

ROLE PROFILE Part1	Role Title	M.A.S.H./SAFEGUARDING CO-ORDINATOR			Dept /LPA	PPD
			VETTING LEVEL	MVL		
Grade/Rank	Scale 5					
Responsible To	MASH Sergeants/MASH Staff Manager					
Staff Line Managed	None					
Reviewed by (Manager)	Insp Spellerberg				Date	12/12/2017
Purpose of Job	To provide administrative support to the various functions of the PPD and Safeguarding Teams, and to provide an excellent service in supporting vulnerable victims across child protection, domestic abuse and adult protection incidents, through contact and working with agencies.					
Key Accountabilities	1. To use professional judgement, expertise and experience to prepare and administrate written summaries, reports, chronologies, forms and files for disclosure to partner agencies and for use by police representatives in a variety of Adult/Child Safeguarding related meetings. 2. To provide administrative support to Safeguarding Teams in researching and inputting data, including markers, onto RMS (Record Management System) and other relevant databases as required/tasked. 3. To research the relevant police systems- conducting checks to identify relevant information and intelligence concerning parties to Adult/Child Safeguarding enquiries using Force and national databases. 4. Attend multi agency meetings where required. 5. To be capable of answering enquiries from Police Staff, Officers and external agencies regarding all areas of Public Protection. 6. To create and maintain RMS occurrences, persons and addresses relevant to safeguarding enquiries and ensuring that appropriate 'flags' are put into RMS and/or Altaris. Check that RMS links are made in respect of occurrences and persons. 7. To liaise with partner agencies and provide/update information relating to children and adults at risk and their families/associates in line with guidance and policy. 8. To research the histories of the parties involved in the domestic abuse/child protection/adult at risk and identify the level of risk involved. Use professional judgement to make recommendations regarding any risk assessment if appropriate. 9. Bring to the attention of a supervisor any information that comes to light that may either raise or lower the risk during research. 10. To comply with National Crime Recording Standards and with Crime Data Integrity. 11. To carry out other administrative support duties as required by the role. 12. To give regular and effective service. Task specific for MASH (Multi Agency Safeguarding Hub) work:					

	1. To complete specific reports for HRDA/MARAC (High Risk Domestic Abuse/Multi-Agency Risk Assessment Conference) meetings utilising research on all relevant IT systems 2. To minute take at such meetings as required 3. To receive, process and record child and adult referrals from police and agencies and to research and grade all Risk referral Forms and apply professional judgement/grading to them. This will also include assessing CSE (Child Sexual Exploitation) /Missing referrals. 4. To apply knowledge of local authority thresholds to all police referrals and sharing information appropriately and within timelines 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. You will be required to undertake vetting to Management Vetting Level. To be able to work the designated shift pattern for which the appropriate shift allowance/ weekend enhancement will be paid. This will include Bank Holiday working which will attract an overtime payment. NOTES: A role in the MASH will attract a shift pattern with weekend allowance and a shift allowance (12.5%) due to the varied pattern (currently core hours between 0700hrs and 2000hrs). A role in the Safeguarding work will attract just a weekend allowance with core hours of 0800-1600 weekly. 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. May be called on 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	
CVF	
Recruitment Competencies	We are Emotionally Aware Level 1 We Take Ownership Level 1 We are collaborative Level 1 We Analyse Critically Level 1
Education/ Qualifications	Essential: Educated to QCF Level 2 3-5 passes to include Maths and English OR work experience deemed to have brought the postholder to a comparable level.



Desirable: Higher level qualification in a relevant subject



Essential:

- To be computer literate and a competent keyboard user.
- To have proven Microsoft Office skills

Desirable:

- Experience of Safeguarding related work.



Jayne Beddall Senior HR Adviser