

Job Title – Offender Management Unit Coordinator

Department: Justice and Home Affairs

Division: Offender Management Unit

Reports to: PPU Inspector

JE Ref: JHA1123

Grade: CS07

JE Date: 27/03/2023

Job purpose

To provide support to the Offender Management Unit (OMU).

To provide a comprehensive and professional administration support service to the OMU, MARAC and JMAPPAs processes to enable them to meet their public protection objectives in line with the Policing Priorities 2020-2023.

To provide support to the Offender Managers and other investigators in the preparation of cases, investigations and multi-agency public protection meetings, to enable the team to conduct efficient and effective investigations.

To identify and present initiatives which may prevent or reduce the need for investigations.

To be part of a team responsible for the conduct of serious and complex crime investigations, and the management of high-risk offenders.

Job specific outcomes

The principle purpose of the Offender Management Unit (OMU) is to manage the risk posed by Registered Sex Offenders (RSO's), Violent Offenders and High Risk Domestic Violence (HRDV) perpetrators within the community.

1. You will work as part of the team and have responsibility for receiving, processing and disseminating information / intelligence and carrying out tasks necessary for the successful implementation of investigations, whilst working within appropriate authority, risk and timescale limits and observing relevant policy, procedure and legislation.
2. Prepare reports on the outcome of investigations, maintain and record risk management plans that reflect a relevant and logical sequence on the RSO, HRDV, MARAC and JMAPPAs IT systems.
3. You will provide departmental administrative support, attending internal and external meetings, and maintaining a record of meetings and action points for the Offender Manager Unit / JMAPPAs / MARAC to support the multi-agency management of offenders.

4. You will complete administrative support with general matters relating to the processing of information for OMU in a prompt, efficient manner whilst adhering to relevant policies, procedures and legislation.
5. You will develop and maintain an understanding of crime trends and patterns within the Island, analyse information and draw reasoned conclusions to meet both specific requirements and broader OMU objectives.
6. Maintain high levels of technical, procedural, and legislative knowledge in relation to public protection. Work in partnership with agencies, such as Probation Service, Social Services and Health professionals, to develop networks, enable best use of resources, enable joined up approaches to services, and drive safeguarding of victims.
7. Liaise and work with the Team to identify and implement interventions to maintain the safety and security of offenders at risk of harm.
8. Cover any other ad hoc duties at the request of OMU and PPU Supervisors in a timely, efficient and effective manner.
9. Perform peer reviews, will have line management responsibility for team admin support/researcher. Will provide mentoring and support to less experienced staff, assisting and advising with their work load and professional development. Develop and share knowledge through research and communication with outside agencies and via external and internal training.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

<Delete the following statement if not applicable>

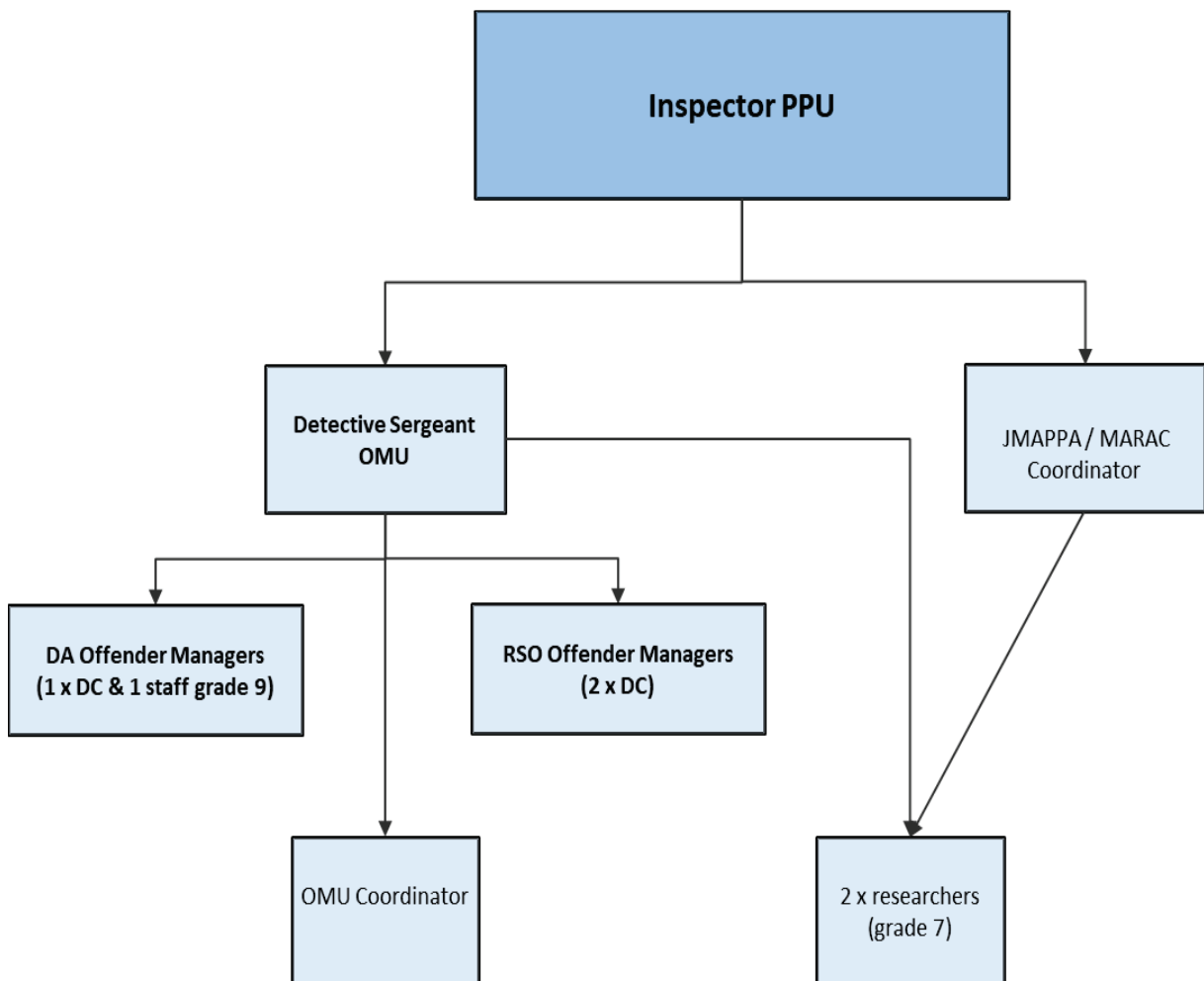
This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Services (TIER 1,2 and 3 jobs only – DELETE if not applicable)

