

NATIONAL PROBATION SERVICE GWENT AREA

PLEASE COMPLETE USING BLACK INK OR TYPE

Application for the post of:

Closing date: N.I. Number:

Surname: Forenames:

Address:

.....

..... Post Code:

Tel No: Home: Office: Mobile:

E-mail Address:

Date of Birth: Age:

Do you have a current valid Driving Licence? YES NO

Use of car? YES NO

DETAILS OF EDUCATION (please continue on separate sheet, if necessary)

From	To	Schools, Colleges, etc. State full-time or part-time	Qualifications Obtained Please list subjects passes

Current Employer:

Date of Appointment:

Post held and present salary:

.....

Reasons for wishing to leave:

Date available to take up post:.....

Details of Present Duties:

.....
.....
.....
.....

DETAILS OF PREVIOUS EMPLOYMENT (most recent first)

From	To	Name and Address of Employer	Post Held	Reason for Leaving

Details of Relevant Work Experience (please continue on separate sheet, if necessary)

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.....
.....
.....
.....
.....
.....

Notice to Candidates

Please note that an offer of the post will be subject to satisfactory medical screening.

Are you prepared to undergo medical screening?

YES NO

Because of the nature of the post for which you are applying, the appointment is exempt from the Provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1986. Applicants are therefore not entitled to withhold information about any convictions of "bind-over" orders or formal cautions which for other purposes may be regarded as "spent" under the Act. Any offer of appointment resulting from this application will be subject to a police records check, for which your consent will be required. An offer of employment will not be confirmed until such check is satisfactorily completed. In the event of employment, any subsequent discovery of failure to disclose convictions etc., could result in dismissal or other disciplinary action by the Board. Any information given will be completely confidential and will be considered only in relation to an application for a position to which the above mentioned orders apply.

Have you ever been convicted or "bound-over" in respect of any offence, including motoring offences, or received a formal caution in respect of any alleged offence(s)?

YES NO

If you have answered "yes" to the above question, you must state details of such convictions, cautions "bind-over" orders below.

.....
.....
.....

Are you in good health?

YES NO

How many days sickness absence have you had in the past 12 months?

Please list number of occasions of absence:.....

Outline nature of absence:.....

Are you related to any member of the Probation Board?

YES NO

Where did you see the post advertised?

The Statements made by me in this application are true to the best of my knowledge and belief:-

Signature..... Date

This form, duly completed, should be returned to:

Probation Head Office, Cwmbran House, Mamhilad Park Estate, Pontypool. NP4 0XD

NATIONAL PROBATION SERVICE

GWENT AREA

JOB DESCRIPTION

TITLE:	Probation Officer
GRADE:	Main Grade
LOCATION:	
QUALIFICATIONS/LEVEL:	Successful completion of an approved course
OF EXPERIENCE:	of training for Probation Officers
RESPONSIBLE TO:	Divisional Manager

KEY DUTIES AND RESPONSIBILITIES

1. To supervise those persons made subject to any form of Probation Service statutory supervision through regular contact at the office and at home, through institutional visits etc. This will include enforcing the statutory requirements of court orders, licences and other notices of supervision and applying a variety of individual and team based approaches and methods. With regard to criminal work, this is aimed at diverting an offender from re-offending and in relation to civil practice to achieve the objectives agreed between the individual, court and officer.
2. To prepare punctually pre-sentence reports and other reports for courts, local parole review committees, penal institutions and other agencies as required.
3. To liaise with and carry out other duties in respect of courts, such as presentation of reports and information, interviewing defendants and advising the court as appropriate.
4. To produce concise and accurate records and statistical information as required by the Probation Board and the Home Office.
5. To deploy knowledge and use of, and liaison with, community resources, voluntary associates and statutory and voluntary organisations to provide a flexible and comprehensive service to persons for whom we have a statutory responsibility.
6. To manage a workload containing a variety of tasks which are within the policy and priority guidelines of the Service as prescribed by the Probation Board.
7. Where required to undertake work in penal institutions or specialist teams on transfer for a determinate period.
8. To participate in staff meetings, conferences, and case conferences and to attend regular Liaison Committee Meetings with Magistrates.
9. To undertake in-service training and to be subject to a range of professional development and assessment processes including regular supervision and the preparation of personal assessment reports.
10. To provide placements and supervise students from various social work courses and other related agencies such as the Prison Service, legal profession, health visitors, etc who wish to gain experience of the Probation Service.
11. To observe and promote practices and activities which are within the Health and Safety, Equal Opportunity and Anti-Racism Policy Guidelines of the Probation Service.
12. Such other duties as may from time to time be required commensurate with the post.

