



# HM Prison & Probation Service

## NPS Job Description (JD)

### NPS Band 5

#### Directorate: National Probation Service

#### Job Description: MAPPA Co-ordinator

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# NPS Job Description

<b>Job Title</b>	MAPPA Co-ordinator
<b>Directorate</b>	National Probation Service
<b>Band</b>	NPS Pay Band 5

<b>Overview of the job</b>	<p>The MAPPA Coordinator supports, and is accountable to, the local MAPPA Strategic Management Board (SMB) to provide management of MAPPA activity.</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>
<b>Summary</b>	<p>In line with national MAPPA guidance, the MAPPA coordinator is the single point of contact for MAPPA and has overall 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>
<b>Responsibilities, Activities &amp; Duties</b>	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>• To be accountable to the SMB</li> <li>• To be the single point of contact for the management of MAPPA offenders</li> <li>• To work on behalf of the SMB to implement the MAPPA process as outlined in the MAPPA guidance</li> <li>• To ensure effective and appropriate information sharing</li> <li>• To ensure that statistical data is collated and reported upon as required in the MAPPA guidance</li> <li>• To work on behalf of the SMB to implement the SMB Business Plan</li> <li>• To provide necessary training and quality assurance for the management of MAPPA offenders</li> <li>• To be the ViSOR central point of contact for the MAPPA area</li> <li>• To provide effective management and leadership to the team</li> <li>• To be accountable for the quality delivery of good practice and team performance improvement within policy</li> <li>• To ensure 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</li> <li>• To access, interpret, analyse and apply performance data pro-actively in order to maximise MAPPA performance, evaluate practice and deliver MAPPA aims</li> <li>• 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</li> <li>• To promote a culture of innovation and continuous improvement to MAPPA service delivery</li> </ul>

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

<b>Minimum Eligibility</b>	<ul style="list-style-type: none"> <li>• All candidates are subject to security and identity checks prior to taking up post.</li> <li>• 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.</li> <li>• All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.</li> </ul>
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<b>Hours of Work (Unsocial Hours) Allowances</b>	
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## Success Profile

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