



Central Integrated Offender Management

This Specific Role Profile sheet covers specific areas of activities that are not included in the PPF. It will include responsibilities, knowledge, skills, delivery and working arrangements relevant to this role. Please ensure that this is read and in conjunction with the given family role for the post. See Policing Professional Framework (PPF) for the relevant rank.

ROLE SPECIFIC INFORMATION	
Job Title:	Offender Management Officer – Central Breach Team
Generic Role Profile:	Business Support including intelligence analysis
Salary Band:	4
Operational / Non Operational Role:	Non Operational
Vetting Level:	Standard
Reporting to:	Line manager / head of Dept
Specific Role Purpose:	To work within the Central Integrated Offender Management (IOM) Team; Processing EMS/GPS breaches in a timely efficient manner and providing real time THRIVE compliant risk assessments which lead to a reduction in risk posed to the public from offenders who are tagged as part of Court conditions or on early release from prison. Liaison with the Local Offender Management Units (LOMU's) regarding breaches of nominals managed by specified offender managers with the goal of ensuring the safety of victims and compliance of offenders by timely information sharing. Processing out of force warrants on a daily basis to inform LPU's of the fact that there may be persons of risk residing on their area. Providing administrative services to support partner agency requests involving EMS/GPS tagging and out of force warrants.
Specific Role Responsibilities:	To provide an efficient administrative and technical service including the maintenance of systems and processes to enhance performance management and drive partnership working. To provide a central point of contact for partner agencies and other forces. Risk assess all correspondence received on behalf of the force. Particularly prevalent in relation to GPS tags where exclusion zone breaches occur to ensure safety of the public. To include the collation and recording of performance indicators and statistical data and prepare relevant and timely management information reports. To maintain appropriate systems and procedures in accordance with force policy, the Data Protection Act and Home Office policies. Maintain and update both manual and computerised office systems/databases in

	accordance with departmental and force procedures. To actively participate in meetings where appropriate. To assist in the audit and inspection process and business planning. Key Responsibilities and attributes required: • To co-ordinate and oversee the management of the following systems and processes; • Proven decision maker. Risk managed using THRIVE process, to identify risk and vulnerability and ensure that the level of response meets the threat in a timely manner • To be able to prioritise workload according to risk posed. • Problem solving skills • Good communication skills. Able to deliver excellent customer service. • Ability to work independently with minimal supervision and as part of a team when required • Ability to manage a high workload with a varied daily type of work • Ability to manage a large varied daily amount of work • Management of Electronic monitoring nominals • Producing Management figures • Single point of contact for all external agencies and other police forces. Monitor and action all correspondence accordingly and in a timely fashion • Carry out research for projects and prepare necessary reports • Prepare RIPA applications when necessary • Formulate process maps and flow charts and update when changes occur • Support the management of offenders unlawfully at large • Support and offer guidance to the LOMU's / force where necessary • To contribute to the National Offender Management System targets • To be fully conversant with the relevant IT systems and update them accordingly • To promote and support policy and procedure for Integrated Diversion and Offender Management (IDOM) • To develop, maintain and enhance collaborative partnerships with statutory partners including but not limited to EMS, HMCS and Prison Services, NCA, Home Office depts. plus all relevant non statutory partner services • Represent the department at meetings and actively participate • The postholder will at all times maintain the professional image of West Midlands Police • To provide training and best practises to LOMU's / force
Code of Ethics	The Code of Ethics is everyone's responsibility to ensure that in our values, beliefs, attitudes and knowledge, guide the judgements of us all and underpins every decision and action across policing. It must become embedded in the way

	that we think and behave.
eDR	
SPECIFIC COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE	
Knowledge & Experience <i>This section should detail the requirement of previous experiences and knowledge gained from academic qualifications if appropriate. To include recognised police skills and training. e.g. significant experience of administrative duties, degree level educated. Driving courses, specialist training.</i>	
Essential:	Access to and working knowledge of PNC, Insight, PND, ICIS, Libra, Xhibit, PINS, CORVUS and Microsoft office suite Ability to maintain spreadsheets and other performance and analytical data tools The ability to communicate and engage with varied audiences and convey complex information in an accessible way Exceptional organisational skills Must be able to work under pressure at times and meet tight deadlines Have an understanding of how to respond to different security arenas (confidential/secret) Capable of being mobile within the Force area.
Desirable:	
Hours of Work and Flexibility:	36.5 hours per week as agreed by the Dept management.
Restriction Level:	