EQUAL OPPORTUNITIES POLICY AND CODES OF PRACTICE

POLICY STATEMENT

The Gwent Probation Area is committed to protecting and promoting an individual's right to be both different and equal.

This policy aims to give strong leadership with the intention of mainstreaming issues of diversity at all levels from Board down, to build on an organisation which challenges discrimination, value diversity and ensures fair and equal access for all.

The policy will ensure that all job applicants, employees, service providers and service users will be treated equally and without discrimination regardless of race, colour, ethnic or national origin, language, religion, sex/gender, marital status, age, sexual orientation, disability or social class.

All offenders, courts and the community will be assured of equality of opportunity in the delivery of the agency's services and will not be disadvantaged by virtue of any factors listed above.

All employees will be recruited, trained and promoted on the basis of ability to fulfil the requirements of his/her role and will not be disadvantaged by virtue of any conditions or requirements which cannot be proven to be justified by the role specification.

Gwent Probation Area is committed to the eradication of racism in all its forms. It accepts that institutionalised racism, direct and indirect discrimination and discrimination by victimisation are endemic in society as a whole and in the Criminal Justice System. In the following Policy, the following definitions are implied:

Institutionalised Racism

"The collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture or ethnic origin. It can be seen in the processes or attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantage minority ethnic people".

Minority Ethnic

The term "*Minority ethnic*" is used to describe African, African-Caribbean, Asian and other minority groups to reflect the culture and religious diversity found within such communities in Britain. The generic use of the word "*Black*" has been defined by ABPO as "*a political one which emphasises the common experiences and common determination of people of African, African-Caribbean, and Asian origin to oppose the effects of racism*". The word "*Black*" is only employed in the policy when part of a title, or as part of an attributed quote.

A Racist Incident:

"Any incident which is perceived to be racist by the victim or any other person".

Unlawful Discrimination:

- *"Direct discrimination consists of treating a person, on racial grounds, less favourably than others are or would be treated in the same or similar circumstances"*.
- *"Indirect discrimination consists of applying in any circumstances covered by the Act a requirement or condition which, although applied equally to persons of all racial groups is such that a considerably smaller proportion of a particular racial group can comply with it and it cannot be shown to be justified on other than racial grounds."*
- *Discrimination by victimisation occurs when a person "is given less favourable treatment than others in the same circumstances because it is suspected or known that he or she have brought proceedings under the Act, or given evidence or information relating to such proceedings, or alleged that discrimination has occurred"*.
- *Harassment "is unwanted behaviour, practice or conduct which adversely affects the dignity of a person by causing personal offence, humiliation, physical or mental pain by creating an intimidating, unwelcoming or stressful environment or by threatening a person's job security"*.

Harassment extends to interaction between people that is acceptable to them, but offensive to a third party present at the time.

The aims of this policy will be regarded as integral to all aspects of the Gwent Probation Area's work and will inform the content of all other policy documents and associated Codes of Practice.

A copy of this policy and any subsequent amendments will be made available to all job applicants and employees as a matter of routine and to all service users on request.

A copy of this policy will be displayed in all premises accessed by offenders and service users.

NATIONAL PROBATION SERVICE - GWENT AREA EQUAL OPPORTUNITIES MONITORING FORM

The Probation Service aims to be an equal opportunity employer and to select staff solely on merit, irrespective of sex, race or disability. In order to monitor the effectiveness of our equal opportunities policy, we require all applicants to provide the following information. **This information will be used solely for monitoring purposes and will be treated as confidential, please complete all sections of the form.** This form will be separated from your application on receipt, before consideration of the candidates takes place.

