



HM Prison & Probation Service

Job Description (JD)

PS Band 3

Directorate: Probation Service

Job Description: Enforcement Officer (Trials)

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Job Description

Job Title	Enforcement Officer (Trials)
Directorate	Probation Service
Band	3

Overview of the job	The job holder will undertake the full range of tasks involved with the enforcement of orders, post sentence supervision periods and licences at court, including the prosecution of contested breaches (the latter primarily in the Magistrates Court).
Summary	To enforce Community Orders, Post Sentence Supervision periods and Licences including: • Reviewing, preparing and prosecuting breach cases including contested hearings. • Promoting compliance through effective engagement with offenders. • Liaising, providing information and advice to probation staff, criminal courts, criminal justice agencies and other partner organisations. • Compliance with directions of the court during case management hearings including warning witnesses and service of statements and exhibits in line with deadlines imposed by the court. In line with PS policies and procedures, 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. The post holder must adhere to all policies in respect of the sensitive/confidential nature of the information handled whilst working in this position. If relevant to the role, some out of hours working may be required (i.e. Courts).
Responsibilities, Activities & Duties	The job holder will be required to carry out the following responsibilities, activities and duties: • To review all proposed enforcement action in accordance with PS performance standards for legality and quality and provide timely feedback to the offender manager. • To enable the timely listing of cases to meet key performance standards. • To facilitate the issuing of a summons and make application for warrants in appropriate cases. • To prioritise High Risk cases and make urgent without notice applications to the court where necessary. • To ensure that information and witnesses are prepared in advance of all court hearings including trials. • To engage and negotiate with solicitors and service-

	users to enable the prompt conclusion of cases including undertaking pre-hearing case conferences. • To prosecute the full range of breach cases to a high standard, promoting the timely conclusion of the case. • To conduct trials in contested cases. • To advise the Court as to the appropriateness of Bail conditions or remand in custody when the Court is considering an adjournment. • To liaise with internal staff and external partners to facilitate effective enforcement and provide information and advice as necessary. • To provide advice and guidance to Probation Practitioners regarding breach submissions. • To enable service-users to be interviewed post hearing to ensure that they fully understand the outcome and where necessary to arrange follow-up appointments. • To review outstanding warrants in accordance with PS policy and procedures. • To undertake the range of probation work in the court setting, including the completion and oral presentation of Pre-sentence reports on cases where required. • To use computer based systems to produce, update and maintain records and other documentation within agreed timescales. • To provide cover to other courts and teams as required. • Demonstrate pro-social modelling skills by consistently reinforcing pro-social behaviour and attitudes and challenging anti-social behaviour and attitudes. • To work within the aims and values of PS and HMPPS. 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. An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.
Behaviours	• Making Effective Decisions • Changing and Improving • Working Together • Delivering at Pace • Communicating and Influencing
Strengths	(Note: we recommend you choose 4 to 8 strengths locally – select from the list of Civil Service strength definitions on the intranet.
Essential Experience	• Experience of working with a diverse range of people who have experienced a range of social/personal difficulties and the need to use tact and discretion when dealing with confidential and sensitive issues. • Experience of working with groups or individuals in order to motivate and change behaviour.

	• Experience in planning and coordinating work. • Knowledge and understanding of risk assessment/risk management relating to offenders. • Knowledge and understanding of the work of the Criminal Justice system, the aims and objectives of the Probation Service and relevant legislation and criminal procedure rules.
Technical requirements	• Minimum 5 GCSEs at Grade C or above (or equivalent qualification), including English and Maths. • Knowledge and understanding of the legislation and case law pertaining specifically to breaches of Orders (including applications for warrant)/extensions/revocations and amendments.
Ability	• Awareness/understanding of the risk of further offending and recognising factors which may speak to a change of risk when in Court. • Ability to make defensible decisions based on new information provided in real time within the court setting. • Ability to communicate effectively in a court setting and respond appropriately to questions raised by the Court. • Ability to work to work independently in the court setting. • Strong communication skills within open court/public arena. • Prioritising High Risk cases in order to protect the public.
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.
Hours of Work (Unsocial Hours) Allowances	37