

## **NORTHAMPTONSHIRE POLICE**

### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	MASH/Referral Officer
<b>SCALE:</b>	4
<b>SUPERVISION AND CONTROL:</b>	Detective Sergeant, Multi-Agency Safeguarding Hub
<b>PLACE OF WORK:</b>	Criminal Justice Centre, Brackmills, Northampton
<b>HOURS OF WORK:</b>	37 (working between the hours of 08.00 x 18.00)

#### **PURPOSE OF THE JOB:**

To maintain and promote an effective response to referrals, risk assessments and other requests for service to the Protecting Vulnerable People department, by the timely and accurate processing and recording of information and appropriate engagement with callers and colleagues within and outside of Northamptonshire Police.

#### **MAIN RESPONSIBILITIES:**

1. To research information on police systems and disclose to other agencies based on risk. Adhere to current legal requirements and professional judgement when deciding on what information to share to partner agencies.
2. To sift and prepare information that is relevant to requests in a timely and accurate manner, for the purpose of safeguarding children and vulnerable adults, using policy, guidance and professional judgement.
3. To assess the risk and extent of information shared in cases of child physical and sexual abuse, vulnerable adults at risk, exploitation and domestic abuse.
4. To record the decision-making, rationale and the information that has been disclosed with other agencies in line with GDPR and information sharing agreements.

5. To identify and record crime in line with home office rules.
6. To act as Specific Point of Contact within the force on matters concerning the police multi-agency safeguarding hub.
7. To undertake such administrative duties as are necessary for the effective and efficient operation of the Protecting Vulnerable People department within Northamptonshire Police.

**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 and major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder. The post holder will be also required to carry out such other duties as may be determined from time to time to 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 23 days with a further 5 days after 5 years continuous service.



## **PERSON SPECIFICATION**

### **ESSENTIAL CRITERIA:**

1. Able to read complex and traumatic information, summarise the importance and proportionality of the information.
2. To be able to produce coherent and well-structured reports.
3. Able to operate calmly under pressure and deliver within timescales.
4. Demonstrate good verbal and written communication skills.
5. The ability to work positively within teams, both internal and wider.
6. Effectively use a windows-based computer applications and be able to learn bespoke police and partner designed systems.
7. Awareness of equality and diversity commensurate with the role.

**DESIRABLE CRITERIA:**

1. Knowledge of Police and Social Care Systems.
2. Experience working with National Crime recording Standards, child abuse, domestic abuse, dangerous offenders and missing persons.
3. Previous experience and understanding of information sharing and Government Security Classifications (GSC), General Data Protection Regulation (GDPR) and Working Together to Safeguard Children 2018.
4. Previous experience of working in partnership with other agencies.
5. Experience of using NICHE (Police system) and GUARDIAN (Social Care system).