Application for the post of: _____

Full Name: _____

Date of Birth: _____ Age: _____

Sex: Male Female

Disability:

Do you have a disability Yes / No

Nature of disability (please state) _____

Disability can be a physical, sensory or mental impairment, which has a substantial and long-term adverse effect on the person to carry out normal day to day activities. Conditions, which have a slight effect on day to day activities but are likely to become substantial, are also covered.

Please contact the Personnel Department if there is anything we need to know about your disability in order to offer you a fair selection interview, e.g. do you have a speech difficulty or need a wheelchair accessible interview room,

Ethnic Origin:

I describe my ethnic origin as:

White

British Irish Other

Mixed

White & Black Caribbean White & Black African White & Asian
Other

Asian or Asian British

Indian Pakistani Bangladeshi Other

Black or Black British

Caribbean African Other

Other Ethnic Groups

Chinese Other Ethnic Group Refusal

Do you require a work permit for this country Yes No

Date of renewal: _____

Please state where you found out about this vacancy: _____

Signature: _____ Date: _____

Thank you for taking time to complete this form. Please return it with your application. Any complaints that the application has been unfairly considered on grounds of racial origin, sex, or disability should be made in writing to: The Chief Officer, The National Probation Service, Gwent Area, Cwmbran House, Mamhilad Park Estate, Pontypool, NP4 0XD.

GWENT PROBATION BOARD HEALTH AND SAFETY AT WORK

CIRCULAR TO ALL EMPLOYEES

The Health and Safety at Work Act, 1974 makes further provision for securing the health, safety and welfare of persons at work, and for protecting others against risks to health or safety in connection with the activities of persons at work.

The Probation Board is required under the Act to publish a written general statement of safety policy which is detailed below. This general statement is supplemented by departmental statements which are available and may be obtained from the Chief Officer.

STATEMENT OF SAFETY POLICY

1. The Probation Board recognises and accepts its responsibility as an employer for providing a safe and healthy work place and working environment for all of its employees.
2. The Board will take all steps within its power to meet the responsibility paying particular attention to the provision and maintenance of:-
 - (i) Plant, equipment, and systems of work that are safe.
 - (ii) Safe arrangements for the use, handling, storage and transport of articles and substances.
 - (iii) Sufficient information, instruction, training, and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
 - (iv) A safe place of work, and a safe access to it.
 - (v) A healthy working environment.
 - (vi) Adequate welfare facilities.
3. Without detracting from the primary responsibility of managers and supervisors for ensuring safe conditions of work, the Board will provide competent technical advice on safety and health matters where this is necessary to assist line management in its task.
4. No safety policy is likely to be successful unless it actively involves work people themselves. The Board will, therefore, co-operate fully in the appointment of safety representatives by recognised trade unions and will provide them where necessary with sufficient facilities and training to carry out this task. The Board will also co-operate in the setting up of a safety committee or committees as appropriate. In this connection, the Board reminds its employees of their own duties under Section 7 of the Health and Safety at Work Act to take care for their own safety and that of other workers, and to co-operate with the Board so as to enable it to carry out its own responsibility successfully.
5. A copy of this statement will be issued to all employees. It will be reviewed, added to, or modified from time to time and may be supplemented in appropriate cases by further statements relating to the work of particular departments or groups of workers.

C.J. LANGDON
Secretary of the Gwent Probation Board

GWENT PROBATION BOARD

SEXUAL HARASSMENT POLICY

The Gwent Probation Board believes that all employees have the right to be treated with dignity and respect and is committed to ensure that sexual harassment at work will not be permitted or condoned. All employees have a responsibility to comply with the policy.

The Equal Opportunities Policy Statement confirms that the Probation Board will not tolerate contravention of its equal opportunities policy by any of its employees and that it will be particularly concerned to investigate any alleged incidents of sexual harassment.

Existing industrial relations machinery and procedures will be used for dealing with complaints of sexual harassment involving employees.

