



Role Title	Public Protection Review Officer	Reporting to	Detective Sergeant
Section	Safeguarding Unit	District/Department	District Safeguarding Units
Tenure		Rank/Grade	Scale 5

Part A – JOB DESCRIPTION

Overall purpose of role	To undertake tasks as determined by the unit head in relation to the management of Registered Sex Offenders (RSO's) in the community.
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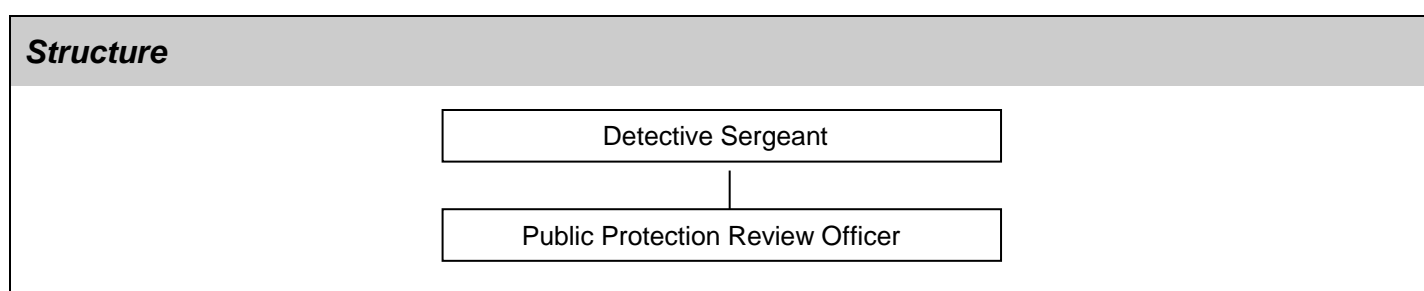
Key outputs for role –
<ol style="list-style-type: none">1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.2. Conduct assessment, registration, periodic monitoring and reviews in compliance with relevant legislation in order to ensure the effective management of RSO's in the community.3. Research and monitor offenders assigned to the unit to ensure adequate information available for the effect conduct of visits.4. Research and investigate issues of third party disclosure/applications for Sex Offender Prevention (SOPO's) making recommendations for their use in specific cases.5. To attend Multi Agency Public Protection Panels as required, providing information that will enable the panel to agree on informed management plans.6. Establish and maintain accurate records, both in electronic and paper format, concerning Registered Sex Offenders.7. Prepare files for both criminal and civil court purposes presenting evidence to prosecute further offences or provide supporting evidence in civil applications.8. Prepare intelligence packages and briefing documents where appropriate for the use of Safeguarding and Divisional staff.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none">• Adhere to relevant ACPO doctrine and legislation• Use of numerous computer systems

Work/Business contacts
Internal: Police Officers and Police Staff at all levels
External: Offenders, Victims, Crown Prosecution Service staff, Magistrates and Crown Court staff, Barristers, members of the public, police and support staff of other forces, Probation Service, prison and FSS staff, statutory and non-statutory support agencies.

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
<ul style="list-style-type: none"> Proven experience in the management or investigation of sex/dangerous offenders and/or child safeguarding investigations 	Essential
<ul style="list-style-type: none"> Has a basic knowledge of sex offenders legislation and ACPO Doctrine in respect of Managing Serious and Sex offenders 	Essential
<ul style="list-style-type: none"> Has the ability to interview competently and with integrity 	Essential
<ul style="list-style-type: none"> Good working knowledge and ability to use a range of computer packages including Microsoft Office 	Essential
<ul style="list-style-type: none"> Has experience in the use of the Violent and Sex Offender Registration system (ViSOR) 	Desirable
<ul style="list-style-type: none"> Has a basic knowledge of the Force Intelligence structure 	Desirable
<ul style="list-style-type: none"> Working knowledge of the Force computerised systems e.g. Niche, Lotus Notes 	Desirable
Other (Physical, mobility, local conditions)	
<ul style="list-style-type: none"> Prepared to undergo management level vetting 	Essential
<ul style="list-style-type: none"> Holds a full, current UK/European driving licence 	Essential
<ul style="list-style-type: none"> Access to own vehicle and is prepared to use it for business purposes 	Essential
<ul style="list-style-type: none"> Prepared to work such hours as the role demands with changes of duty at short notice 	Essential

Expertise in Role - After initial development - Level 2
<ul style="list-style-type: none"> Is competent in the use of risk assessment tools Has achieved PIP Level 2 interview standards Is competent in the use of ViSOR and other Force IT systems Has a thorough knowledge of the procedures and practices of both Child Safeguarding and Public Protection issues Is able to undertake the requirements of the job with minimum referral Has successfully presented evidence in court proceedings



PART B – COMPETENCIES & VALUES

Competency and Values Framework – http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf
Level 1 –Practitioner

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

- Is recognised as an expert in own field
- Has a detailed knowledge of relevant procedures and practices within the department as a whole
- Has used and applied knowledge gained to suggest improvements to systems

PART D - ACCESS & VETTING

<i>Standard IT Access</i>	Default
<i>Police Building (Perimeter and Zone access)</i>	Perimeter Access to Police Buildings where based
<i>Vetting Level</i>	Management Vetting
<i>Date accepted as a role profile</i>	03.10.12