

JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POST DETAILS:

Job Title:	Vulnerability Manager	Current Grade:	B001
Department:	Public Protection	Area:	Force-wide
Reports To:	Vulnerability Inspector	No of Posts:	04
Level of vetting:	Recruitment Vetting	Post Number:	

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

The post holder will manage teams of Vulnerability Coordinators and Vulnerability Development Officers to ensure the organisation meets its statutory obligations in terms of mental health, suicide prevention, adults at risk and child safeguarding legislation. The role ensures that standards and service levels are identified and met and that work is prioritised and tasked efficiently and effectively in support of organisational requirements

C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Non-Direct

Staff Responsibilities – Direct

Manage teams of Vulnerability Coordinators and Vulnerability Development Officers across the various Vulnerability Units

Any Other Statistical Data

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D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

- Managing teams of Vulnerability Development Officers and Vulnerability Coordinators working with them and understanding their purpose and roles to ensure effective service delivery
- Help deliver the organisation's strategic vision for Public Protection
- Oversight of triage and prioritisation of public protection submissions, ensuring teams effectively research, prioritise and process all safeguarding/SPMH submissions
- Providing oversight, guidance and support to vulnerability coordinators regarding referral decisions
- Engaging with external partners such as NHS, Social Services and attending meetings regarding vulnerable persons to ensure best care and treatment and a coordinated response
- Forming part of a management team within the Public Protection setting while horizon scanning with Vulnerability Inspectors to capture learning and identify opportunities for improvement
- Developing expertise within teams by managing training, CPD and development opportunities
- Providing knowledge and expertise around safeguarding submissions and organisational responsibilities to operational officers
- Managing briefing products created for operational officers
- Managing performance frameworks for public protection, capturing learning and best practice

E. DECISION MAKING:

Make decisions

- Managerial decision making around annual leave and training and other administrative areas
- Prioritising of work in accordance with Public Protection standards and objectives
- Decisions on referral of vulnerable persons to partners/local authority

Significant say in decisions

- Within the Vulnerability Units, the post holder contributes to the decision making process on the creation/discontinuation of Vulnerable Person Profiles (VPP)

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

For the purposes of sharing knowledge, learning and expertise, the coordination of activity and briefing, post holders will have frequent contact with the public protection department, BTP managers and operational officers.

External

For the purposes of multi-agency coordination, information sharing and research, accessing subject matter experts, and suicide prevention activity and coordination, the post holder will have frequent contact with external partners, including but not limited to HO Police, local authority social services, NHS England and Wales, NHS Scotland, rail industry partners and Third sector and voluntary organisations.

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G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

- Degree or equivalent experience in a related field
- Educated to 'A' Level/Higher Grade
- 5 or more GCSE/Standard Grade/National 5 qualifications including Maths and English

Experience:

- Experience of leading a team
- Experience of working with partners and adapting communication style as appropriate

Skills:

- Demonstrable evidence of sound decision making and judgement based on a variety of sensitive information.
- Excellent organisational skills and an ability to lead
- Excellent verbal and written communication skills with the ability to assimilate and report on complex issues to a range of partners
- IT literate with sound working in MS Office
- Ability to represent BTP at multi-agency meetings and case conferences

Knowledge:

- Knowledge of the legislative framework defining public protection responsibilities in England, Scotland and Wales
- Data protection principles and legislation
- Freedom of Information principles

Desired Criteria:

Qualifications and Training:

- Police IT databases such as PNC, PND, CHS, SID
- Qualification in an associated field such as social work, health care

Experience:

- Previous experience of working with partner agencies, of negotiation and consensus building to reach common goals
- Experience of influencing and relationship building in a public service setting
- Previous experience of public protection policy and practice and/or working with vulnerable people

Skills:

Knowledge:

- Knowledge of social services care provision

H. ANY ADDITIONAL INFORMATION: *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

- A high degree of personal integrity and discretion is required in this role
- Successful candidates will be subject to a security vetting process.

I. AUTHORISATION DETAILS

Prepared By: Grant Cathcart

Date:

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date:

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