

JOB DESCRIPTION

Job Title: MOSOVO Offender Manager	
Job Family: Operational Support	Role Profile Title: BB3 Police Staff
Reports To: MOSOVO Sergeant	Band level: 3H
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: manage and monitor all RSOs (Registered Sex Offenders) living within Thames Valley whilst managing and monitoring persons subject to the Sexual Offences Act (2003) and Multi-Agency Public Protection Arrangements (MAPPA).

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. Ensure registered sex offenders are managed in line with the Sexual Offences Act (2003), MAPPA guidance, force policy APP guidelines. Maintain a good understanding of current legislation, force policy and external agency protocols.
2. Conduct home visits of RSOs in line with the risk management plan, identify welfare or risk issues and submit referrals to other agencies as appropriate. Identify any safeguarding or child protection concerns and complete appropriate referrals. Identify, escalate and resolve any other issues including disclosures.
3. Undertake risk assessments and complete effective risk management plans. Conduct reviews at regular intervals as defined by risk assessment, force policy and Home Office guidelines in consultation with the PPU Sergeant.
4. Monitor RSO compliance with notification requirements, sexual harm prevention orders or sexual risk orders. Install and monitor risk management software on devices where relevant, investigate breaches and attend court to apply or amend orders when required.
5. Maintain accurate, appropriate, records for all registered sex offenders residing within the Force, using ViSOR, Police National Computer (PNC), Niche and other information systems in line with Force and national guidelines.
6. Work closely with partner agencies, in particular probation. Contribute to and attend all levels of MAPPA meetings as appropriate. Implement actions from these meetings and assist / arrange other multi-agency arrangements as required.
7. Prioritise, analyse and interpret intelligence/evidence on scene, using appropriate forensic techniques to optimise intelligence/detection opportunities. Seize exhibits when required and ensure they are handled according to current guidelines and policy. Ensure prompt and accurate recording / storage of intelligence to maintain continuity and evidential integrity.
8. Plan and conduct the interviewing of suspects and witnesses to identify further investigative opportunities and obtain best evidence.
9. Plan, co-ordinate and undertake investigations as tasked, utilising all available appropriate techniques and technologies to detect and reduce crime thereby bringing offenders to justice.

Ensure investigative actions are recorded and maintained via NICHE to ensure accuracy, scrutiny, timely completion and adherence to the Victims Code. Attend court to support remand cases or as Officer In Charge of the case where required.

10. Act as point of contact for officers from LPAs and other departments, providing guidance on SHPOs / SROs to ensure best practice, and consider if RSOs could be involved in investigations.

11. Deal with any child sex offences disclosure scheme applications in line with national guidance. Complete all necessary enquiries, including face to face interviews, research, liaison with other agencies and any disclosures. Complete all paperwork and maintain accurate records.

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 Public Protection Officer can expect to be responsible for the management of approximately 60 registered sex offenders on an ongoing basis.

In addition to working with other police officers and staff (of varying seniority), the role holder will also regularly work with other agencies including; the Probation Service, Prison Service, Social Services, Local Authorities, Housing Departments, Housing Associations, Mental Health teams, NHS Trusts, etc.

The role holder will be dealing with cases which could be of a sensitive or distressing nature.

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. Excellent communication and problem-solving skills to robustly manage difficult, manipulative and challenging customers. Experience of communicating assertively with internal / external customers at all levels whilst maintaining high levels of professionalism. High levels of tact, discretion and diplomacy and the ability to deal with complaints from various sources.	E
2. Proven ability to work confidentially and independently in a flexible manner to prioritise and monitor high workloads with high attention to detail in a pressured environment. Must possess good analytical skills to record and capture fine detail.*	E
3. Good standard of Literacy with experience of writing reports.	E
4. An interest and knowledge of digital technology whilst maintaining awareness of technological developments in this area.	E
5. Proven ability to remain emotionally resilient when faced with distressing scenarios. **	E
6. Previous accreditation, or willingness and ability to achieve and maintain Professionalising Investigations Programme (PIP) 1 accreditation.	E
7. Willingness to develop or a current working knowledge of; guidance on Part 2 of the Sexual Offences Act 2003; Sexual Offences legislation; MAPPA Guidance; Force / APP practices and policies around management of Registered Sex Offenders (training given).	E

8. Willingness to learn TVP IT systems including ViSOR (Training will be provided).	E
9. 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
10. Recent and relevant experience of completing risk assessments and risk management plans.	D
<p>Additional Comments:</p> <p>* 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.</p> <p>** be subject to psychological screening.</p> <p>Upon appointment there will be a number of mandatory training courses to be successfully completed in order to be confirmed in post. These are:</p> <ul style="list-style-type: none"> • Police Staff Investigators course • Management Of Sexual Or Violent Offenders (MOSOVO) course • ViSOR system • Risk Matrix 2000 (RM2000) • Active Risk Management System • Police Staff – Public Contact <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>	