- employees who are aggrieved should use the grievance procedure applicable to them as amended by this policy for sexual harassment
- action against employees who commit sexual harassment will be taken in accordance with the appropriate disciplinary procedures

A copy of this policy and any subsequent amendments will be made available to all job applicants and employees as a matter of routine and to all service users on request.

GWENT PROBATION BOARD

SMOKING AT WORK POLICY

1. INTRODUCTION

- 1.1 The Health and Safety at Work Act 1974, places a duty on every employer to ensure, so far as it is reasonably practical, the health, safety and welfare at work of all employees. Equally, each employee has a duty while at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- 1.2 For many years medical evidence has highlighted the risk to health of smoking for smokers and non-smokers. The effect of passive smoking on non-smokers has emerged as an important issue, raising the question of how to reconcile the interests of smokers and non-smokers in the workplace.
- 1.3 The prime objective of the policy is to provide a healthy and comfortable, smoke free environment for smokers and non-smokers. Therefore, smoking is prohibited within probation premises.
- 1.4 The Probation Board recognises that the success of the policy relies on the good will of all employees. To this extent employees are requested to co-operate fully in observing the requirements of the policy and to be patient and bear in mind the difficulties others may have in observing the terms of the policy.

2. VISITORS AND OFFENDERS

- 2.1 The general expectation is that the policy also applies to visitors, offenders and all contractors. This has been determined very much against the background that everyone is a member of the public and are, therefore, already subject to such policies when using public transport, cinemas, restaurants, etc. However, if in a staff members view it would be unwise for reasons of personal safety to deny an offender an opportunity to smoke, the staff member should exercise appropriate discretion, particularly where the ability to have this flexibility would enable them to come through a particularly difficult piece of work with an offender.

3. IMPLEMENTATION

- 3.1 For comfort and safety 'This is a No Smoking Area Notices' will be displayed in all non-smoking areas.
- 3.2 Smoking in non-smoking areas will be regarded as behaviour that will be challenged. Persistent refusal to comply with the provisions of the policy may be regarded as a disciplinary offence.
- 3.3 A copy of the policy will be kept on the Personnel Database and also circulated to all external interview candidates.
- 3.4 Employees who wish to stop smoking may get advice from the Area's Occupational Health Advisers. Consideration will also be given towards reasonable paid time off from work to attend relevant courses advised by Occupational Health.

GWENT PROBATION AREA

CONDITIONS OF SERVICE FOR PROBATION OFFICERS, DIVISIONAL MANAGERS, SENIOR PRACTITIONERS AND ASSISTANT CHIEF OFFICERS

Terms and conditions of employment are covered by collective agreements made through the National Negotiating Committee for the Probation Service and supplemented by the Local Conditions of Service. The Secretary of State has power to determine the pay and conditions of service of Probation Officers.

SALARY

Salaries are paid in accordance with the provisions of the Probation (Conditions of Service) Rules 1975, as amended, and as determined by the Secretary of State under Schedule 3 of the Powers of Criminal Courts Act 1973, as amended. Any revision to salary scales (Annual Pay Awards) are usually implemented with effect from 1 April each year.

Main Grade (Points 107-137)

Salaries will continue by annual increments up to maximum of main grade scale.

Probation Officers working in Prison Service establishments receive an environmental allowance in addition to salary.

Senior Practitioner Scale (123-144)

On promotion to SP, commencing salary within the SP scale is determined having regard to the appointee's current salary within the main grade.

Divisional Manager (140-158)

On promotion to Divisional Manager, commencing salary within the Divisional Manager scale is determined having regard to the appointee's current salary.

ACO Scale (161-178)

On promotion to ACO, commencing salary within the ACO scale is determined having regard to the appointee's current salary within the SP grade.

PAYMENT OF SALARY

Payment of salary is made directly into officer's bank or building society account on the 20th day of each calendar month (for the whole of that particular calendar month).

