

Derbyshire Probation Trust

Headquarters, 18 Brunswood Road, Matlock Bath, Derbyshire, DE4 3PA
Tel No: (01629) 55422 Fax No: (01629) 580838
E-Mail: DBSContact.HR@derbyshire.probation.gsi.gov.uk
www.dpsonline.org.uk



05 April 2011

Dear Applicant

Application for the Position of Supervisor – Derby & Chesterfield

Further to your recent enquiry regarding the above, please find enclosed further details and an application form. Please return your completed form to the above postal or E-Mail address by 5.00pm on Thursday, 21 April 2011.

In the interests of the economy, your application form will not be acknowledged. If you do not receive any communication within 3 weeks of the closing date, please assume that your application has been unsuccessful.

Please note that the Trust has a No Smoking Policy in its offices.

Thank you for the interest you have shown in this vacancy.

Yours sincerely

A handwritten signature in black ink, appearing to read "Bernadette Rush".

Bernadette Rush
HR Manager

DERBYSHIRE PROBATION TRUST

JOB DESCRIPTION

JOB TITLE:	Supervisor (Unpaid Work)
RESPONSIBLE TO:	Divisional Community Punishment Officer
PURPOSE OF JOB:	To supervise offenders in line with Derbyshire Probation Trust policies and procedures.
CONTEXT OF ROLE:	The Unpaid Work Supervisor has responsibility for the day supervision of offenders undertaking unpaid work in accordance with National Standards and unpaid work quality expectations.

Supervisors have a very important role to play in this regard, ensuring that all offenders who are so sentenced are treated with respect and dignity as they undergo the work to which they have been sentenced.

KEY TASKS AND RELATED RESPONSIBILITIES:

1. To supervise work groups in a way that is consistent with Service expectations as outlined in the in the Unpaid Work Supervisors handbook.
2. To ensure that Unpaid Work offenders are given appropriate tasks and are given instruction, advice and direction in order to carry out those tasks.
3. To ensure that the work of the Unpaid Work Scheme is carried out within Health and Safety Regulations and Requirements.
4. To contribute to the prevention and/or Management of behaviour that poses a risk to the public, staff or offenders.
5. To allocate tools and equipment and ensure their proper use and re-collection and that only Unpaid Work equipment issued is used on site.
6. To provide written reports on offenders' work and progress and complete accident and incident forms where necessary.
7. To complete statistical returns, as required.
8. To ensure, at all times, that work is carried out to a satisfactory standard.
9. To promote the good reputation of the Unpaid Work Scheme to all interested parties.
10. To attend meetings and training events as required.
11. To administer first aid and carry out emergency procedures when required.
12. To provide transport for Unpaid Work parties, as required and ensure that Unpaid Work vehicles are, at all times, safe and secure.
13. To work in a way which does not include any prejudice or discrimination and offers equal opportunities to all groups and individuals.
14. To carry out other appropriate tasks as may be required from time to time by the Chief Executive or his/her delegate.

Other Duties

1. Model, reinforce and reward pro social attitudes, behaviour and feelings.
2. Challenge anti social attitudes, behaviour and feelings.
3. Model concern for and awareness of the needs of others.
4. Maintain records and logs.
5. Adhere to manuals, guidelines and standards.
6. Attend and participate in performance development and supervision sessions.
7. Participate in activities to develop and improve own practice and that of others.
8. Maintain effective and productive liaison arrangements with Derbyshire Probation Trust staff and representatives from external agencies.
9. Ensure that offenders are working within the requirements of Health and Safety legislation.
10. Effective use of IT systems.

GENERAL:

The post holder will at all times:

- o Carry out his/her responsibilities with due regard to Derbyshire Probation Trust's Policies and procedures
- o Undertake such other duties which may be appropriately delegated by the Service
- o Attend courses, working parties etc where necessary, to facilitate personal development and greater effectiveness within the post
- o Use IT software and equipment as required

CHANGES:

The areas of responsibility associated with this role may be amended from time to time and it is expected that the postholders will operate flexibly across the grade and undertake any other tasks and projects which could reasonably be expected.

SUPERVISOR - PERSON SPECIFICATION

OFFICE BASE: COUNTY WIDE

	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
SKILLS	Interpersonal Communication – verbal and written Motivational Practical Organisational Analysis & Judgement	DIY - painting, decorating, gardening, building. An understanding of community needs and values
PERSONAL QUALITIES	Patience Flexibility Mature outlook Adaptable Enthusiasm Calm Positive Role Model	

EXPERIENCE	Supervisory Handling difficult people Working within role boundaries Assessment of Risk Health & Safety Issues	Contact with offenders
OTHER/SPECIAL INTERESTS	Full driving licence (including categories D1 and D1 & E). Ability to transport offenders Willingness to undertake training and gain further qualifications. Unsocial Hours Working	Probation Service or Voluntary Sector agencies Working with offenders

CONTRA-INDICATORS:

Racist views

DERBYSHIRE PROBATION TRUST

SUPERVISORS

CONDITIONS OF SERVICE

The post is subject to the National Negotiating Council (NNC) for the Probation Service as supplemented by separate agreements adopted by the Derbyshire Probation Trust. Under these conditions new entrants to the Trust are subject to a probationary period.

