

**To: The Chair of the Probation Board  
The Chief Executive of the Probation Trust  
The Chief Officer of the Probation Board  
(Copy enclosed for Head of Human Resources)  
The Secretary of the Probation Board  
Members of the NNC**

8 April 2008

**NNC CIRCULAR NO.6/2008**

Dear Madam/Sir

**Job Evaluation Updates**

**1. User Guide**

Please note the following amendment to the Job Evaluation User Guide has been agreed by the National Negotiating Council for the Probation Service:

Section 11.9 has been revised regarding the involvement of trade union representatives in the initial evaluation of a new job prior to it being advertised at the appropriate pay band. Thus, the existing Section 11.9 should be replaced with the attached.

There are no other changes to this document

**2. National Benchmark Role Profiles**

The following profiles (copies attached) have been drawn up by the national Job Evaluation Panel and have been signed off by the National Negotiating Council:

- Approved Premises Night Supervisor (profile 54)
- ViSOR Administrator (profile 55)

The Joint Secretaries are available to give further advice if necessary.

Yours faithfully

**Christine Lawrie  
Judy McKnight**

**Joint Secretaries**

## **JOB EVALUATION**

### **USER GUIDE - SECTION 11.9**

#### **11.9 (Situation D) New Jobs**

- New jobs should be provisionally matched or evaluated by the HR Manager in conjunction with a relevant line manager and a representative of one of the recognised trade unions, prior to being advertised at the appropriate grade and salary range.
- After no more than 12 months, the job holder(s) may request a review of the local matching or evaluation of the post, against an up-to-date job description or completed job description questionnaire, as appropriate.
- If an individual or group of employees is dissatisfied with the outcome of this review of matching or local evaluation, they may submit an appeal. In this case, the procedure is as for (A) above for an appeal against a matching review or (B) above for an appeal against an evaluation review.

## **PROBATION SERVICE NATIONAL BENCHMARK PROFILE**

### **54. APPROVED PREMISES NIGHT SUPERVISOR**

#### **JOB STATEMENT**

- 1) Works as part of team to deliver high quality supervision and risk management to approved premises residents.
- 2) Participates in hand over briefing sessions at beginning and end of shifts.
- 3) Monitors and checks residents regularly during night; checks security of building.
- 4) Maintains computerised and/or manual offender records, including data entry as necessary.
- 5) Ensures that the Approved Premises' regime, rules and procedures are complied with.
- 6) Responds quickly in any emergency situation, including any breach of approved premises rules/licence conditions by residents; manages abusive and aggressive behaviour.
- 7) Alerts approved premises management and/or police in case of serious incident, in accordance with procedures.

#### 54. APPROVED PREMISES NIGHT SUPERVISOR PROFILE

FACTOR	RATIONALE	LEVEL	POINTS
<b>Job Knowledge</b>	Knowledge of hostel rules, policies & procedures, use of CCTV, food hygiene, first aid, how to deal with difficult people <b>Knowledge of procedures for range of tasks, some relatively complex</b>	3	60
<b>Mental Skills</b>	Resident problems, conflicts, risk management <b>Interpret information to solve problems</b>	2	26
<b>Interpersonal/ Communication Skills</b>	Skills for developing & maintaining relationships with residents, managing challenging behaviour <b>Exercise motivating skills</b>	3(a)	39
<b>Physical Skills</b>	Keyboard skills for resident records <b>Keyboard skills for some aspects of work</b>	2	26
<b>Initiative &amp; Independence</b>	Operate to Approved Premises rules; deal with issues as they arise overnight, wake more senior person if serious <b>Work within recognised procedures, deal with unexpected problems</b>	3	39
<b>Responsibility for People</b>	Responsible for ensuring residents comply with approved premises rules <b>Undertaking duties in relation to health &amp; safety of offenders</b>	2	26
<b>Responsibility for Supervision</b>	Advice to new night supervisors, as necessary <b>Limited or no responsibility</b>	1	13
<b>Responsibility for Financial Resources</b>	Handle cash occasionally <b>Limited or no responsibility, occasional cash handling</b>	1	13
<b>Responsibility for Physical Resources</b>	Contribute to offender record keeping, security of premises <b>Handling &amp; processing manual, computerised information, some responsibility for security</b>	2	26
<b>Mental Demands</b>	Mental attention for behaviour of residents, CCTV monitoring <b>Concentrated sensory attention, lengthy periods</b>	3	30
<b>Emotional Demands</b>	Emotional problems, challenging behaviour of residents <b>Regular emotional demands, occasional significant demands</b>	3	30
<b>Physical Demands</b>	Some lifting, moving of residents' belongings <b>Limited physical effort, occasional effort</b>	1	10
<b>Working Conditions</b>	Hostel conditions, risk of physical violence <b>Considerable exposure</b>	3	30
<b>TOTAL</b>			368
<b>PAY BAND</b>			2

## **PROBATION SERVICE NATIONAL BENCHMARK PROFILE**

### **55. ViSOR ADMINISTRATOR**

#### **JOB STATEMENT**

- 1) Undertake specific ViSOR administration duties, including input and updating intelligence information, checking and distributing ViSOR messages.
- 2) Use office and computer based information to produce a range of documentation and correspondence.
- 3) Use a range of computer software, including CRAMS and police computer system.
- 4) Take telephone calls and answer enquiries within own competence.
- 5) Undertake office routines including organising meetings, preparing agendas and minutes, maintaining diary systems, receipt and distribution of mail.

## 55. ViSOR ADMINISTRATOR PROFILE

FACTOR	RATIONALE	LEVEL	POINTS
<b>Job Knowledge</b>	Requires knowledge of ViSOR procedures, national standards; literacy and numeracy skills, administrative skills to NVQ level 2 or equivalent <b>Predominantly practical and procedural knowledge across technical/ specialist area</b>	3	60
<b>Mental Skills</b>	ViSOR and general administrative problems <b>Need to interpret information and solve problem</b>	2	26
<b>Interpersonal/ Communication Skills</b>	Exchange information with team members, other agencies <b>Exchange information orally and in writing, some tact</b>	2	26
<b>Physical Skills</b>	Maintain case records, ViSOR, CRAMS, OASYS, DELIUS, high levels of accuracy <b>Advanced keyboard skills, high levels of precision and speed</b>	4	52
<b>Initiative &amp; Independence</b>	Organises own work within pre-set limits & procedures, initiative for day to day issues <b>Work within recognised procedures, supervision normally available</b>	2	26
<b>Responsibility for People</b>	Provides information <b>Some direct impact on well-being of individuals</b>	2(a)	26
<b>Responsibility for Supervision</b>	No formal supervisory responsibility <b>Limited or no direct responsibility</b>	1	13
<b>Responsibility for Financial Resources</b>	No financial responsibilities <b>Limited or no direct responsibility</b>	1	13
<b>Responsibility for Physical Resources</b>	Process offender information as major job duty <b>Handle/process information, considerable amounts</b>	3(a)	39
<b>Mental Demands</b>	Concentration for administrative duties, making practical arrangements <b>Lengthy periods of concentrated sensory attention</b>	3(c)	30
<b>Emotional Demands</b>	Processes information about offenders, including sex offenders <b>Regular emotional demands</b>	3(a)	30
<b>Physical Demands</b>	Constrained position for keyboard based activities <b>Some physical effort</b>	2	20
<b>Working Conditions</b>	Office conditions, occasional reception duties <b>Minimal exposure to unpleasant conditions</b>	1	10
<b>TOTAL</b>			371
<b>PAY BAND</b>			2