HOURS OF WORK

In accordance with the latest JNC agreement, hours of work are flexible and it is necessary for officers, from time to time, to work outside normal weekday office hours. In such cases, the appropriate enhanced pay rate will apply in accordance with the Unsocial Hours Agreement. Within this framework, it is expected that normally 150 hours will be completed in each period of four weeks.

CAR USER STATUS

If a car is used for duty, Probation Officer grades are classed as essential car users. A monthly lump sum is paid, dependent on the engine size of the officer's vehicle, up to a maximum of 1450 c.c. This allowance is a payment towards maintenance, insurance, servicing and taxing of the vehicle and is paid monthly with salary. The appropriate mileage rate is paid for mileage undertaken on official business, up to a maximum of 1450 c.c.

NOTE: Temporary Probation Officers are designated casual users.

CAR LOANS

Car Loans, up to a maximum of £8,500, are available for permanent staff.

HOLIDAYS

Probation Officers are entitled to 36 days' annual leave (four of which are designated by the Probation Board. The leave entitlement is separate from, and in addition to, statutory holidays).

SUPERANNUATION

There is a contributory pension scheme available to all permanent probation officers who work 15 hours or more per week for at least 35 weeks per year. Officers contribute 6% of salary. Employees not joining the scheme will have to pay State Earnings Related Pension Scheme contributions or enter into a personal pension scheme.

MEDICAL CLEARANCE

Medical clearance is required for all new appointments to the Gwent Probation Area.

DISCLOSURE

Probation Officers are not covered by the Rehabilitation of Offenders Act and must disclose details of any convictions. Under Home Office Circular 86/44 (Disclosure of Criminal Background of those with Access to Children), all probation officers are subject to a Criminal Records Bureau check.

CONFIRMATION OF APPOINTMENT

Confirmation of appointment, within 12 months' service as a probation officer, is required under the Probation Rules 1965, as amended.

SICK PAY

During 1st year of service	-	1 month's full pay and (after 4 months' service) 2 months' half pay*
During 2nd year of service	-	2 months' full pay and 2 months' half pay*
During 3rd year of service	-	4 months' full pay and 4 months' half pay*
During 4th and 5th year of service	-	5 months' full pay and 5 months' half pay*
After 5 years of service	-	6 months' full pay and 6 months' half pay*

* "Full pay" sickness allowance is an officer's normal salary less Statutory Sick Pay and/ or other State Benefits.

"Half pay" sickness allowance is an allowance equal to half an officer's normal salary, paid in addition to Statutory Sick Pay or other State Benefits -provided always that the total amount receivable does not exceed normal salary.

Gwent Probation Board can exercise its discretion to recognise CQSW training and previous service with other public, local authority or other relevant service as continuous for the calculation of entitlement to sick pay.

RELOCATION EXPENSES

Relocation Expenses are available. Further details can be obtained from the Chief Officer (Support Services Division).

NOTICE OF TERMINATION OF EMPLOYMENT

Probation Officers are entitled to receive and required to give one calendar month's notice. After five years' service, entitlement to notice is one week for each completed year of service, subject to a maximum of 12 weeks' notice.

GWENT PROBATION BOARD

STATEMENT OF POLICY ABOUT RELEVANT OFFENCES

The work for which you are applying involves substantial opportunity for access to children. It is, therefore, exempt from the Rehabilitation of Offenders Act 1974. You are, therefore, 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 and will only be taken into account in relation to an application where the exemption applies.

The Gwent Probation Board is also entitled, under arrangements introduced for the protection of children, to check with the Criminal Records Bureau for the existence and content of any criminal record of the successful applicant. Information received from the CRB will be kept in strict confidence and, except in adoption and fostering cases, will be destroyed immediately the selection process is completed.

The disclosure of a criminal record, or other information, will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision, the Gwent Probation Board will consider 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 Gwent Probation Board's published Equal Opportunities Policy.

Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

If you would like to discuss what affect any conviction you might have on your application, you may telephone either the Chief Officer or an Assistant Chief Officer on **01495 762462**.

Central guidance on these arrangements is set out in Home Office Circular 47/93 available form F2 Division, Home Office, 50 Queen Anne's Gate, London, SW1H 9AT.