CRITICAL PATHWAYS INTEGRATED OFFENDER MANAGEMENT UNIT (IOMU) NAVIGATOR – CHECKPOINT TEAM

REF 87/19

Locations: One current vacancy at Durham City Police Office and future projected vacancies force wide

There will be a requirement for the post holder to travel throughout the force area.

Salary: Scale 5 £22,668 - £24,759 per annum

Hours: 37 hours per week, based on Monday to Friday. The flexible working hour’s scheme is applicable. There will also be a requirement to work unsocial hours including evenings and weekends, as and when required. This role may also be suitable for job share.

Job type: Permanent

Closing date: Friday 12th April, 2019

Qualifications: City & Guilds Level III/ A Levels/or BTEC National in a relevant subject or an approved equivalent.

Applicants not in possession of the above minimum qualifications will be required to undertake the Critical Reasoning Test Battery Series and must achieve a pass in both papers.

Further information regarding the relevancy of equivalent qualifications is available from the OfQual website at http://ofqual.gov.uk/help-and-advice/comparing-qualifications/

About the Role

The successful candidates will be required to work within the police station working within the multi-disciplined Checkpoint Team.

Referrals are generated internally through the police and you will be responsible for working with offenders over a designated time period, identifying and addressing their criminogenic needs and providing appropriate interventions to support deterrence and desistance from reoffending.

Applicants must possess a full, current driving licence. There is an expectation that the post holder will travel throughout the force area of County Durham and Darlington depending on the pathway needs of the offenders.

Applicants should also have basic numeracy skills together with enhanced literacy skills, e.g. composing either original memos, letters, short reports on a regular basis,
statement writing and enhanced keyboard skills e.g. use of spreadsheets, inputting into database systems, etc. where accuracy is essential but speed is not a key demand.

Applicants need to be excellent communicators working one to one with those who have complex needs and challenging behaviours; being able to engage with them and relate to their circumstances without judgement and with the upmost integrity.

Applicants need to have a general understanding of the processes within the Criminal Justice System.

Durham Constabulary welcome applications from everyone, but as members of ethnic minority groups are currently under-represented we would encourage applications from these groups.

Applications are also welcomed from candidates who have been through the alcohol and substance recovery process and remain in recovery.

Appointment will be based on merit.

Further information can be obtained by contacting D/Insp Andy Crowe or by emailing checkpoint@durham.pnn.police.uk.

Vetting

Durham Constabulary has a strict vetting requirement and any offer of employment will be subject to appropriate vetting levels which will be maintained/updated throughout the period of service. In addition, applicants should have been a UK resident for at least 3 years prior to the date of application. However in the event that applicants have not been resident in the UK for at least 3 years and can provide a VERIFIABLE certificate from the Police of any country where they have taken temporary residence to indicate that they have not been convicted of any offence whilst in that country or involved in any investigation by a Law Enforcement Agency which includes being interviewed, arrested, issued with any penalty notice, charged or cautioned irrespective of whether that offence is an offence within the United Kingdom, then this will be considered as part of the recruitment vetting process. Individuals who are not able to meet this criteria will be subject to appropriate risk assessment by the Force Counter Corruption & Vetting Unit.

Tattoos

Any tattoo anywhere on the body that is obscene, or advocates sexual, racial, ethnic, or religious discrimination, by written word or design is prohibited and the presence of such a tattoo would preclude an applicant from passing the recruitment process for employment with the Constabulary.

To Apply

For further information please view the Job Description and Person Specification.
For further information please view the below Job Description and Person Specification.

To apply please complete the following –

**Pers 198 Police Staff Application Form**

Completed application forms should be returned to human.resources@durham.pnn.police.uk or posted back to:

Human Resources & Health Services
Police HQ
Aykley Heads
Durham
DH1 5TT
DURHAM CONSTABULARY

JOB DESCRIPTION

JOB TITLE: Critical Pathways IOMU Navigator – Checkpoint Team

COMMAND: Response and Crime Command

GRADE: Scale 5

RESPONSIBLE TO: IOMU Inspector

JOB PURPOSE: The Navigator works with offenders on the Checkpoint programme, identifying and helping them to address their criminogenic needs, with a view to diverting them away from offending and the Criminal Justice System.