MEDICAL CLEARANCE

Appointments are subject to medical clearance. This is usually obtained via a questionnaire submitted direct to the Occupational Health Physician.

CRIMINAL RECORD CHECK

All appointments under the provisions of Joint Home Office Circular No 101/88 are subject to a criminal record check for any record of convictions or cautions, via the Criminal Records Bureau.

JOB GRADING AND SALARY

The post is currently graded Band 3, Probation Spine Points 50 – 74. The successful candidate will commence on the first point of the scale, point 50, which is currently £11.09 per hour, rising to £16.64 during the weekends. Incremental progression and pay increases will be in line with NNC salary settlements. Pay is credited to a bank or building society account on or before the 25th of each month.

HOURS

A normal working day is around 7 hours and could be on any day including weekends. The appointment is on a variable hours basis, as and when required. The number of hours you are required to work each week is dependant on the volume of CP orders.

CASUAL BASIS

Supervisors are employed on an 'as and when' required basis which may include evenings and weekends. Periods of no work will be classed as temporary cessation. This will not break the terms of engagement, however you will not receive payments during periods of no work.

LEAVE

Leave will be paid quarterly in arrears. The amount will depend on the number of hours worked.

PROBATIONARY PERIOD

All new engagements are subject to a six month probationary period during which you will receive advice and guidance to help you become familiar with, and competent in performing the work you have been engaged to do. The main purpose of the probationary period is to give you an opportunity to establish your suitability for the job. The engagement is subject to the satisfactory completion of the probationary period, which itself is subject to termination during any stage of it on giving, or being given, the appropriate period of notice under the terms of your engagement.

CAR ALLOWANCE

Allowances payable are dependent on the cc of your car and actual business mileage.

PREVENTION OF ILLEGAL WORKING: section 8 of the Asylum & Immigration Act 1996

It is a criminal offence to have a person who is not entitled to live or work in the United Kingdom. We are required to make certain basic checks before taking on new workers which will give the Trust protection against being prosecuted and therefore, should you be selected as suitable, you will be required to produce:

Any **one** of the original documents included below in List 1 –

- A passport showing that the holder is a British Citizen, or has a right of abode in the United Kingdom.
- A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card.
- A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

Or **two** of the original documents included below in List 2 –

There are two combinations that are acceptable, but it is not acceptable to choose one document from the first combination and one from the second combination.

FIRST COMBINATION

You need to select A.

- A A document giving the person's permanent National Insurance Number and name. This could be a: P45, P60, National Insurance card, or a letter from a Government agency.

AND one of the options shown below from B to H.

- B A full birth certificate issued in the United Kingdom, which includes the names of the holder's parents; OR
- C A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR
- D A certificate of registration or naturalisation stating that the holder is a British Citizen; OR
- E A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
- F An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
- G A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom, and this allows them to do the type of work you are offering; OR
- H An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and this allows them to do the type of work you are offering.

SECOND COMBINATION

You need to select A.

- A A work permit or other approval to take employment that has been issued by Work Permits UK.

AND one of the options shown below from B to C.

- B A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question; OR
- C A letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.

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DERBYSHIRE PROBATION TRUST

DERBYSHIRE

Derbyshire is a county with a population of roughly 957,000. From the last census approximately 3% of the population describe themselves as being from a minority ethnic group. 12% of the residents of Derby and 1% of the rest of the county. From north to south Derbyshire is 75 miles in length and at its greatest 35 miles in breadth. Much of the central, western and northern area is included in the Peak district and there are only three significant towns, Matlock, Buxton and Glossop. It is the eastern area which is most populous, from Swadlincote in the extreme south, through Derby, Ilkeston, Alfreton to Chesterfield in the north. Of these, Derby and Chesterfield are much the largest. This part of the county also has the bulk of its industry: heavy and light engineering, chemicals, and in the south also textiles. The county is thus split into two, with a rural western tourist region and a fairly densely populated and industrialised eastern region. The main offices are within easy reach of East & West Midlands Areas or Yorkshire. Derby City Council, Derbyshire County Council and District Councils provide the local authority background.

