



# SUFFOLK CONSTABULARY

## JOB DESCRIPTION

**Post:** Public Protection Officer  
**Grade:** Band E **Job Evaluation Ref:** C71  
**District/Department:** Protecting Vulnerable People (PVP)  
**Sector/Section:** Public Protection Unit  
**Location:** Ipswich/Bury St Edmunds/Lowestoft  
**Reporting to:** Public Protection Manager

## ACTIVITIES AND RESPONSIBILITIES OF THE POST

### 1. Principal purpose of the role

The Public Protection Officer is responsible for management of Registered Sex Offenders (RSOs), Potentially Dangerous Persons and Other Violent Offenders in the Community.

### 2. Main activities of the role *(This list is not exhaustive)*

- Participate in multi-agency management meetings and plans relating to managed offenders
- Administration of systems associated with managed offenders in line with policy and national best practice.
- Gather, record, disseminate and action relevant intelligence in relation to managed offenders.
- Manage and conduct disclosures in relation to managed offenders to other agencies and members of the public as required.
- Preparation and administration of civil preventative orders.
- Liaison with other agencies, police forces and internal departments as necessary to effectively manage risk.
- Must have confidence to conduct unannounced home visits to offenders and complete associated risk assessments.
- Any other duties commensurate with the role and grade as may reasonably be requested by line management.

### 3. Special conditions/Points to note

- a) The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibilities.
- b) Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments within Suffolk Constabulary as may be reasonably required. The job-holder will also be required to attend multi-agency partner meeting across Suffolk and within the Eastern region. Police Staff Conditions of Service will be adhered to in such instances.
- c) This post has powers designated by the Chief Constable.

- d) The post-holder may be requested on occasion to work outside standard core hours as may be reasonably required. Police Staff Conditions of Service will be adhered to in such circumstances.
- e) The job-holder will be required to undertake the 5 day Management of Sex Offenders and Violent Offenders (MOSOVO) course in order to fulfil the full extent of the statutory responsibilities of the role. On successful completion of the course, the individual will be accredited by the College of Policing (recognised qualification).
- f) All duties must be carried out in accordance with relevant Health and Safety legislation and good practice. A 'No Smoking in the Work Place' policy applies.
- g) All duties must be carried out in a manner that supports the Constabulary's commitment to equality and inclusion.

## **PERSON SPECIFICATION**

**Post:** Public Protection Officer

**District/Department:** Protecting Vulnerable People

**Location:** Ipswich / Bury St Edmunds /  
Lowestoft

### **Essential Criteria**

1. Effective communication skills and the ability to adjust style to the audience as required
2. Experience of working effectively within multi-agency partnerships
3. Proven ability of working using own initiative whilst prioritising and maintaining a well-structured workload
4. Experience of using a range of information sources to produce timely reports and make effective decisions
5. Ability to work in unpleasant or difficult circumstances whilst dealing with potentially distressing information including conducting unannounced home visits to offenders
6. Ability to undertake low risk safety training
7. Ability to drive and travel throughout the county and beyond in relation to business for the role

### **Desirable Criteria**

1. An understanding of law and procedures relating to the Sexual Offences Act 2003, the Police and Criminal Evidence Act (PACE) and legislation relating to managed offenders.
2. Experience of investigative interviewing and/or conducting volume or complex investigations.
3. Experience of conducting structured risk assessments of situations or people.