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## JOB DESCRIPTION

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

### A. POST DETAILS:

	Safeguarding –		
Job Title:	Engagement & Referral co-ordinator	Current Grade:	A006
Department:	Central Safeguarding Hub based at Leeds	Area:	FHQ
Reports To:	Safeguarding Manager	No of Posts:	4
Level of vetting:	Vetting Level 2		

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

Ensure the identification and reporting of safeguarding related risks and vulnerabilities re children and vulnerable adults who come to notice of BTP

Conduct further checks and complete an initial assessment of individual vulnerabilities in each circumstance

Make decisions on whether to refer and complete necessary referrals and information sharing with other Agencies and partners

Co-ordinate and implement risk mitigation and victim support plans

Follow up progress and review the contemporary risks and the responses provided by other Agencies. Where necessary escalate matters that require further support and interventions

Support communication strategies to improve awareness and safeguarding responses to a multi-agency approach, working closely with senior managers and other professionals in Local Authorities, police Forces, Health sectors, the railway industry and third sector organisations

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

**Financial – Direct or Non-Direct**

**Staff Responsibilities – Direct or Non-Direct**

1-2 Safeguarding intelligence/Niche researchers

**Any Other Statistical Data**

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

Transform BTP's responses to a multi-agency approach, working closely with senior managers and other professionals in Local Authorities, police Forces, Health sectors, the railway industry and third sector organisations

Ensure that all safeguarding incidents are identified

Quality assure reports ensuring compliance with necessary standards and procedures

Ensure that all reports have been treated seriously, as a priority and that the initial responses were appropriate and properly instigated.

Complete and early assessment and make a decision regarding subsequent activity, referrals and information sharing.

Maintain accurate confidential and decision making records on all safeguarding matters and complete data and information management requirements

Where appropriate discuss and refer to the appropriate social or health care services

Establish and maintain effective working relationships with partners

To be committed to safeguarding and promoting the safety, welfare and wellbeing of children, young people and adults, raising concerns as appropriate

To work unsupervised and take responsibility for own workload

To participate in or attend multi-agency meetings when required.

**E. DECISION MAKING:**

**Make decisions**

**Operational level re. an individual's particular needs and circumstances for each separate occurrence**

**Significant say in decisions**

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

**Internal**

Operational officers, duty officers and intelligence Units etc.

**External**

Extensive joint working and engagement

with professionals and practitioners operating at single tier local Authority, District / Borough levels including police, social services, GP's mental health units, health practitioners, and third sector / voluntary organisations and charities

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

**Essential Criteria:**

**Qualifications and Training:**

A levels

5 X GCSE A –C grades inc. Maths and English

With evidence of relevant continuing professional development

Good IT and keyboard skills including Excel or similar database systems evidenced through previous work or academic experience.

**Experience:**

Working as part of a team

Personal time management and organisational skills, managing competing demands and setting priorities.

Previous office administration experience, where working to deadlines/high priorities/accuracy is required.

Previous experience in legal or public facing position, dealing with both internal and external customers;

Experience of dealing with partners in an empathetic and patient manner, with the the ability to adapt style of communication to achieve an acceptable conclusion for all parties.

Supervisory experience or able to demonstrate an ability to get others to perform tasks, functions and actions

Quality assurance of others work ensuring that it is completed or rectified to a satisfactory level

Calm and enthusiastic when working under pressure for long periods

**Skills:**

IT literate with through aptitude of MS Office,

Ability to make appropriate decisions, taking into consideration the impact of any outcome.

Use of initiative to seek advice at the appropriate time to ensure a detrimental decision is not made.

Willingness to accept responsibility when dealing with all situations

Excellent communication skills both over the telephone and in person if required to attend case conferences.

IT literate with excellent keyboard skills

Able to empathise with victims of crime

Able to prioritise and manage time effectively

Attention to detail,

Be self-motivated and ability to cope with stressful/pressured and distressing situations

Ability to demonstrate flexibility, good team working skills and be adaptable to change.

**Knowledge:**

Knowledge and application of:

Victims Code of Practice.

Legislation on Data Protection,

Freedom of Information,

Security of Information,

Government protective marking scheme

Management of Police Information



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**Desired Criteria:**

**Qualifications and Training:**

**Experience:**

Niche, PNC (#NE access), PND, ControlWorks and related systems.

Experience in criminal investigation and /or Intelligence procedures

Experience of working in a multi-agency environment

**Skills:**

Ability and willingness to regularly travel across the UK to attend multi-agency meetings and case conferences.

**Knowledge:**

Knowledge and understanding of all strands of safeguarding and public protection.

An understanding of the legislative frameworks and statutory requirements relating to children's services in particular the Children's Act 1989, 2004 and Working Together to Safeguard Children.

An understanding of Authorised Professional Practise, national guidance and police related priorities in relation to Safeguarding

Knowledge of NHS, Public Health and Clinical Commissioning structures and processes, and equivalent 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.*

**I. AUTHORISATION DETAILS**

Prepared By:

Date:

Area Commander  
/FHQ HoD:

Date:

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