MAIN DUTIES AND RESPONSIBILITIES

1. To work with offenders referred to the Checkpoint programme, providing a personalised assessment of their criminogenic needs across the Critical pathways, conducting a personal, venue and activity risk assessments as required, as part of overall health and safety requirements

2. To prepare, co-ordinate & deliver support in accordance with a contract agreed with each offender, based upon the assessment of needs. Actively engage with offenders, setting boundaries of the contract covering mutual expectations, effective lifestyle goal setting and bespoke action planning.

3. Liaise with partners relevant to each support plan to facilitate appointments and support the delivery of effective referral and recruitment pathways into other agency services.

4. Manage a caseload of clients, and maintain regular supportive contact with each person, navigating them into engagement with services; support, recovery, activity planning, or whatever their needs require. Facilitate attendance at appointments, activities etc. providing transport and support, following the escalation policy where a subject fails to engage. Conduct home visits where appropriate and where further needs identified, make appropriate referrals and or take the subject to the relevant agency.
5. To guide and support individuals in gradually taking ownership of their own plan, recognizing key areas for change, monitoring progress and adjusting goals accordingly.

6. Conduct home visits where appropriate and where further needs identified, make appropriate referrals and or take the subject to the relevant agency.

7. Promote Restorative Approaches with offenders and partners, assisting in arrangements for meetings as required

8. To undertake any training and development deemed appropriate.

The duties and responsibilities outlined above cannot encompass or define all tasks which may be required of the post holder. The outline of duties and responsibilities given above therefore may vary from time to time without materially changing either the character or level of responsibility and these factors are reflected in the grade applied to the post.
**DURHAM CONSTABULARY**

**PERSON SPECIFICATION**

**JOB TITLE:** Critical Pathways IOMU Navigator – Checkpoint Team  
**COMMAND:** Response and Crime Command

<table>
<thead>
<tr>
<th>EMPLOYEE</th>
<th>THE SUCCESSFUL CANDIDATE SHOULD POSSESS THE FOLLOWING:--</th>
<th>ASSESSMENT CRITERIA</th>
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</table>
| Educational Attainment/ Professional Qualifications | • City & Guilds Level III/ A Levels/or BTEC National in a relevant subject or an approved NVQ level 3 equivalent  
• Applicants not in possession of the minimum qualifications will be required to undertake the Critical Reasoning Test Battery Series and must achieve a pass in both papers. | • Sift/Test/Interview  
| Work Experience | • At least two years’ experience working in the community or voluntary sector/ health/social care or criminal justice system or wider welfare environment  
• At least one year’s administrative experience including writing reports, individual action/support plans  
• Experience of using referral pathways, multi-agency arena  
• Experience of developing effective partnerships | • Sift/Test/Interview  
| Knowledge/Skills/Aptitude | • Basic numerical skills, e.g., addition, subtraction, simple multiplication or division, simple statistics | • Sift/Test/Interview  

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<table>
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<tr>
<th><strong>Enhanced literacy skills, e.g. composing either original memos, letters or short reports on a regular basis, statement writing and minute taking</strong></th>
<th><strong>Sift/Interview</strong></th>
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<td><strong>Enhanced keyboard skills, e.g. use of spreadsheets, inputting into database systems, etc. where accuracy is essential but speed is not a key demand</strong></td>
<td><strong>Sift/Interview</strong></td>
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<td><strong>Excellent communication &amp; interpersonal skills essential</strong></td>
<td><strong>Sift/Interview</strong></td>
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<td><strong>Ability to act upon own initiative and respond to changing situations</strong></td>
<td><strong>Sift/Interview</strong></td>
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<td><strong>Good organisational, time management and self-motivation</strong></td>
<td><strong>Sift/Interview</strong></td>
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<td><strong>Able to demonstrate high levels of success with service users</strong></td>
<td><strong>Sift/Interview</strong></td>
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<td><strong>Disposition</strong></td>
<td><strong>Sift/interview</strong></td>
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<td><strong>Able to remain impartial whilst working with offenders whose behaviours are particularly challenging and who have multiple complex needs</strong></td>
<td><strong>Sift/Interview</strong></td>
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<td><strong>Able to work under pressure to meet specific deadlines</strong></td>
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<td><strong>Able to work on own initiative as well as part of a team</strong></td>
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<td><strong>To show resilience when faced with the most difficult of situations</strong></td>
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<td><strong>Special Requirements</strong></td>
<td><strong>Sift/Interview</strong></td>
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<td><strong>To be of the highest integrity</strong></td>
<td><strong>Sift/Interview</strong></td>
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<tr>
<td><strong>To have a respect for diversity and be committed to the principles of Equal Opportunities</strong></td>
<td><strong>Sift/Interview/ Vetting</strong></td>
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<td><strong>To possess a full, current driving licence or have access to a means of mobility support.</strong></td>
<td><strong>Sift/Interview</strong></td>
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<tr>
<td><strong>Flexibility and ability to work outside normal hours when required</strong></td>
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DURHAM CONSTABULARY

