

Job Title: Case Conference Attendee	
Job Evaluation Number	B843

JOB DESCRIPTION

Job Title: Case Conference Attendee	Location: Forcewide
Job Family: Operational Support	Role Profile Title: BB3 Police Staff
Reports To: MASH Supervisor	Band level: 3G
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: Work with multi-agency partners to protect children by planning for, attending and undertaking a positive role in child protection case conferences.

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. Attend child protection Case Conferences and undertake decision making with partners in relation to placing a child on a Child Protection Plan in order to safeguard children and protect them from emotional, sexual and physical abuse and neglect.
2. Undertake preparation work, together with the case conference writers and researchers, prior to conference attendance to ensure full knowledge of information and intelligence held on Police systems in order to assist with informed decision making at conferences.
3. Undertake outcome work following a conference to ensure all relevant personnel are updated of the results and that information/intelligence is captured on Niche.
4. Identify crimes where they are disclosed and to reach decision on appropriateness of recording. Determine subsequent action, giving due regard to necessity to safeguard victims and maintain trust and cooperation of partners and participants. Work with chairs to maintain the integrity of the conference while representing aims and objectives of TVP.

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:

Case Conference attendance with Children's Social Care will be the majority of the work to be undertaken. These are multi agency meeting where the parents of the child under discussion will also be present. Robust decision making skills, and the ability to challenge partner agencies if appropriate are key skills.

Will work within a Hub and may be required to travel the entire geographical area of the Hub in order to attend case conferences.

Required to work office hours and will have no line management responsibility.

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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:</i>	<i>E/D</i>
1. Proven customer service skills with a particular focus on engaging effectively with people at all levels, sometimes in potentially confrontational situations *.	E
2. Meticulous attention to detail and the ability to gather and record information effectively within set procedure, in a logical easily understood format and style.	E
3. Proven experience of problem solving and decision making.	E
4. Experience of working within a team environment with demonstrable organisational and time management skills.	E
5. Proven, good standard of secondary education (preferably in English Language GCSE or equivalent).	E
6. 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
7. Proven understanding of cultural differences and experience of working in a diverse environment.	E
8. Flexible in approach in terms of working times and able to undertake shifts to work evenings and weekends as required.	E
9. Ability to undertake Physical Personal Safety Training.	E
10. Proven experience of working within an investigatory type role, using working knowledge and experience of Criminal Law and Criminal Justice procedures.	D
11. Have an understanding and basic knowledge of risk assessments.	D
<i>Additional comments:</i> At interview candidates will be asked to: *confirm their willingness to attend and put into practice, safe workforce training and attend briefings' (Independent Safeguarding Authority (ISA) April 2008. ** confirm their willingness to undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle.	