



# HM Prison & Probation Service

## PS Job Description (JD)

### PS Band 3

#### Directorate: Probation Service

### Job Description: Probation Services Officer (PSO) Assessor

<b>Document Ref.</b>	PS JES 0103 Probation Services Officer (PSO) Assessor
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<b>JD Evidence</b>	

# PS Job Description

<b>Job Title</b>	Probation Services Officer (PSO) Assessor
<b>Directorate</b>	Probation Service
<b>Band</b>	3

<b>Overview of the job</b>	<p>This is a Probation Service role. The post holder will be a member of the Regional Learning team in a Probation Service region and will be based in an HMPPS office/establishment.</p> <p>The post holder will report to the Probation Learning Manager (PLM) and their assessments will be quality assured by Internal Quality Assessors (IQAs). The training function is part of the HMPPS Learning &amp; Development Group, and the post holder will be based within one of the Probation regions.</p> <p>Regular travel and some overnight stays are an integral part of this role. Some of the assessments may take place online.</p> <p>The role is an assessment function and the post holder will be required to apply their professional skills and specialist knowledge to ensure the effective delivery of the Level 3 qualifications and associated professional skills.</p> <p>This post will not have line management responsibilities.</p>
<b>Summary</b>	<p>The post holder will work as part of the Regional Learning Team and assess Level 3 qualifications at the local level.</p> <p>This will include assessing competence of relevant staff, (i.e. Probation Services Officers and other operational staff), against the Level 3 probation qualifications within HMPPS.</p>
<b>Responsibilities, Activities &amp; Duties</b>	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>• Assess Level 3 learners in line with the Awarding Body and sector assessment strategy.</li> <li>• Provide feedback to line managers and learners on progress towards completion.</li> <li>• Ensure learners are aware of key milestones and raise issues with direct line manager if these are missed.</li> <li>• Comply with quality assurance, responding to and implementing feedback from IQAs into practice when necessary.</li> <li>• Complete timely, accurate, recording of the assessment of learners through the use of the eportfolio system.</li> <li>• Ensure assessment plans and processes are equitable and accessible for all learners, and provide reasonable adjustments where required.</li> <li>• Provide information on the VQ3 process to new learners undertaking Level 3 probation qualifications.</li> <li>• Maintain professional skills and knowledge in operational and assessment practice.</li> <li>• Travel across the Probation Service region and elsewhere, as required by the role, (some assessments may take place online).</li> <li>• Work within the aims and values of the Probation Service and HMPPS.</li> </ul> <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alternations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.</p>

<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Working Together</li> <li>• Developing Self and Others</li> <li>• Delivering at Pace</li> <li>• Making Effective Decisions</li> </ul>
<b>Strengths</b>	It is advised strengths are chosen locally, recommended 4-8.
<b>Ability</b>	<ul style="list-style-type: none"> <li>• Ability to undertake probation practice at PSO grade and respond to latest policy developments.</li> <li>• Ability to communicate effectively.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Essential: Probation Services Officer work in a probation setting.</li> <li>• Desirable: Experience of working in different probation settings.</li> </ul>
<b>Technical</b>	<ul style="list-style-type: none"> <li>• Level 3 Vocational Qualification - Diploma Probation Practice</li> <li>• Hold, or work towards completing, the Level 3 TAQA (Assessing Competence in the Workplace Environment) qualification.</li> </ul>

<b>Minimum Eligibility</b>	<ul style="list-style-type: none"> <li>• All candidates are subject to security and identity checks prior to taking up post.</li> <li>• All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS.</li> <li>• All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.</li> </ul>
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<b>Hours of Work (Unsocial Hours) Allowances</b>	<i>Leave Blank</i> <b>To be used by the JES Team only</b>
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## Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
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Working Together		Ability to undertake probation practice at PSO grade and respond to latest policy developments.	Essential: Probation Services' Officer work in a probation setting.	Level 3 Vocational Qualification - Diploma Probation Practice
Developing Self and Others		Ability to communicate effectively.	Desirable: Experience of working in different probation settings.	Hold or work towards completing, the Level 3 TAQA (Assessing Competence in the Workplace Environment) qualification.
Delivering at Pace				
Making Effective Decisions				