

# **TRAINEE PROBATION OFFICER PERSON SPECIFICATION**

Key skills, knowledge and experience.

## **Ability to Relate to Others**

This involves relating to a range of organisations, groups and individuals including, but not exclusively, those who have experienced personal or social difficulties. This requires that a candidate:

- Has an ability to create an impression of reliability and dependability but challenges inappropriate behaviour firmly, diplomatically and sensitively.
- Has the ability to critically analyse relationships and demonstrates awareness of own impact on others.

## **Working as part of a Team**

- Has abilities in listening, sharing, giving and receiving support and advice and is able to resolve differences and find ways forward.
- Is willing to share information and suggest new ideas but understands and respects the roles and responsibilities of others.

## **Working with People**

- Understanding of human behaviours in a variety of settings.
- Has the ability to influence change in people's behaviour.

## **Communication**

- Has an ability to speak clearly, concisely and confidently, using language and manner appropriate to the audience, avoiding the use of jargon.
- Is able to produce accurate and concise work, which is clear and complete.
- Can present information, which is logically structured and jargon-free.

## **Planning and Organising**

- Has a regard for quality assurance issues.
- Has an ability to prioritise effectively, together with a systematic approach to workload management, reviewing progress and revising in the light of changing circumstances.
- Is able to prepare work in advance, effectively withstanding workload pressures, and can thus consistently meet deadlines.

## **Self-Management (feedback)**

- Is motivated, confident and aware of self but recognises limits of own knowledge and responsibility.
- Is able to identify realistic but challenging self-development needs and take responsibility for own learning.
- Able to productively use feedback to enhance own performance.

## **Motivation and Commitment**

- Is able to demonstrate good preparation.
- Responds to opportunities in a manner that is enthusiastic and demonstrates interest.
- Is able to demonstrate that motivation is properly informed by knowledge of the Probation Officer role and the demanding work of the modern National Probation Service.

## **Values**

- Is objective, non-discriminatory, and avoids being influenced by personal bias.
- Demonstrates an appropriate awareness of diversity issues.
- Has the ability to address issues of inequality and power differential.
- Is committed to the National Probation Service Values:
  - treating all people fairly, openly and with respect
  - a commitment to valuing diversity and acting in an anti-discriminatory way
  - an uncompromising stance against the harm caused by crime
  - a strong belief in the capacity of people to change
  - the importance of taking personal responsibility for behaviour
  - the necessity of learning from experience

## **Openness to New Ideas**

- Is prepared to critically evaluate existing practices and adapt flexibly to change.
- Demonstrates evidence of flexibility and the ability to share responsibility.
- Ability to recognise different perspectives.

## **Problem Solving**

- Demonstrates knowledge of the problem solving cycle and the ability to apply this in practice.
- Has an ability to conceptualise; an understanding of theory underlying practice; and questions and evaluates information.
- Considers other people in problem solution.
- Has an ability to make appropriate and realistic judgements, based on relevant, up to date and verifiable information.