



Role Profile

C2538 (M) S6 Case Conference Officer

Role Description

To represent the views of the Constabulary at case conferences and contribute to the decision made for the safeguarding of vulnerable people.

Main Responsibilities

- To receive, record and respond to all invitations to Safeguarding children and vulnerable person case conferences.
- To carry out specified checks in relation to all conferences and where circumstances require and to carry out more detailed checks on named individuals and addresses.
- To use the information gathered in the preparation and submission of complex reports to the case conference co-ordinator.
- Attend initial conferences across the Force area in order to share information and to express views regarding Safeguarding children and vulnerable person plans in order to protect vulnerable people from harm.
- To fully participate in the decision making process and agreement of protection plans and documenting the justification for all decisions.
- To attend case conferences with members of the public as part of the safeguarding process, carrying out duties in a professional manner and remaining calm when presented with challenging behaviour.
- To apply flags on individuals and carers within safeguarding intelligence systems, ensuring that the information is always accurate to the risk status and respond accordingly.
- To ensure that the police databases and where appropriate force communications department are updated with the results of all case conferences
- To maintain the case conference Intelligence and filing system ensuring the accuracy and currency of the content.

Rank\Scale

Scale 6

Supervisory Responsibility

None

Additional Information

Avon and Somerset Constabulary are committed to the principles of Equal Opportunities for all and welcome applications from minority groups including disabled people.

Reasonable adjustments

Following consideration, reasonable adjustments will be implemented to enable disabled staff covered by the provisions of the Equality Act to undertake the core duties and responsibilities of a post in line with the Equality and Human Rights Commission (EHRC) guidance and code of practice on employment.

Additional Responsibilities:

You may be required to perform other duties which are not necessarily specified on the role profile, but which are commensurate with the responsibilities of the role holder.

Security Vetting:

It is the policy of the Avon & Somerset Constabulary to conduct security checks on all staff in line with the National Vetting Policy.

Experience and Qualifications



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Travelling around the Force area, the post holder will have experience of collating information and producing complex and concise written reports, excellent verbal communication skills with colleagues of all levels including the presentation of information and views and exceptional IT skills including the ability to use and update a wide range of computer systems.

A working knowledge of data protection and ability to deal with matters of a confidential nature, effective judgement and ability to make decisions and the ability to remain calm when dealing with challenging behaviour are all essential.

The post holder will have proven organisational, prioritisation and self-management skills, the ability to work effectively under pressure and to tight deadlines and experience of both attending and participating in meetings and of maintaining accurate records of complex and changeable data in a timely manner.

A working knowledge of the safeguarding landscape and legalisation and experience of working with multi-agency partners are vital to the role.

Experience of attending Case Conferences and an awareness of Police Safeguarding functions including: MAPPA (Multi-Agency Public Protection Arrangements), MARAC (Multi-Agency Risk Assessment Conference) and MISPER (Missing Person) would be advantageous.

Please note that the post holder will be exposed to material of a distressing nature.

This post has been designated as requiring the following vetting level in accordance with the National Vetting Policy - Police Recruitment Vetting (MV).

Shortlisting

SHORTLIST

Criteria relevant to the job

ESSENTIAL

Requirements necessary for safe and effective performance in the job

ADDITIONAL/USEFUL

Where available, elements that contribute to improved/immediate performance in the job

Qualifications

Ability to travel around the Force area

QE1



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Experience

Experience of collating information and producing complex and concise written reports

EE1

Experience of attending Case Conferences

EA1

Excellent verbal communication skills with colleagues of all levels including the presentation of information and views.

EE2

Awareness of Police Safeguarding functions including: MAPPA (Multi-Agency Public Protection Arrangements), MARAC (Multi-Agency Risk Assessment Conference) and MISPER (Missing Person).

EA2

Excellent IT skills including the ability to use and update a wide range of computer systems.

EE3

Demonstrate effective judgement and ability to make decisions

EE4



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Ability to remain calm when dealing with challenging behaviour

EE5

Proven organisational, prioritisation and self-management skills.