DERBYSHIRE PROBATION TRUST

Derbyshire Probation Trust is a law enforcement agency operating under statute, contract to the Ministry of Justice. Probation Trusts operate on a cash limited budget, which is 100% funded. It is managed centrally through the Local Probation Board, which is made up of local people with strategic and financial experience in voluntary, public or private sectors and who are to a certain extent representative of the population of Derbyshire.

PROBATION IN DERBYSHIRE

The Probation Trust in Derbyshire is a medium sized organisation with total expenditure nearing £13.6 million per annum. The Chief Executive, Mrs Denise White, reports to the Probation Board and, with the two Directors of Probation, two Operations Managers, one Interventions Manager and one Director of Business Services, form the Senior Management Team responsible for implementing the Probation Board's objectives. Each Director heads a team of middle managers.

Derbyshire Probation Trust employs approximately 350 employees consisting of approximately 25 Senior Probation Officers and 85 Probation Officers, 109 Probation Service Officers, 69 administrative/secretarial staff and almost 62 support staff. Staff are based in Derby, Ilkeston (part-time in Alfreton), Chesterfield and Buxton (part-time in Matlock). The Headquarters Unit is based in Matlock Bath.

In the main, services for offenders are carried out in 'field teams' based at the offices above. The Unpaid Work unit (supervising Community Payback) also works from these decentralised bases. In addition the Probation Hostel in Derby provides 27 beds. There are two prison department establishments in the area, HMP Sudbury, an open prison with a large lifer group and HMP Foston for women. However most adult prisoners from Derbyshire serve their sentences in Nottingham or Leicester.



INVESTOR IN PEOPLE



DERBYSHIRE PROBATION TRUST

**Statement of Employment Policy About
Criminal Record Offences**

The work for which you are applying may involve at some point in time substantial opportunity for access to children or vulnerable adults. It is therefore exempt from the Rehabilitation of Offenders Act, 1974. You are required to declare any pending prosecutions or convictions you may have, even if they would otherwise be regarded as "spent" under this Act, and any cautions or bind-overs. The information you give will be treated in confidence.

The Probation Board is entitled, under arrangements introduced for the protection of children and vulnerable adults, to check with the Criminal Records Bureau (CRB) for the existence and content of any criminal record. Information received from the CRB will be kept in strict confidence.

The disclosure of a criminal record, or other information, will not debar you from appointment unless the Chief Officer considers that the conviction renders you unsuitable for appointment. In making this decision consideration will be given to the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant, including appropriate considerations in relation to the Board's published Equal Opportunities Policy.

Failure to declare any conviction, caution, bind-over or charges pending (including road traffic offences) may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

If you would like to discuss what effect any conviction you have might have on your application, you may telephone John Allsop, Director of Business Services, on 01629 57691 in confidence, for advice.

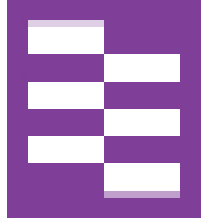
If you would like a copy of the Services policy on the recruitment of employees and volunteers (criminal record check) or the Criminal Record Bureaus Code of Practice you may telephone Katie Dennis, Human Resources Assistant, on 01629 55422.

DERBYSHIRE PROBATION TRUST

EQUAL OPPORTUNITIES POLICY

- 1 The Derbyshire Probation Trust is an Equal Opportunities employer and through its policies, procedures and monitoring endeavours to achieve the principle of equality of opportunity with regard to its staff, volunteers, offenders, and the communities it serves.
- 2 As an employer the Board is bound by the provision and spirit of the following legislation:
 - Equality Act 2010 (incorporating)
 - Equal Pay Act 1970
 - Sex Discrimination Act 1975
 - Race Relations Act 1976
 - Disability Discrimination Act 1995
 - Human Rights Act 1998
 - Employment Equality (Age) Regulations 2006
- 3 As a Public Service the Board seeks to undertake the duty in Section 95 of the Criminal Justice Act 1991 that the work of the Probation Service and of those with whom they work in partnership should be free of discrimination on a ground of race, gender, age, disability, language ability, literacy, religion, sexual orientation or any other improper ground i.e. factor which is not linked to ability to undertake whatever is required.
- 4 The existing Equal Opportunities policy has been extended by reference to other related policies e.g. the Disability Policy, Harassment Policy and the Race Equality Policy. The operation of all policies is monitored and evaluated and the documents amended or supplemented as required.
- 5 The Board endeavours to provide equal opportunities for all employees and volunteers through recruitment, training, development and progression according to ability and without discrimination and disadvantage of any kind which has no direct bearing on a person's ability to carry out his or her work. It seeks to deal with its potential employees and volunteers in ways which promote mutual tolerance and co-operation and to ensure that its staff act in a similar manner towards colleagues, those under its supervision or with whom they come into professional contact and with the general public.
- 6 Individual employees and volunteers at all levels are expected to co-operate with measures designed to develop equal opportunities and the removal of discrimination. The Probation Board as employer will not tolerate acts of direct or indirect discrimination or prejudice by its staff or volunteers which contravene the aims of this policy and will take any necessary action to ensure compliance with the policy. The Board recognises that acts of harassment or victimisation are forms of discrimination.
- 7 The Equal Opportunities Policy underpins the work of the whole Service and its principles should be applied to all planning whether in relation to staffing or service delivery issues.