- *List the primary service areas that are accountable to the role*
 - XX
 - XX
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Organisation chart

Insert an organisation chart showing this role and its line managers and reports (individual names must not be included only post titles)



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Educated to 'A' Level or equivalent, or equivalent experience within a similar role.	Accredited qualification or has attended specific training of at least one of the following: Level 1 Safeguarding
Knowledge	<p>Possess knowledge or an understanding of Criminal Law in Jersey.</p> <p>Knowledge of operating across a number of systems and adjusting to specialist systems.</p> <p>Proficient in using Microsoft Office</p>	<p>Demonstrate basic understanding of:</p> <p>JMAPPA and MARAC process. Sex Offenders Law. Domestic Abuse Law.</p> <p>Implications around Disclosure and Data Protection.</p> <p>Demonstrate a basic knowledge of the Intelligence evaluation system and the management of Police information.</p> <p>Previous experience of note taking and writing minutes.</p>
Technical / Work-based Skills	<p>Ability to use and adapt to various computer systems to enter and retrieve data.</p> <p>Strong communication skills required to promote collaborative working within the team and to effectively communicate with partner agencies and members of the public.</p>	<p>Previous experience of providing departmental administrative support, and demonstrate strong organisational skills.</p> <p>Previous experience of report writing.</p> <p>Have accurate keyboard skills with a good working knowledge of Microsoft</p>
General Skills/Attributes	Excellent written language skills to create various forms of documentation, including Court reports,	Demonstrate good numeracy, literacy and IT skills.

	<p>statements and process documentation.</p> <p>Excellent planning and organisational skills to manage an unpredictable and varied workload efficiently, reacting rapidly to changing priorities.</p> <p>Ability to operate with a high degree of autonomy, and without supervision.</p> <p>The ability to create, present and deliver training to various internal / external audiences.</p> <p>Reliability, discretion and trustworthiness are essential as the post holder will have access to classified material and personal records.</p>	<p>Demonstrate effective and written communication skills at all levels.</p> <p>Knowledge of Data Protection laws.</p>
<p>Experience</p>	<p>An awareness of data protection issues is essential.</p> <p>Teamwork skills, including willingness and ability to assist others, ability to plan and organise own/others work schedules, and prioritise tasks to ensure deadlines are met.</p> <p>Accuracy and attention to detail, coupled with ability to spot errors and use a common-sense approach to managing own work load and priorities.</p> <p>Experience of working in multi-agency forums and partner agencies.</p>	<p>Practical work experience in a team leader / supervisory role would be beneficial.</p> <p>Proven experience and service delivery in a fluid, fast moving and sensitive environment.</p>
<p>Criteria relating to Safeguarding</p>	<p>Exposure to unsavoury, confidential, and sensitive issues where the careful</p>	

	<p>and effective handling of such matters is essential.</p> <p>Requirement to attend scheduled welfare checks.</p> <p>High level of integrity, tact, resilience, and discretion, which are essential when dealing with sensitive intelligence and other information.</p>	
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Core Accountabilities, Attributes and Behaviour Indicators

Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.