

ROLE PROFILE Part1	Role Title	OFFENDER MANAGEMENT AND HUB SERGEANT			Dept /LPA	PUBLIC PROTECTION	
			VETTING LEVEL				
Grade/Rank	Police/Detective Sergeant						
Responsible To	DI						
Staff Line Managed	Offender Management Officers and Staff						
Reviewed by (Manager)	DCI 2175 Phil Scrase				Date	April 2019	
Purpose of Job	To manage and supervise staff within Offender Management and to ensure they are able to run their respective areas of business effectively. To ensure an effective response to risk management by directing staff and working, where applicable, with partner agencies, in order to minimise the risks to the public. To conduct reviews of MAPPA cases and other dangerous offenders and to respond appropriately to identified risk and referrals into the Offender Management Team/Hub.						
Key Accountabilities	1.To line manage and through effective leadership, direct and motivate personnel to make the most effective and efficient use of resources to realise organisational objectives in the Offender Management Team. 2.To provide specialist advice and support to all Offender Managers and Police Staff with the Offender Management Team and to provide professional links with external agencies for Offender Management, particularly those involved with offender management plans e.g. Probation, Prison Service, Social Services, and Housing etc. 3.Provide tactical guidance, direction and support for policing operations in respect of offender management, investigation and related intelligence led policing to ensure that risk management plans are delivered. 4.Ensure that all relevant offenders are subject to proactive, robust and effective management plans. Ensure that risk based assessments are consistently applied to all relevant offenders and that policies in respect of contact and engagement are complied with. 5.Ensure that Risk Management Plans are correctly documented, implemented, effectively resourced, monitored and breaches of any licence, condition or order are enforced. 6.To ensure the effective use and accuracy of data within ViSOR for the Policing Area, ensuring the agreed level and timeliness of reviews are adhered to. 7.To identify and pro-actively manage high-risk offenders, particularly those who need intrusive surveillance and make recommendations for sufficient staff and resources for effective risk management. 8.To ensure that Offender Managers conduct visits to relevant offenders in accordance with force guidelines. 9.Conduct operational reviews, debriefing and quality assurance of offender management operations in order to distil and disseminate good practice and learning points. 10.Effectively manage and deploy the resources of the Offender Management Team ensuring a cohesive response in order to ensure the highest professional standards in offender management responses and outcomes. 11.To support the safeguarding teams when required. 12.To investigate allocated offences as required. 13.To maintain continuing professional development in relation to the role requirements. 14.To educate and support other officers within police and partnership organisations with current information regarding relevant offender nominals and their management e.g. submitting information and attending Force & Multi-Agency meetings/briefings. 15. To maintain and provide a regular and effective service which is subject to professional monitoring and review						

Hub Offender Management Detective Sergeant only

1. To provide specialist Offender Management advice, tactical guidance and support to partner agencies and Police e.g. Investigations, NPT and R&P.
2. To provide professional links to external agencies for offender management for example NPS, CRC, mental Health and other 'duty to co-operate' agencies
3. To attend/contribute/chair Mental Health MAPPA and Youth Offending Service professionals' meetings (as well as occasional cover for other MAPPA meetings) in order to ensure that all relevant offenders are subject to proactive, robust and effective management plans.
4. To ensure the effective use and accuracy of data within ViSOR, ensuring that national ViSOR standards are maintained.
5. To identify category 3 MAPPA nominals and Potentially Dangerous Persons (PDPs) through the Hub referral and review process in order to ensure appropriate risk management action is taken.
6. Conduct independent peer reviews of management processes and decisions in order to identify and disseminate good practice and learning.
7. To be a force SPOC for stalking. To conduct reviews of the referrals to the Stalking clinic and to represent the Police at the stalking triage and clinic meetings.
8. To drive consistency within Offender Management, ensuring Force policies and procedures are in line with authorised professional practice and to monitor Force Offender Management compliance with national guidelines.

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.

This role has been identified as requiring mandatory Psychological Screening, please refer to the [Psychological screening Support for staff working in high risk roles](#) page

ROLE PROFILE Part2

CVF Recruitment Competencies

[We are Emotionally Aware](#) Level 2

[We are collaborative](#) Level 1

[We Take Ownership](#) Level 2

[We Analyse Critically](#) Level 2

Education/Qualifications

Essential: [Competent Investigative Supervisor PIP1 and PIP2](#)

Desirable: n/s

Experience and Skills

Essential: Experienced investigator

Desirable: Have experience of MAPPA processes and a broad range of public protection experience.