



PROBATION SERVICE

CHIEF PROBATION OFFICER

SO4

JOB DESCRIPTION

JOB SUMMARY:

The Chief Probation Officer is responsible for the leadership, organisation, supervision and continual improvement of the Guernsey Probation Service to ensure that a high standard is achieved to meet the needs of the Court and the Community of Guernsey. The post holder is responsible to the Committee *for* Home Affairs for the administration of Probation Service matters.

The Chief Probation Officer is responsible for the Strategic management of the Probation Service and Community Service teams, and the joint strategic management of MAPPA, and the Offender Management Team in the prison. They are a subject specialist in Criminal Justice and the links with Social Policy across the States of Guernsey.

The Chief Probation Officer is a member of the Committee for Home Affairs Senior Leadership Team, providing collaborative leadership and contributing to the overall objectives of the Committee for Home Affairs.

GOVERNANCE RESPONSIBILITIES AND RELATIONSHIPS:

The Chief Probation Officer holds statutory responsibilities for probation services across the Bailiwick and reports to the Director of Operations – Justice & Regulation and is ultimately accountable to the Committee *for* Home Affairs.

The post holder will ensure that the Director of Operations is kept advised and informed of issues that may generate interest at a political level in the Committee *for* Home Affairs or in the States of Deliberation. They may be required, from time to time, to attend meetings with the members of the Committee *for* Home Affairs on specialist matters regarding Criminal Justice or the Probation Service.

The post holder will be a member of Home Affairs Senior Leadership Team and will also liaise with Senior Officers of other agencies, Officers of the Court and the Ministry of Justice as appropriate.

MAIN DUTIES AND RESPONSIBILITIES:

- To provide direction and leadership in formulating and delivering the vision and strategic aims of the Probation Service and its associated responsibilities.
- To manage the Probation Service activities in accordance with all related legislation, codes of practice and general guidelines.
- To develop and implement policy initiatives and operational objectives of the Services in line with the Policy and Resource Plan and Committee priorities.
- To advise the Committee on community sentencing, rehabilitation and managing offenders in relation to the Criminal Justice Policy.
- To develop and maintain an effective and efficient staff group able to provide a quality service to the Criminal Courts, Guernsey Prison and the Community by effectively managing and developing services according to need. This requires motivation, training and development of staff by means of supervision, appraisal and meeting training needs.
- To provide line management and supervision for the Senior Probation Officers with operational management responsibilities for Probation, MAPPA, and Prison Offender Management Unit.
- To provide advice and direction to other agencies in regard to Public and Community Protection issues especially the management of risk of potentially dangerous offenders.
- To provide professional advice and leadership on criminal justice issues to social policy groups.
- To control and be accountable for the expenditure involved in the maintenance and development of the Probation Service and its associated responsibilities, to ensure efficient use of resources to maintain an effective service.
- To keep under review developments and initiatives in the National Probation Service, Ministry of Justice and British/Irish Council, and make relevant proposals to the Committee and HM Procurer on action required to maintain an effective service.
- To authorise and implement transfer of supervision to maintain the confidence of the Courts and other jurisdictions in the management of the Service.
- To keep the Director of Operations – Justice & Regulation advised and informed of issues that may generate interest at a political level and, as a guideline, the following information will also be provided via this reporting line;
 - Annual Reports for the probation Service;
 - requests for capital expenditure;
 - new service provisions involving revenue or capital expenditure over and above the existing approved budget allocations;
 - all tender results; and
 - requests for staffing increases or changes to staffing structures or responsibilities

KEY CRITERIA:

ESSENTIAL:

1. Relevant Professional Qualification
2. Relevant experience of management in the Probation Service or in the Criminal Justice System with the ability to lead, guide and motivate.
3. Excellent leadership and strategic management skills with detailed specialist knowledge in criminal justice.
4. Ability to give knowledgeable and reasoned decisions on the management of highly dangerous offenders to protect the public and staff.
5. A thorough working knowledge of Guernsey Criminal and Civil legislation and United Kingdom Criminal legislation under which the Services have statutory duties.
6. Proven creative skills in planning, developing and delivering quality services, including setting clear targets, policy and performance standards and introducing measures to exercise quality services.
7. Ability to draw sound inferences, to evaluate information and options and to arrive at decisions based on logical analysis through the adoption of an unbiased and rational approach.
8. Excellent organisation and planning skills
9. Highly motivated and capable of dealing with a heavy complex workload under pressure
10. Excellent interpersonal and communication skills, both oral and written with the ability to work with a wide range of people and to produce high level correspondence, reports and States Reports.
11. Ability to introduce effective procedures and practices
12. Budget management experience at a high level together with good numeracy skills and the ability to interpret and analyse financial data
13. Experience of using a wide range of IT applications

BEHAVIOURS:

The post-holder will be expected to demonstrate the behaviours at Level 5 of the States of Guernsey Competency Framework. The following are considered the priority competencies for this post:

Leadership:

1) Seeing the bigger picture

'Seeing the big picture' is about having a good understanding of how our role fits with, and supports, the Organisation's objectives and the needs of our customers. For all staff, this is about focusing our efforts on the activities which will give the greatest value.

3) Making effective decisions

Effectiveness in this area is about being objective; using sound judgement, evidence and knowledge to provide accurate, expert and professional advice. For all staff, this means showing clear thinking, setting priorities, using the resources available to us and evaluating our options before arriving at well-reasoned justifiable decisions

Teamwork:

4) Leading and communicating

At all levels, effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm.

5) Collaborating and partnering

At all levels, working collaboratively and sharing information is important and to do this well we need to build supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge the way we do things.

Accountability:

9) Managing a quality service

Effectiveness in this area means reaching the objectives of our service or function whilst striving to improve the quality of that service, taking into account the diverse needs of our customers. People, who are effective in this area, plan, organise and manage their time and activities to deliver a high quality and efficient service and make every effort to understand their customer.

10) Delivering at pace

Effectiveness in this area means understanding time frames, when things need to happen by and driving things forward with energy so that these timings can be met. For all staff, it's about working to agreed goals and dealing with challenges that come along in a responsive and constructive way so that goals can still be met.