EE6

Working knowledge of the safeguarding landscape and legalisation

EE7

Experience of working with multi-agency partners

EE8

Experience of attending and participating in meetings

EE9

Experience of maintaining accurate records of complex and changeable data in a timely manner

EE10

Skills



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Skill Category	Skill Name	Skill Level	Skill Description	For PDR
Core Values	Impartiality	Supervisory/Middle Manager	Behaviours: <ul style="list-style-type: none"> • I take into account individual needs and requirements in all of my actions • I understand that treating everyone fairly does not mean everyone is treated the same • I always give people an equal opportunity to express their views • I communicate with everyone, making sure the most relevant message is provided to all • I value everyone's views and opinions by actively listening to understand their perspective • I make fair and objective decisions using the best available evidence • I enable everyone to have equal access to services and information, where appropriate 	No
Core Values	Integrity	Supervisory/Middle Manager	Behaviours: <ul style="list-style-type: none"> • I always act in line with the values of the police service and the Code of Ethics for the benefit of the public • I demonstrate courage in doing the right thing, even in challenging situations • I enhance the reputation of my organisation and the wider police service through my actions and behaviours • I challenge colleagues whose behaviour, attitude and language falls below the public's and the service's expectations • I am open and responsive to challenge about my actions and words • I declare any conflicts of interest at the earliest opportunity • I am respectful of the authority and influence my position gives me • I use resources effectively and efficiently and not for personal benefit 	No
Core Values	Public Service	Supervisory/Middle Manager	Behaviours: <ul style="list-style-type: none"> • I act in the interest of the public, first and foremost • I am motivated by serving the public, ensuring that I provide the best service possible at all times • I seek to understand the needs of others to act in their best interests • I adapt to address the needs and concerns of different communities • I tailor my communication to be appropriate and respectful to my audience • I take into consideration how others want to be treated when interacting with them • I treat people respectfully regardless of the circumstances • I share credit with everyone involved in delivering services 	No



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Core Values	Transparency	Supervisory/Middle Manager	Behaviours: <ul style="list-style-type: none"> • I ensure that my decision-making rationale is clear and considered so that it is easily understood by others • I am clear and comprehensive when communicating with others • I am open and honest about my areas for development and I strive to improve • I give an accurate representation of my actions and records • I recognise the value of feedback and act on it • I give constructive and accurate feedback • I represent the opinions of others accurately and consistently • I am consistent and truthful in my communications • I maintain confidentiality appropriately 	No
Intelligent, Creative and Informed Policing	We analyse critically	Supervisory/Middle Manager	I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information and how this may influence key points. I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. I understand when to balance decisive action with due consideration. I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.	No



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Inclusive, Enabling and Visionary Leadership	We are collaborative	Supervisory/Middle Manager	<p>I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions.</p> <p>I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve.</p> <p>I understand the local partnership context, helping me to use a range of tailored steps to build support.</p> <p>I work with our partners to decide who is best placed to take the lead on initiatives.</p> <p>I try to anticipate our partners' needs and take action to address these.</p> <p>I do not make assumptions. I check that our partners are getting what they need from the police service.</p> <p>I build commitment from others (including the public) to work together to deliver agreed outcomes.</p>	No
Resolute, Compassionate and Committed	We are emotionally aware	Supervisory/Middle Manager	<p>I consider the perspectives of people from a wide range of backgrounds before taking action.</p> <p>I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome.</p> <p>I promote a culture that values diversity and encourages challenge.</p> <p>I encourage reflective practice among others and take the time to support others to understand reactions and behaviours.</p> <p>I take responsibility for helping to ensure the emotional wellbeing of those in my teams.</p> <p>I take the responsibility to deal with any inappropriate behaviours.</p>	No



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Intelligent, Creative and Informed Policing	We are innovative and open-minded	Supervisory/Middle Manager	<p>I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing.</p> <p>I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population.</p> <p>I am flexible in my approach, changing my plans to make sure that I have the best impact.</p> <p>I encourage others to be creative and take appropriate risks.</p> <p>I share my explorations and understanding of the wider internal and external environment.</p>	No
Inclusive, Enabling and Visionary Leadership	We deliver, support and inspire	Supervisory/Middle Manager	<p>I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context.</p> <p>I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform.</p> <p>I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support.</p> <p>I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas.</p> <p>I keep track of changes in the external environment, anticipating both the short and long-term implications for the police service.</p> <p>I motivate and inspire others to achieve their best.</p>	No
Resolute, Compassionate and Committed	We take ownership	Supervisory/Middle Manager	<p>I proactively create a culture of ownership within my areas of work and support others to display personal responsibility.</p> <p>I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas.</p> <p>I am accountable for the decisions my team make and the activities within our teams.</p> <p>I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly.</p> <p>I actively encourage and support learning within my teams and colleagues.</p>	No

NOS



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NOS Unit	Unit Name	Unit Description