

 <div>HR Services putting people first</div>	<div>HUMBERSIDE POLICE</div> <div>Role Requirement</div>		POA: 13C
			Post No: SUPPVP90227, SUPPVP90228
Position Title: Domestic Abuse Investigation Liaison Officer	Grade: SO1	Vetting Level:	
Overall Purpose of the role: To provide support and guidance to staff within the investigation teams regarding Domestic Abuse and support and interventions for victims and perpetrators.			
Specific Roles/Tasks			
<p>Work within the Investigation teams as a Domestic Abuse champion providing support and guidance to police officers and staff regarding the investigation and possible interventions.</p> <p>Contact victims of Domestic Abuse to make them aware of the support services available for victims and their families.</p> <p>Empathise with victims and encourage them to engage in the criminal justice system.</p> <p>Increase perpetrator engagement in the MATAC process and perpetrator programmes by identifying perpetrators from ongoing investigations. Liaising with perpetrators in custody where appropriate to offer information with regards the MATAC process / perpetrator programmes.</p> <p>Prepare case files for DVPO's (Domestic Violence Protection Orders). To advise Police Officers regarding issues or additional information required for the files.</p> <p>Prepare court papers regarding the DVPO process and ensure police databases are updated with DVPO's updates.</p> <p>To provide resilience when required to attend Magistrates Court in the role of advocate and present the DVPO application in the Courtroom in line with force Policy and Procedures.</p> <p>Prepare files for lessons learnt assessment for the DA Scrutiny panel which will be chaired by a senior member of staff.</p> <p>To collate the information from the DA Specialist in the Hub to ensure appropriate action is taken to support victims.</p> <p>To collate data to monitor the number of victims supported by the DA Specialist calls to measure the performance of the role.</p> <p>Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.</p>			

Responsibility		Decision Making	
<p>To work within the Investigation teams as a Domestic Abuse champion.</p> <p>Increase awareness of relevant support agencies available to victims.</p> <p>To develop risk management plans with victims and signpost them to relevant agencies.</p> <p>Engage with perpetrators to discuss perpetrator programmes and the MATAC (Multi Agency Tasking and Coordination) process.</p> <p>Ensure deadlines are met and DVPO applications are accurate and ready for court.</p> <p>Ensure Safeguarding referrals are completed.</p> <p>Responsible for using the NDM and THRIVE model in all actions undertaken.</p> <p>Act as SPOC for Domestic Abuse</p> <p>As a member of Humberside Police you will accord with the Standards of Professional Behaviour, as outlined in the Code of Ethics, at all times.</p> <p>You will recognise the responsibilities of your role and act lawfully in the public interest.</p> <p>Your conduct will encourage others to have confidence in policing.</p> <p>You will have honesty and integrity and be open and transparent in your decisions and actions. You will treat people fairly and demonstrate respect, tolerance and self-control. You will lead our service by good example and will report, challenge or take action against the conduct of colleagues which has fallen below the standards expected.</p>		<p>Decisions are made within guidelines although the post holder is required to use initiative to solve problems and prioritise work.</p> <p>The post holder will need to be resourceful in making contact with appropriate personal and will be able to distinguish between urgent and sensitive and non sensitive information.</p>	
		Additional Information	
		<p>Meetings attended may be of a <u>graphic and distressing nature</u>.</p>	
Reports To:		Direct reports:	
Prepared by:- Anne McLoughlin Date:- 08/02/2019		Confirmed by:- Date:-	
		Received by:- Workforce Planning Date:- 22/02/2018	

Person Specification

		Scale S01
Attainments/ Knowledge	Essential	Literate and Numerate. Has an understanding of the dynamics and principles of Domestic Abuse.
	Desirable	Has an understanding of the Domestic Violence Protection Order process. Has knowledge of force computer systems including PNC, PND, Connect. Has an understanding of Safeguarding regarding both children and adults.
Experience	Essential	Has experience of working in a team. Has experience of prioritising a varied workload to meet deadlines.
	Desirable	Has experience of managing risk regarding victims and offenders of Domestic Abuse. Has experience of working within the Criminal Justice System Has experience of working with victims and/or offenders in a domestic abuse environment.
Skills/ Specialisms	Essential	Good oral and written communication skills. Computer Literate. Ability to analyse and extrapolate data to produce management information. Well-developed listening skills and questioning techniques. Report writing skills to produce clear and concise written reports.
	Desirable	Has worked within investigation teams dealing with victims and offenders. Has experience of delivering training and raising awareness regarding domestic abuse.
Decision Making/ Problem Solving/ Planning	Essential	Possesses an understanding of when to refer matters to supervision. Ability to work with minimum supervision and ability to use initiative regarding routine matters and enquiries. Demonstrates attention to detail and accuracy in all tasks undertaken. Ability to organise own working day, prioritising tasks to meet varying deadlines.
	Desirable	Is able to set objectives in relation to workloads and priorities accordingly. Has experience of working with victims and/or offenders in a domestic abuse environment. Is able to develop a package of interventions for cases using existing legislation and support agencies.
Practical Effectiveness	Essential	Demonstrates attention to detail and accuracy in all tasks undertaken. Confident manner with the ability to gain credibility with others. Possesses an appreciation of the need for confidentiality. Access to transport in order to travel around the force area.
	Desirable	Is active in creating and developing positive, co-operative relationships with others, both inside and outside the organisation.
Citizen Focus		A citizen focussed culture exists when every member of staff considers the impact that their actions have on the people they serve and proactively seeks ways of improving the quality of the service that they provide. The post holder must convey to both internal and external clients a customer focussed service based on fairness and quality and ensure they fully understand and represent the Force's values and principles at all times.
Respect for Race & Diversity		Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance. Understands other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times. Understands and is sensitive to social, cultural and racial differences.