

JOB PROFILE

POST TITLE:	Development Officer – Central Referral and Safeguarding Unit (CRSU)
GRADE:	E
DIRECTORATE:	Protective Services
RESPONSIBLE TO:	Supervisor - Central Referral and Safeguarding Unit (CRSU)
LOCATION:	PVP North, PVP South, PVP East
JOB PURPOSE:	<p>Within this central point of contact for the continual assessment of high-risk critical information, research, evaluate, instigate and record initial action in relation to the receipt of notifications/referrals from internal staff and/or external statutory agencies in relation to the protection of vulnerable people.</p> <p>To make decisions (where appropriate with other agencies) in respect of safeguarding activities that are required to be undertaken, ensuring the organisations Statutory Safeguarding responsibilities are met. To allocate cases to other appropriate units/teams for further action, or retain ownership in order to progress further lines of enquiry, ensuring all parties are fully updated and aware of current proceedings.</p>

MAIN RESPONSIBILITIES:
<ol style="list-style-type: none"> 1. Research, evaluate and risk-assess notifications/referrals received from internal staff and/or external statutory agencies in relation to child abuse, domestic abuse, mental health and the abuse of vulnerable adults and decide on onward dissemination to partner agencies and / or further police involvement. 2. Identify actions required to manage assessed risks, making informed professional decisions regarding further investigations, referral to other statutory agencies for interventions, and/or allocation to police units/teams, maintaining an auditable decision making process. 3. Respond to agency requests for multi-agency Strategy Meetings and Case Conferences related to the protection of vulnerable people. Researching, evaluating and disseminating information to relevant parties and appropriate

agencies and in line with local protocols engaging in Strategy Discussions and other appropriate meetings to ensure the Statutory Safeguarding responsibilities of the police are met. This includes deciding, jointly with partners, the level of risk presented and if further police involvement in safeguarding activity is required.	
4. In accordance with over-arching strategy guidance and procedures, make informed professional decisions to share Police information on subjects and investigations with other statutory agencies. Maximise intelligence development opportunities through the securing of information owned by other agencies which is or can be shared with the Police, ensuring rationales and decisions are clearly evidenced and recorded.	
5. Support the Police response to the Child Sexual Offender Disclosure Scheme (CSODS), and undertaking research in order to make recommendations to senior managers.	
6. Develop and maintain effective communication by acting as a single point of contact for internal and external enquires relating to the protection of vulnerable people and related PVP business areas.	
7. Assist with information requests/orders from internal teams and external agencies in relation to their management for Civil Disclosure of Police information and court hearings.	
8. To undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required to support identified vulnerable persons.	
Special Conditions:	Shift working. The duties of this post involve the processing of referrals related to child abuse and/or indecent images of children, as well as information of a distressing nature related to the protection of vulnerable people.
Security level:	MV

PERSON SPECIFICATION
Knowledge: <ul style="list-style-type: none"> • 5 A-C Grade GCSEs (or equivalent) including Maths and English • Knowledge of statutory guidance, approved professional practice and local safeguarding procedures, related to the varying areas within protection of vulnerable people in particular child protection, domestic abuse and safeguarding vulnerable adults • Demonstrable knowledge and understanding of the assessment and management of risk in relation to the protection of vulnerable people, in particular the multi-agency approach to child protection, domestic abuse and safeguarding of vulnerable adults • Demonstrable knowledge of statutory guidance, approved professional practice and local procedures, in relation to the Management of Police Information

<p>Experience:</p> <ul style="list-style-type: none"> • Proven experience of handling information of a confidential, sensitive and personal nature • Proven experience of researching, analysing and assessing information in order to identify and manage risk • Experience in successful working relationships both internally and with external statutory and voluntary agencies • Demonstrable knowledge of the criminal law
<p>Key Skills:</p> <ul style="list-style-type: none"> • Research, Analysis and Investigative skills • Ability to confidently and effectively work in partnership with other statutory and voluntary agencies • High level of communication skills both written and verbal including influencing and negotiating with other agencies when appropriate within information sharing discussions and strategy meetings • Competent in the use of IT including Windows, Microsoft packages including Outlook, Word, Excel, and Adobe Acrobat or equivalent • Ability to enter and gather information from a range of sources using an appropriate computer system and retrieve and present information in a suitable format

<p>BEHAVIOURS: PRACTITIONER</p> <p>All post holders are expected to know, understand and act within the ethics and values of the Police Service. These nationally recognised behaviours and values are set out in the Competency and Values Framework (CVF).</p> <p>The CVF has six competencies that are clustered into three groups:</p> <ul style="list-style-type: none"> • Resolute, compassionate and committed • Inclusive, enabling and visionary leadership • Intelligent, creative and informed policing <p>Under each competency are three levels that show what behaviours will look like in practice.</p> <p>This role requires the post holder to be operating at or working towards Level 1 of the CVF.</p>

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