

Job Title: MARAC Co-ordinator	
Job Evaluation Number	B575

JOB DESCRIPTION

Job Title: MARAC Co-ordinator	Location: Various (see advert)
Job Family: Operational Support	Role Profile Title: BB2 Police Staff
Reports To: DAIU Detective Sergeant	Band level: 2E
Staff Responsibilities (direct line management of): Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: Provide coordination and administrative arrangements for all Multi Agency Risk Assessment Conferences (MARAC) and promote safety, accountability, efficiency and effective communication between all parties who attend MARAC.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

1. Prepare for, attend and minute the MARAC meetings for the relevant area (including emergency meetings when appropriate) in line with the MARAC protocol and Safelives guidance to safeguard those identified as at the highest risk of harm from domestic abuse.
2. Identify suitable designated MARAC officers from external agencies, ensuring a diverse range of agencies engage with the MARAC process to provide highly robust safeguards for those identified as being at the highest risk of harm
3. Act as the single point of contact (SPOC) for internal departments and external agencies whilst facilitating effective information sharing to safeguard those identified as at the highest risk of harm.
4. Ensure best practise at MARAC is maintained through workshop and training attendance. Provide tactical advice to the MARAC Chair as necessary to ensure current guidelines, policy and practice are adhered to.
5. Provide training, advice and support for MARAC and the relevant database. Develop and maintain relevant records in line with MOPI and manage files in accordance with Government Protected Marking Scheme ensuring compliance with relevant Government legislation.
6. Work creatively and flexibly to create multi-agency problem solving opportunities to support the aims of identifying hidden harm and demand reduction.
7. Undertake general administrative duties to support the management of high and medium risk domestic abuse victims as required or allocated and provide performance data as required.

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources

Further Comments:

This role provides support for the LPA's within the hub covered by the respective DAIU.

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The assessment and management of domestic abuse cases is crucial in order to minimise the risk of harm.

Role has scope to provide appropriate support to the relevant Domestic Abuse Officers on spontaneous incidents which may require occasional work outside of office hours.

d. CHARACTERISTICS OF THE ROLE

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<i>The knowledge or skills required in the role are as follows (essential or desirable):</i>	<i>E/D</i>
1. Good standard of education with GCSEs (Grade 9-1/A-C) or Key Skills level 2 or equivalent in English and Maths.	E
2. IT literate with an excellent knowledge of Microsoft packages, including Word and Excel with a willingness to learn and use other systems as technology advances. Proven ability to research, produce high quality documentation and analyse data.	E
3. Excellent communication and interpersonal skills both orally and in writing with the ability to forge positive relationships in and outside the Force including partner agencies.	E
4. Proven ability to work successfully in a team or alone and with minimum supervision with proven problem solving, time management, organisational and prioritisation skills.	E
5. Display sensitivity, tact and discretion and maintain confidentiality at all times. Self-motivated, able to use initiative and judgement in dealing with colleagues/partners.	E
6. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner, being available to work some evenings and weekends, where required and at short notice when necessary. Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is considered essential *.	E
7. Familiar with statutory and voluntary sector with previous experience working in the field of domestic abuse. Clear grasp of MARAC processes and protocols and a commitment to improving the response to domestic abuse.	D
<p><i>Additional comments:</i> At interview, candidates will be asked to:</p> <p>* confirm their willingness to undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle.</p> <p>Role holders will be required to provide fingerprints and DNA for elimination purposes in order to perform the position offered. DNA will be profiled and held on the Contamination Elimination Database (CED) and will be removed 12 months after termination of service. Fingerprints will be held on the Fingerprint Police Elimination Database PEDb and are removed at the termination of service.</p>	