CONDITIONS OF APPOINTMENT

CRITICAL PATHWAYS IOMU NAVIGATOR – CHECKPOINT TEAM

1. SALARY

Annual salary will be based on Durham Scale 5 of the Police Staff Council.

- £22,668
- £23,361
- £24,057
- £24,759

2. PENSION

New employees will be automatically enrolled into the Local Government Pension Scheme. The successful applicant will have the right to opt out of the Pension Scheme once they have commenced employment.

3. SICKNESS DECLARATION & MEDICAL SCREENING/ EXAMINATION

All applicants should note that Durham Constabulary applies stringent sickness absence criterion. All appointments will be subject to satisfactory pre-employment medical screening. During these pre-employment checks the Constabulary requests sickness details from your previous employer(s). Following screening the successful candidate may be required to attend for a medical appointment.

4. ANNUAL LEAVE

Annual leave will be calculated on a pro-rata basis according to the number of hours worked per week. Annual leave for a full time employee (37 hours per week) will be a minimum of 26 days rising to a maximum of 31 days after 5 years continuous service.

The maximum entitlement of 31 days will also apply to those successful applicants who currently have 5 years continuous service as a member of Police Staff with a Police Authority; PCC Office, Chief Constable, Police Service of Scotland, Scottish Police Services Authority, Scottish Crime and Drug Enforcement Agency, Scottish Joint Police Force, National Crime Agency, Serious and Organised Crime Agency, National Crime Squad, National Criminal Intelligence Service, College of Policing, National Policing Improvement Agency, Local Authority, Scottish Joint Police Board, CENTREX (or predecessor), PSNI, Royal Ulster Constabulary, non-Home Office forces,
the Metropolitan Police and the British Transport Police. The foregoing leave is in addition to normal public holidays.

The annual leave year runs from 1\textsuperscript{st} January to 31\textsuperscript{st} December and those who commence employment during the year will be entitled to a proportion of the annual leave entitlement.

5. **PERIOD OF NOTICE**

The appointment will be terminable by 4 weeks’ notice in writing on either side, subject to the provisions of the Employment Rights Act, 1996.

6. **PROBATIONARY PERIOD**

Substantive appointment is subject to a Probationary Period of six months, unless you are required to attend a training course that exceeds 4 weeks, then your probationary period will be extended accordingly. Included in your Probationary Period, are any training courses that you are required to pass. At the end of the Probationary Period, subject to satisfactory report, you will be transferred to the established staff.

7. **TRAINING**

Durham Constabulary has a positive policy towards identifying and meeting the training needs of all of its’ staff and it is a condition of employment that staff are prepared to participate in any training courses which are felt to be appropriate to their needs. Most training needs will be met within the organisation, but he/she may be required to attend job related short courses.

8. **RETURN OF SERVICE/REFUND OF COURSE FEES**

If you do not serve for a minimum of 2 years with Durham Constabulary you may be required to refund the costs for any training courses undertaken.

