

Job Title: PPU Administrator	
Job Evaluation Number	B683

## JOB DESCRIPTION

<b>Job Title:</b> PPU Administrator	<b>Location:</b> Various
<b>Job Family:</b> Operational Support	<b>Role Profile Title:</b> BB2 Police Staff
<b>Reports To:</b> Sergeant, PPU	<b>Band level:</b> 2E
<b>Staff Responsibilities (direct line management of):</b> Nil	

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

**The overall purpose of the role is to:** Prepare, research and action the agenda for the MAPPA (Multi-Agency Public Protection Arrangement) meetings in accordance with national guidance whilst maintaining the national ViSOR database.

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

<b>The key result areas in the role are as follows:</b>	<b>% time</b>
<b><u>MAPPA</u></b>	
Take, write up and distribute minutes for each MAPPA offender on the agenda, ensuring items are actioned by relevant partners and vulnerable people and potential victims are flagged. Update all offender records and systems with MAPPA meeting outcomes.	20
Maintain the MAPPA calendar and create the agendas for each MAPPA meeting, identifying attendees as appropriate, in accordance with national MAPPA guidance. Research each agenda item for relevance and accuracy using appropriate systems, flagging issues of concern to the chair(s) prior to the meeting.	15
Establish and maintain strong lines of communication with partner agencies as part of MAPPA as well as managing links with other forces both regionally and nationally.	10
Provide resilience for other PPU Administrators across the force during periods of leave, sickness etc.	5
<b><u>PPU</u></b>	
To be fully conversant with the National ViSOR system for recording data, monitoring and tracking Registered Sex Offenders (RSO's), Potentially Dangerous Offenders and other relevant suspects/offenders. To input data onto ViSOR, ensuring it's relevance and accuracy, obtained by the Public Protection Officers (PPO's) during their contact with relevant offenders.	15
Carry out research on PNC and Niche, flag offenders on Niche, complete and submit 5x5x5 Intelligence Sheets to update relevant systems when necessary and conduct RM2000 risk assessments.	15
Notification of offenders (in person) for registration and notification of travel. Handle offender enquiries in person and via telephone along with any queries that may be fielded by family members or members of the public.	10
Manage the Child Sex Offender Disclosure Scheme mailbox, highlighting new cases to the Sergeant and ensure all relevant forms are completed and saved on to Livelink.	10

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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:**

The PPU hubs currently manage in excess of 600 offenders, predominantly registered sex offenders. Administrative support is provided to the Public Protection Officers who are responsible for the management of these offenders. The PPU Administrator is responsible for ensuring that each of the offenders being managed is included on the MAPP meeting agenda, and that minutes of those meetings are taken accurately and input to ViSOR.

Frequent customers include other police officers and staff (of varying seniority) who may interact with offenders, and partner agencies who are either responsible authorities or duty to co-operate agencies. The former are the Probation Service and the Prison Service. The latter include Social Services, Local Authorities, Housing Departments, Housing Associations, Mental Health teams, NHS Trusts, etc.

12-24 MAPPA meetings per calendar year (depending on the hub). 12 agenda setting MAPPA meetings per year. There are approximately 5-20 sets of minutes required for each MAPPA meeting (one set of minutes per offender discussed).

Number of ViSOR cases is approximately 600-800 per year which increases year on year.

**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.

<b>The knowledge or skills required in the role are as follows:</b>	<b>E/D</b>
1. High level of literacy and numeracy along with recent and relevant experience of minute taking.	E
2. Working knowledge of MS Office applications, notably Word, Excel and PowerPoint along with a willingness to learn other packages. Knowledge of Dictaphones and accompanying software would be an advantage ( <b>training given</b> ).	E
3. High standards of personal organisation, particularly around time management. Ability to maintain a high level of attention to detail whilst working under pressure.	E
4. Proven ability to work as part of a team but also to work with minimum supervision and the ability to use your initiative.	E
5. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner. 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
6. High levels of inter-personal skills in order to deal professionally and assertively with colleagues, senior personnel from partner agencies as well as dealing with offenders. High levels of tact, discretion and diplomacy and the ability to deal with complaints from various sources.	E
7. Proven commitment to continuous professional development and to undertake any training courses as and when appropriate to the role.	E
8. An awareness and knowledge of risk assessments in the context of public protection along with recent experience of carrying out research and analysis of incidents.	D

**Additional comments:** At interview, candidates will be asked to:

\* confirm their willingness to undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle.

\*\* undertake an enhanced level of vetting and be subject to psychological screening.