description

Job Title	Domestic Abuse Safety Officer
Directorate	Probation Service
Band	Band 3

Overview of the job	Work with victims and current partners of men attending domestic violence programmes in order to promote the safety of women and children.
Summary	<p>The postholder will provide contact and support at specified periods to victims and partners of service users who are scheduled to attend a domestic abuse intervention programme.</p> <p>This role will entail regular liaison with group facilitators, case managers and external agencies and will require attendance at high profile risk management meetings such as MAPPA or MARAC.</p> <p>Flexible working hours are required i.e. evening and weekends, where necessary, to be flexible as to when partners/victims can meet/be contacted.</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"> • Initiate timely contact with victims and partners of perpetrators attending a PS domestic abuse intervention. • Provide written information and discuss programme content with the victims and partners of perpetrators attending PS interventions and obtain a signed disclosure of information form and manage victims' expectations. • Assess safety of home visiting, including offender information such as OASys and contact with a range of statutory and non-statutory agencies e.g. social services, police, Victim Support etc and complete a DASH risk assessment. • Explain the purpose of the SARA (spousal assault risk assessment) and administer if required. • Request feedback from partners/victims at regular intervals throughout the intervention. • Carry out safeguarding children and safeguarding adult duties in accordance with the PS statutory responsibilities and agency policies. • Ensure that any information relating to the service users' risk is, where appropriate, shared promptly and in a victim sensitive manner with the Probation Practitioner, programme team and other agencies where relevant. • Complete a victim/partner report as required, summarising key victim issues. • Promote the safety of victims, children and other dependants by supporting victims to construct a realistic safety plan and provide information about appropriate local support organisations. • Provide victims and partners with information about the perpetrator's attendance on the programme.

	<ul style="list-style-type: none"> Form and maintain relationships with local support services to enable successful referrals for support and advice and contributing to a co-ordinated community response to domestic violence. Take an active part in interagency risk management meetings where appropriate, such as MAPPA and MARAC. To support the programme manager in delivering presentations and providing information about this aspect of the service. <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"> Making Effective Decisions Communicating and Influencing Working Together Developing Self and Others Managing a Quality Service
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	<ul style="list-style-type: none"> Strong knowledge of domestic abuse and related issues Awareness of how domestic violence impacts on partners and children The ability to relate positively and empathetically to victims and/or those dealing with distressing personal circumstances Enabling individuals to identify factors which affect their safety, well-being and social inclusion Enabling individuals to identify options for improving their safety, well-being and social inclusion
Technical requirements	<ul style="list-style-type: none"> Educated to NVQ L2 or above IDVA qualified or ability to complete within first year of appointment Driving Licence
Ability	<ul style="list-style-type: none"> Good self-management skills and above average ability to take initiative and problem solve Enabling individuals to identify factors which affect their safety, well-being and social inclusion Demonstrating a willingness to ask for assistance or refer a matter when appropriate Enabling individuals to identify options for improving their safety, well-being and social inclusion
Minimum Eligibility	<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	To be used by the JES Team only

Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
Making Effective Decisions		Good self-management skills and above average ability to take initiative and problem solve	Strong knowledge of domestic abuse and related issues	Educated to NVQ L2 or above
Communicating and Influencing		Enabling individuals to identify factors which affect their safety, well-being and social inclusion	Awareness of how domestic violence impacts on partners and children	IDVA qualified or ability to complete within first year of appointment
Working Together		Demonstrating a willingness to ask for assistance or refer a matter when appropriate	The ability to relate positively and empathetically to victims and/or those dealing with distressing personal circumstances	Driving Licence
Developing Self and Others		Enabling individuals to identify options for improving their safety, well-being and social inclusion	Enabling individuals to identify factors which affect their safety, well-being and social inclusion	
Managing a Quality Service			Enabling individuals to identify options for improving their safety, well-being and social inclusion	