

Role Profile – Restore Assessor (Scale 5)

Purpose of job:

To assist in the delivery of Out of Court Resolutions (Disposals) where the individual needs of each offender are assessed, affording an outcome decision that incorporates, where appropriate, an initial meeting with a public health treatment provider or an appropriate general or specific drug awareness intervention. The outcome is delivered, and biometrics taken.

Key responsibilities include:

1. To meet with each offender to complete a needs-based assessment, identifying any specific areas which may be contributory to the offender's behaviour.
2. Utilising the needs-based assessment and the organisational framework of available conditions, assign appropriate rehabilitative and reparative conditions for the offender.
3. To obtain agreement of the offender to adhere to the conditions, clearly explaining the expectations/requirements.
4. To administer the Conditional Caution (diversionary or community caution) (with delegated powers).
5. To maintain contact with each offender, as agreed during the initial meeting (if required) and consider appropriate signposting or referrals to other partner agencies.
6. To keep accurate and detailed records of all decisions, contact and other relevant information; ensuring compliance with Data protection, systems use and managing information force direction.
7. To update the victim (either directly or in liaison with the OIC) with the case outcome.
8. To ensure that the Out of Court Disposal Team are kept up-to-date with case progressions in a timely manner.
9. To build good working relationships with service providers and partners, seeking new opportunities to link in with other services that may be of benefit to this area of work.
10. To breach offenders who fail to engage with or complete the conditions, liaising with the Officer in the case to seek prosecution.
11. To raise any concerns regarding an individual case through line management.
12. To take biometric samples (fingerprints and DNA samples) from those offenders who have received their Conditional Caution without having had their biometrics taken.
13. To take on a mentoring and supportive role to other staff joining the team when required.
14. To deliver training and development deemed appropriate.
15. To give regular and effective service.
16. To undertake and maintain competence with any appropriate safety training.

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.

Short notice shift / location changes may occur for which the appropriate recompense will be paid. There is no requirement to wear a uniform.

To have a high level of resilience when working in challenging environments and dealing with vulnerable and confrontational individuals.

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.

CVF Recruitment Competencies

[We are Emotionally Aware](#) Level 1

[We Take Ownership](#) Level 1

[We are collaborative](#) Level 1

[We Deliver, Support and Inspire](#) Level 1

Education

QCF Level 2. 3-5 passes or work experience deemed to have brought the post-holder to a comparable level.

Skills and experience:

Essential

Evidence of having been able to provide effective customer care to members of the public with challenging aspects affecting their lives.

Use of computerised systems.

Experience in working unsupervised

Desirable

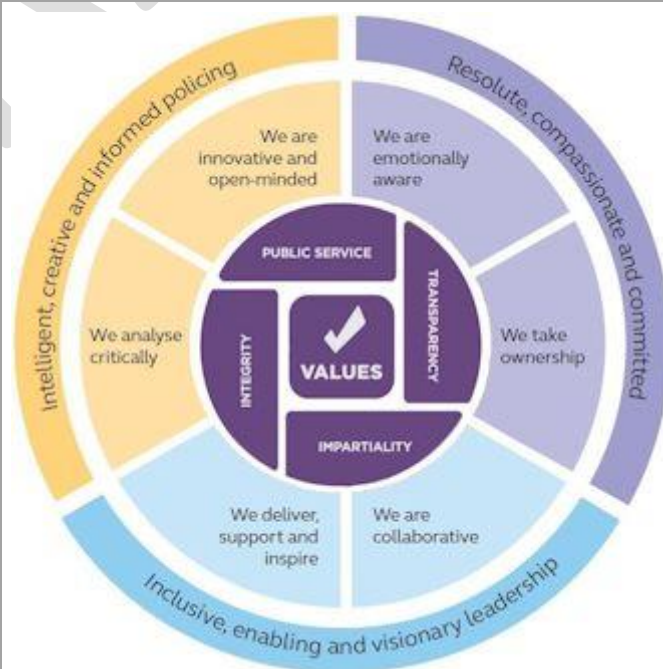
Experience working with individuals who experience addiction.

Knowledge of police or other criminal justice environment.

Underpinning Values

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	
	Impartiality		
	Integrity		
	Public Service		
	Transparency		