9. **OFFICIAL SECRETS ACTS**

Upon appointment with Durham Constabulary all employees will be subject to the provisions of the Official Secrets Acts, 1911, 1920 and 1989 and will observe secrecy in all matters that may come to their notice whilst in the performance of the duties allotted to them and will only divulge such matters if compelled by law or upon the instructions of the Chief Constable, or other supervisory officer.

10. **VOLUNTARY RESERVE FORCES**

Staff may participate in the Military Voluntary Reserve Forces. These are defined as The TA; the Royal Navy Reserve; the Royal Marine Reserves, the Royal Auxiliary Air Force, the Royal Air Force Volunteer Reserve Training RAFVR (T), Air Cadet Organisation, Sea Cadets, Adult Warrant Officer (AWO) or civilian instructor. Authority to do is sought from the Chief Constable.
11. **POLITICAL RESTRICTIONS**

The Police Service is committed to full compliance with the duty to promote race equality as per the Equality Act 2010.

The Chief Constable is committed to creating a totally anti-discriminatory and inclusive police service therefore no member of Durham Constabulary may be a member of an organisation whose constitution, aims, objectives or pronouncements contradict the general duty to promote equality.

12. **ACCOMMODATION / LOCATION OF POST(S)**

One current vacancy based at Durham City, and future projected vacancies that may arise across the force area.

There will be a requirement for the post holders to travel throughout the force area.

13. **EQUAL OPPORTUNITIES POLICY**

Durham Constabulary requires a respect for diversity encourages and is committed to the principles of Equal Opportunities.

14. **WORKING HOURS**

You will work 37 hours per week, working Monday to Friday. The flexible working hour’s scheme is applicable. There will also be a requirement to work unsocial hours including evenings & weekends as & when required.

15. **TRAVELLING EXPENSES**

Expenses will not be paid for any part of the recruitment procedures.

16. **OTHER CONDITIONS**

Durham Constabulary has a strict vetting requirement and any offer of employment will be subject to appropriate vetting levels which will be maintained / updated throughout the period of service. In addition, applicants should have been a UK resident for at least 3 years prior to the date of application. However in the event that applicants have not been resident in the UK for at least 3 years and can provide a VERIFIABLE certificate from the Police of any country where they have taken temporary residence to indicate that they have not been convicted of any offence whilst in that country or involved in any investigation by a Law Enforcement Agency which includes being interviewed, arrested, issued with any penalty notice, charged or cautioned irrespective of whether that offence is an offence within the United Kingdom, then this will be considered as part of the recruitment vetting process.
Individuals who are not able to meet this criteria will be subject to appropriate risk assessment by the Force Counter Corruption and Vetting Unit.

17. TATTOOS

Any tattoo anywhere on the body that is obscene, or advocates sexual, racial, ethnic, or religious discrimination, by written word or design is prohibited and the presence of such a tattoo would preclude an applicant from passing the recruitment process for employment with the Constabulary.

18. CANVASSING

Canvassing, either directly or indirectly, is prohibited.

19. ADDITIONAL BUSINESS OR EMPLOYMENT

Employees must devote their whole-time service to the work of the Chief Constable and must not engage in any other business or take up any other employment without the written consent of the Chief Constable.

20. SMOKING POLICY

Durham Constabulary operates a “No Smoking” policy.

21. CLOSING DATE

Applications must be received by the closing date of Friday 12th April, 2019 at 5 p.m.

22. GENERAL

Applications will not be acknowledged, and if you do not hear from us within six weeks you can assume that you have been unsuccessful. Should this be the case we would like to thank you for your interest in this post.

Where possible, specific dates for assessment (if applicable) and interview for this post have been identified and details are given below. Unfortunately, we are not always able to offer alternative dates.

23. APPOINTMENT OFFER / ANTICIPATED DATE FOR FILLING THIS POST

We hope to make a conditional offer of an appointment approximately one month after the closing date. The appointment offer will be subject to satisfactory pre-employment clearances including medical screening, recruitment vetting checks and employment references. Should any clearance prove to be unsatisfactory we reserve the right to withdraw any offer of employment made. A starting date will be agreed following receipt of satisfactory clearances, taking into account notice periods required.
This post will be filled as soon as practicable.