

ROLE PROFILE Part1	Role Title	MARAC SAFEGUARDING COORDINATOR			Dept /LPA	PUBLIC PROTECTION DEPARTMENT
			VETTING LEVEL	SC		
Grade/Rank	Scale 4					
Responsible To	MARAC Safeguarding Supervisor					
Staff Line Managed	none					
Reviewed by (Manager)	Rianne Stones – Safeguarding Staff Manager				Date	16/02/2022
Purpose of Job	To develop and coordinate the Multi Agency Risk Conference (MARAC) for domestic abuse and the High Risk Domestic Abuse meetings (HRDA).					
Key Accountabilities	1. Organise and ensure consistency in referral of cases from a full range of potential referring agencies. 2. Ensure the recording of the referral on police system (RMS) including updating relevant documents, checking all parties involved are linked (including children) warning marker and address flagging have been completed. 3. For external referrals ensure the person referring or the victim is contacted to ensure all relevant risk has been identified and disclosures recorded. 4. Prepare the MARAC/HRDA agenda to ensure cases are reviewed in the most time effective manner and all partner agencies are invited. 5. Produce a report for the chair of the meeting for each case heard at MARAC/HRDA to ensure all relevant risk is identified and shared with partner agencies. This would consist of review history on RMS/PND/PNC. 6. Represent our area of business at Hampshire/Southampton/IOW HRDA – Reading out the reports and agreeing police actions. 7. Gather relevant information about MARAC/HRDA cases ahead of the meeting. 8. Identify any hidden crimes for CDI proposals that are disclosed within the MARAC/HRDA meeting. Record onto RMS 9. Prepare the minutes of the meeting including agreed actions set by the chair and circulate to the relevant agencies in accordance with the MARAC guidelines. 10. Ensure all police MARAC/HRDA actions are recorded and the relevant team/department action in a timely manner 11. Assist in the collection of performance management data to enable continued review of the effectiveness of MARAC. This includes updating Hampshire/Southampton & IOW MARAC data onto the Safelives website. 12. To give regular and effective services Note: This role profile is designed to assist postholders with understanding what is expected of them in their role. Hampshire Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.					
Additional Requirements	Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, information security policy, procedures and legislation. The role holder may be required to visit other locations within Hampshire and the Isle of Wight, and therefore needs to have the ability to travel as necessary. You will need to keep yourself updated regarding changes in best practice for the management and investigation of domestic abuse. You will be required to undergo training as required					

	May be asked to carry out fire warden duties to meet required standards if required. All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role.			
ROLE PROFILE Part2	We are Emotionally Aware Level 1 We Take Ownership Level 1			
CVF Recruitment Competencies	We are collaborative Level 1 We Analyse Critically Level 1 Transparency			
Education/Qualifications	Essential: Educated to QCF Level 2 (4-5 passes to include Maths and English) or to have undertaken work experience deemed to have brought the postholder to a comparable level. Desirable: n/s			
Experience and Skills	Essential: To be computer literate and a competent keyboard user To have proven Microsoft Office Skills Desirable: Desirable: Experience of safeguarding related work Understanding of the MARAC/HRDA process			
Approved by HR	Julian Kloppenborg, Senior HR Advisor	Date	22/04/22	
ROLE PROFILE Part3 CPD				
Competencies	All roles are expected to know, understand and act within the ethics and values of the Police Service.			
	Resolute, compassionate and committed			
	We are Emotionally Aware	Level 1		
	We Take Ownership	Level 1		
	Inclusive, enabling and visionary leadership			
	We are collaborative	Level 1		
	We Deliver, Support and Inspire	Level 1		
	Intelligent, creative and informed policing			
	We Analyse Critically	Level 1		
	We are Innovative and Open Minded	Level 1		
Underpinning Values				
	Impartiality			
	Integrity			
	Public Service			
	Transparency			
Initial Development skills for new to role period	All staff are required to complete mandatory e-Learning including annual DSE and Fire Safety plus any role-specific training required.			



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