



HM Prison & Probation Service

NPS Job Description (JD)

NPS Band 4

Directorate: National Probation Service

Job Description: Deputy MAPPA Co-ordinator

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NPS Job Description

Job Title	Deputy MAPPA Co-ordinator
Directorate	National Probation Service
Band	NPS Pay Band 4

Overview of the job	<p>The Deputy MAPPA Coordinator supports and is accountable to the MAPPA Coordinator, to provide management of MAPPA activity as directed by the local MAPPA Strategic Management Board (SMB).</p> <p>MAPPA Co-ordination aims to ensure that multi-agency risk management is focussed on the right people in a timely and efficient manner. It helps ensure the delivery of robust and defensible plans, which address known indicators of serious harm to others.</p> <p>This is a management role undertaken on behalf of the local SMB within a multi-disciplinary team. The jobholder, will be subject to their agencies policies, aims and values.</p>
Summary	<p>In line with national MAPPA guidance, the Deputy MAPPA coordinator supports the MAPPA Coordinator as the single point of contact for MAPPA and with responsibility for the oversight of MAPPA arrangements.</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.</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 be accountable to the MAPPA Coordinator and Strategic Management Board (SMB) • To be a point of contact for the management of MAPPA offenders • To work alongside the MAPPA Coordinator on behalf of the SMB to implement the MAPPA process as outlined in the MAPPA guidance. • To assist in ensuring effective and appropriate information sharing • To assist in ensuring that statistical data is collated and reported upon as required in the MAPPA guidance • To work alongside the MAPPA Coordinator to implement the SMB Business Plan on behalf of the SMB • To provide necessary training and quality assurance for the management of MAPPA offenders • To assist the MAPPA Coordinator in their duties as the VISOR central point of contact for Probation within the MAPPA area • To support the MAPPA Coordinator in providing effective management and leadership to the team • To support the MAPPA Coordinator in ensuring that all team resources, are deployed cost effectively and provide best value in terms of both budget control and realising the MAPPA's strategic aims • To access, interpret, analyse and apply performance data pro-actively in order to maximise MAPPA performance, evaluate practice and deliver MAPPA aims • To assist the MAPPA Coordinator to proactively manage staff development, issues of underperformance, attendance, health and safety, employee relations and diversity matters. Adopt a consistent, fair and objective standpoint when making decisions in relation to individual staff issues

	<ul style="list-style-type: none"> To promote a culture of innovation and continuous improvement to MAPPA service delivery In accordance with the SMB business plan, to provide a supportive role in working with partners and key stakeholders, and represent the NPS as appropriate to the role To support in facilitating effective communication between the Responsible Authorities and the Duty to Cooperate Agencies and to ensure they are provided with up to date information. To develop and deliver training/briefing sessions for MAPPA to staff within the relevant Responsible Authorities and Duty to Cooperate Agencies. To deputise for the MAPPA Coordinator where appropriate. Ensure that local MAPPA arrangements comply with statutory safeguarding responsibilities. 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>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"> Leadership Communicating and Influencing Working Together Making Effective Decisions Delivering at Pace Managing a Quality Service
Strengths	It is advised strengths are chosen locally, recommended 4-8
Essential Experience	<ul style="list-style-type: none"> Experience with a proven record of good practice in a variety of settings (including offender risk assessment and within a multi-disciplinary environment if already working within NPS) Experience of contributing to the provision of effective administration and information systems Demonstrable achievements in supporting change and effecting improvements in quality and efficiency Experience of proactively championing diversity and inclusiveness both internally and externally
Technical requirements	<ul style="list-style-type: none"> Knowledge and understanding of the victim contact scheme for victims of crime Understanding of the role of MAPPA in the Criminal Justice System Knowledge and understanding of the ViSOR application IT skills including evidence of ability to interpret and apply performance reports
Ability	

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	

Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
Leadership			Experience with a proven record of good practice in a variety of settings (including offender risk assessment and within a multi-disciplinary environment if already working within NPS)	Knowledge and understanding of the victim contact scheme for victims of crime
Communicating and Influencing			Experience of contributing to the provision of effective administration and information systems	Understanding of the role of MAPPA in the Criminal Justice System
Working Together			Demonstrable achievements in supporting change and effecting improvements in quality and efficiency	Knowledge and understanding of the ViSOR application
Making Effective Decisions			Experience of proactively championing diversity and inclusiveness both internally and externally	IT skills including evidence of ability to interpret and apply performance reports
Delivering at Pace				
Managing a Quality Service				