**Derbyshire
Probation Trust**



A Leaflet for Candidates for Jobs in

DERBYSHIRE PROBATION TRUST

**Designed to help you understand the
process of Recruitment and Selection**

**We Aim to be an Equality of Opportunity
Employer and Select on Merit**

When you apply you will receive.....

- An Application Form
- A Job Description
- A Person Specification

What is the Application Form?

A piece of paper designed to tell you what we want to know and what you want us to know about your suitability for the job. Take time to fill in as much as you can - it will help us to better consider your application. If you do not make a good application you will not even be asked for interview.

What is the Job Description?

A list of the duties that you will be doing if you get the job, the people you work with and any special conditions.

The Person Specification

A description of the skills, personal qualities, experience and qualifications we feel are required to carry out a specific job. It is used to facilitate the short-listing process. Think how you can draw from your own experience and skills, then match them to the items listed. You will be selected for an interview based on the content of your application.

Check List before you Seal the Envelope

- **Have you read the job description and the person specification?**
- **Have you demonstrated fully in your application form that you have the skills, personal qualities and experience we require?**
- **Have you checked that you have matched all your skills, personal qualities and experience against our requirements, as set out in the person specification?**

We don't know what you don't tell us! We look at every single application form but you must make sure, therefore, that you have told us everything about yourself that you think we need to know.

The Shortlisting

Shortlisting is a pre-interview selection process which is used to determine which of those who have applied for the post appear on paper to be suitable candidates for the position. At this stage the person specification is used as the basis for shortlisting candidates for further consideration.

Prior to the Interview

If you have been shortlisted you will be invited for an interview.....prepare yourself. You should be sure that you know what is involved in the selection process. Sometimes you may be asked to do more than go through an interview – for example, a prospective Probation Service Officer may be asked to give a presentation on a given topic or a Case Administration Officer may be asked to demonstrate word processing skills.

If you haven't been invited for an interview don't be afraid to ring the Human Resources Department (01629 55422) and ask for feedback – you can then get good clear feedback about your application and why you weren't shortlisted to help you in the future.

At the Interview

You will be nervous – everyone is! Don't worry – interview panels understand that.

Here are a few tips that might help you through:-

Arrive before the time for your interview – the last thing you want is to feel rushed and harassed when you go into the interview. Settle yourself down and make yourself comfortable. When asked a question, give yourself time to think about it before you answer.

You might be asked questions about yourself, and your experiences, what personal qualities and skills you would bring to the job, your application form and probably some questions to test your approach and expertise in the particular area or activity that you have applied for a job in. At the end of the interview, you will probably be asked if you have questions – don't be afraid to ask! However, there's no obligation to ask questions – so don't feel you have to!

At the End of the Interview

Did you get the job?

We aim to inform everyone who has been interviewed of the result as soon as possible. If you are successful – congratulations! If not – there is only one successful candidate for each job but we do encourage people to ask for feedback

on their performance at interviews. The information could be helpful for future interviews.

Don't let an unsuccessful application put you off applying for other jobs in the Service.

Applicants References

All offers of appointment are subject to 2 satisfactory references, medical clearance and Criminal Records Bureau clearance. The latter comes under the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986 and Department of Health check.

Once these procedures have been completed, we will be in touch again to arrange a convenient start date.

Equality of Opportunities

Derbyshire Probation Trust has committed itself to equality of opportunities in terms of both service delivery and employment.

What does this mean?

The elimination of unlawful or unfair discrimination on the grounds of gender, race, disability, ethnic and national origin, nationality, sexuality, marital status, responsibility for dependants, religion, trade union activity and age.

Equality of Opportunities in Employment

Our policies and practices in recruitment and selection are aimed at ensuring that successful candidates are the most suitable ones, regardless of factors such as race, gender, disability or nationality. Our commitment to equal opportunities in employment also includes the provision of opportunities for training, development and advancement for the people who work with us. We recognise that 'positive action' training is one way of redressing the balance of discrimination against groups and individuals and we aim to provide this where possible.

More positively, we value and welcome diversity in our workforce – irrespective of your culture, faith, football team, choice in music etc. We are a people Service.

Derbyshire Probation Trust, Human Resources Department, 18 Brunswood Road, Matlock Bath, Derbyshire, DE4 3PA