

Job Title: MASH Supervisor	
Job Evaluation Number	B904

## JOB DESCRIPTION

<b>Job Title:</b> MASH (Multi Agency Safeguarding Hub) Supervisor	<b>Location:</b> Various
<b>Job Family:</b> Operational Support	<b>Role Profile Title:</b> BB3 Police Staff
<b>Reports To:</b> MASH Manager	<b>Band level:</b> 3H
<b>Staff Responsibilities (direct line management of):</b> MASH Support(s) (Child), Referral Support(s) (Adult), Domestic Abuse Risk Assessor(s)	

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

**The overall purpose of the role is to:** review and supervise the risk in relation to safeguarding vulnerable individuals ensuring the appropriate police response, lawful information sharing and referral to other agencies.

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. Manage and undertake the process of receiving, recording and researching referrals related to safeguarding individuals from police personnel, other agencies and the public. Responsible for making safeguarding referrals to partner agencies and ensuring appropriate police response to crime related incidents.
2. Promote the efficient operation of the MASH by developing and sustaining an effective liaison with key police and partner agencies to resolve issues at the appropriate level.
3. Manage and quality assure the sharing of information with other agencies ensuring compliance with relevant legislation and MOPI guidelines, recording decisions made for auditing purposes.
4. Supervise, manage and professionally develop staff, liaising with senior officers on operational and personnel issues. Monitor any welfare or training issues within the team and refer as appropriate. Support, encourage and motivate staff by way of continual personal development to include the acquisition of appropriate skills, by way of timely and thorough completion of PDR's.
5. Responsible for maintaining the efficient running of all functions within the MASH by facilitating suitable cover for all staff absences/vacancies.
6. Provide resilience in times of abstraction to other MASH Supervisors, deputising for TVP MASH Manager as appropriate.
7. Keep up to date with current and developing legislation, force policy, joint agency protocols and reports by outside agencies that may impact on the MASH unit's work and ensure that any such changes are implemented.
8. Contribute to the planning and implementing of in-force and multi-agency training initiatives for MASH issues, delivering MASH presentations 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:**

The MASH supervisory role is an important role in that its primary function is to assess risk and ensure that the most appropriate response is provided by police or other agencies to protect the most vulnerable in our communities.

Job Title: MASH Supervisor	
Job Evaluation Number	B904

The multi-agency safeguarding hub is a co-located multi-agency team working together to ensure that the most vulnerable are provided an appropriate and timely response or intervention based on their needs, safeguarding them from abuse from others or self abuse.

There will be 9 MASH's across the force located in Milton Keynes, Aylesbury, Cowley Oxon, Reading, Slough, Bracknell, Maidenhead, Wokingham and Newbury.

The MASH supervisor will make decisions on a daily basis in relation to threat harm and risk to vulnerable individuals. They will escalate high risk issues to the Local police areas and to specialist investigative teams where appropriate. They will work closely with social care MASH supervisors providing critical information and making decisions on next steps in relation to police intervention to safeguard individuals. There is a reciprocal requirement to make decisions, quality assure work and provide supervision to other MASH teams in the absence of their own supervision, remotely.

The role requires the post holder to be proficient in the use of police databases which is an integral part of the role and, therefore need to be willing to learn new systems e.g. Niche RMS, Command and Control, Police National Computer and Police national database.

#### 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><i>The knowledge or skills required in the role are as follows (essential or desirable):</i></b>	<b><i>E/D</i></b>
1. Proven experience of safeguarding vulnerable individuals.	E
2. Proven experience writing clear and concise reports, appropriate for all audiences.	E
3. Proven ability to communicate effectively with various audiences, internal and external, and the ability to adapt style appropriately.	E
4. IT literate with proven experience of using MS applications along with a willingness to learn new systems.	E
5. Proven supervisory experience in a demanding**, fast paced role along with the ability to coach, develop and mentor staff, sometimes remotely.	E
6. Proven ability to prioritise workload (and the workload of others) and be well organised. Proven ability to be part of a team and to work on own initiative with minimum supervision.	E
7. 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
8. Proven ability to consistently maintain high levels of personal responsibility, particularly confidentiality and the handling of highly sensitive information and intelligence. Proven ability to act with tact and diplomacy at all times.	E
9. Previous experience of working in a MASH hub.	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

\*\*confirm their willingness to undergo psychological screening upon appointment

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

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Job Evaluation Number	B904

held on the Fingerprint Police Elimination Database PEDb and are removed at the termination of service.