

NORTHAMPTONSHIRE POLICE

JOB DESCRIPTION

JOB TITLE:	MASH Senior Referral Unit Officer
SCALE:	Scale 5
SUPERVISION AND CONTROL:	Detective Sergeant, MASH
PLACE OF WORK:	Multi-Agency Safeguarding Hub, Criminal Justice Centre, Brackmills, Northampton.
HOURS OF WORK:	37

PURPOSE OF THE ROLE:

To maintain and promote an effective response to referrals, risk assessments and other requests for service to the Protecting Vulnerable People (PVP) Department. Timely and accurate prioritisation of child Public Protection Notifications (PPNs) and appropriate engagement with callers and colleagues within and outside of Northamptonshire Police.

MAIN RESPONSIBILITIES:

1. To manage, assess and prioritise Public Protection Notifications (PPN), liaising with other partners within the MASH to bring them to a successful conclusion.
2. To assess and make decisions on what information held by Northamptonshire Police should be disclosed to other agencies; having a good working knowledge of GDPR and Government Security Classifications (GSC).
3. To assist in the evaluation of child protection referrals, allocation of them for investigation and making referrals to other agencies as appropriate, in accordance with current statutory, procedural and local management guidelines.
4. To maintain effective liaison with key personnel within the Police and other agencies to promote the effective operation of the PVP Department.
5. To receive, record and research child protection referrals from Police personnel, other agencies and the public.
6. To undertake such other tasks as the PVP Department Detective Sergeant considers appropriate.

NOTE:

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working any major tasks may be reviewed from time to time to reflect the changing needs and

circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder. The post holder will also be required to carry out such other duties, as may be within the general scope of the post.

CONDITIONS OF SERVICE:

The appointment will be full time and subject to the conditions of service of the Police Staff Council.

The annual leave entitlement is 24 days with an additional 5 days after 5 years continuous service.

PERSON SPECIFICATION

SENIOR MASH/REFERRAL UNIT OFFICER

ESSENTIAL CRITERIA:

1. Knowledge of, and experience in using NICHE and experience or willingness to learn to use other police systems in relation to crime recording, child abuse, domestic abuse, dangerous offenders and missing persons, including windows based computer applications.
2. An understanding of the principles of risk assessment and management, particularly as they apply to police activities in protecting the public.
3. Knowledge of child protection, safeguarding and commitment to the multi-agency approach to public protection.
4. Knowledge of current issues, local services and professional practices; in the context of the police and child abuse, domestic abuse, dangerous offenders and missing persons.
5. Well-developed communication skills and an ability to relate to a broad spectrum of individuals with tolerance towards the beliefs and behaviour of others.
6. Ability to make reasoned decisions in complex situations.
7. Ability to operate calmly under pressure and to deliver within timescales.
8. Developed skills in the management of information including working knowledge of the Data Protection Act 2018, GDPR and other relevant legislation.
9. Well-developed keyboard skills.
10. Willingness to receive regular support supervision from an externally sourced professional.
11. Awareness of equality and diversity issues commensurate with the role.