



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

DIRECTORATE: Local Policing & Criminal Justice
AREA/DEPT: Prevention
FAU:
SECTION: Offender Management
JOB TITLE: SENIOR VISOR SUPPORT OFFICER
REPORTS TO: Force VISOR Unit Manager
CURRENT RANK/GRADE: D
DATE: June 2024

1. JOB PURPOSE: (Briefly state your job's overall objectives. To.....")

To support the Force VISOR Unit Manager, risk assessing and managing "in custody" sex offenders, researching and responding to queries regarding ViSOR nominals, thresholds and civil orders, tracking sexual offences through the courts, tracking breaches of sex offender notification, researching intelligence and information received and co-ordinating MOSOVO MAPPA processes. To provide support to area MAPPA Teams and to liaise with partner agencies to share information and resolve issues regarding VISOR nominals.

2. PRINCIPAL ACCOUNTABILITIES:

(Describe the important end results you are expected to achieve).

- a) Complete risk assessments and risk management plans for "in custody" sex offenders, responding to any information from the prisons or other agencies and liaising with the Sex Offender Managers if any police investigation or other involvement is required. Ensure national standards are adhered to in the formulation of risk management plans and flag up to the Sex Offender Managers any higher risk cases due for imminent release from prison.
- b) Co-ordinate and manage the administration of all Registered Sex Offenders residing overseas and Registered Sex Offenders placed into Reactive Management including the completion of Reactive Management applications and plans.
- c) Co-ordinate and complete Registered Sex Offender 16 week reviews and the application of some flags / intelligence markers such as vehicles and locations.

- d) To undertake remote contact with Registered Sex Offenders in order to arrange appointments and to clarify any administrative information to ensure Visor compliance and accuracy.
- e) Co-ordinate and manage a database for sexual offence arrests / charges, civil orders and notification / breach of civil order offences and offences committed by Sex Offenders to support the organisation by tracking such cases and ensuring opportunities to proactively manage offenders and protect the public are not missed.
- f) Co-ordinate and manage a diary system for home visits for high and very high risk sex offenders, ensuring home visits are properly diarised, responding to changes in risk level with any potential late visits highlighted to supervision within the MOSOVO Unit. Collection of data around home visits including late visits on a monthly basis.
- g) To research and respond to complex and protracted legal queries received by the courts that cannot be resolved swiftly by the VISOR Support Officers in respect of sentencing issues, sex offender notification thresholds, civil orders and any other relevant issues.
- h) Provide advice and guidance to police officers and staff working across the organisation in respect of VISOR issues, sexual civil orders and notification requirements, MAPPA and data quality. To provide the same to external partner agencies including Probation, Prisons, Immigration and Youth Offending Services.
- i) Fulfil the function of Central Point of Contact (CPC) on VISOR during any absence of the Force VISOR Unit Manager to ensure the force can still service it's responsibilities for new and transferred VISOR nominals. Ensuring new and transferred records are completed in accordance with national standards and accepting transfers into force within a timely manner.
- j) To attend forums and conferences appropriate to the role, most likely in the absence of the Force VISOR Unit Manager, including the Regional User Group (RUG) for VISOR, regional MOSOVO (Management of Sexual and Violent Offenders) working group. To feed into those groups any significant or developing issues involving Merseyside Police and to report back to force any changes or directives within national policy.

3(a) KNOWLEDGE AND EXPERIENCE:

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

Knowledge of relevant Force Systems including the following: PNC, Niche, VISOR, Microsoft Office applications in order to utilise them to undertake the role or completion of relevant training.

Working knowledge of the following legislation and procedures including:

PACE and Criminal Evidence Act 1984

Data Protection legislation

Sex Offender legislation

Terrorism Legislation

MAPPa Guidance

MOPI

National Visor Standards

European Human Rights Convention legislation, this is required in order that the post holder is aware of rules governing access/storage of data on PNC, Niche and VISOR etc.

Skills & Abilities

The post holder must be organised, capable of making clear decisions and work within a highly pressurised environment. The post holder must be able to lead others through periods of increased demand, change and in a department responsible for the management of high risk offenders. They must have the ability to plan and prioritise work to optimise performance and reduce risk and harm.

Proven audit and inspection skills in order to conduct critical analysis of data and systems, and make recommendations for informing tactical decision making.

The ability to process complex and substantial amounts of information in a logical format will enable the post-holder to be able to work on tasks that require a logical and methodical approach to tackle information with the requirement to be able to provide attention to detail.

Communication skills both written and verbal are required in order to liaise with police/police staff both within the force and externally, crown courts, magistrates' courts, the Probation Service and other external agencies, and to give presentations as required.

Accurate input of data is required; therefore it is essential to possess excellent keyboard skills.

Ability to act upon own initiative, working either alone or as part of a team is essential due to hours required to work.

Ability to liaise with other forces concerning MOSOVO offender management and transfer of ViSOR records and the ability to liaise with HM Prisons and the Force Solicitor when necessary.

A logical approach and an analytical mind is required in order to decipher the necessary information often buried in files, statements etc.

Investigation skills, ability to research, plan and organise according to national key-wording PNC criteria.

3(b) (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

No

4. RELATIONSHIPS:

(a) *Supervisory responsibilities:* N/A

(b) *Supervision Received:* Line manager Force VISOR Unit Manager

(c) *Other Contacts:*

(i) *Within Merseyside Police:*

Daily contact within Merseyside Police including other Prevention Teams, Investigations staff, PNC Bureau, Force Solicitor, Data Protection/FOI Co-ordinator, Force Intelligence, PPU / Unity, High Tech Crime Unit / Abusive Images Unit, SIO's and investigators, operational officers.

(ii) *Outside Merseyside Police:*

As and when required contact with National Probation Service, prisons, other forces, Youth Offending Service, magistrates and crown courts, local authorities, UKBA, National Crime Agency / Titan, PNC at Hendon and Registered Sex Offenders.

5. CONTEXT:

(a) *Operating Environment:* (Services provided, work patterns, who are the customers).

Post holder works across the force area from a central location within the force flexible working scheme.

The unit support the organisation in the management of sex offenders and other ViSOR nominals including violent, terrorism and potentially dangerous offenders also by effective, quality administration of VISOR and PNC.

The unit ensure the close working relationships between Merseyside Police, other forces and partner agencies are maintained.

The unit assist investigators and operational officers with a research capability, utilising VISOR, PNC and Niche amongst other systems to identify potential suspects for sexual offences based upon MO, description and other searchable information.

The unit also supports the MOSOVO Offender Managers teams with VISOR administration and MAPPA support.

- (b) **Framework and Boundaries:** (Policies and procedures which affect you and how these can be changed).

All computerised / manual criminal records and disclosures are strictly in accordance with Home Office Directives which are reviewable.

Operating procedures, duties and responsibilities are governed by local departmental policy and are reviewable.

The unit work within national standards and directives for VISOR, MOSOVO offender management and systems such as PNC.

The unit comply with MAPPA guidance, MOSOVO policy and PVP policy and legislation (child protection, vulnerable adults, domestic abuse, CSE, harmful practices) in highlighting potential safeguarding risks and concerns.

- (c) **Organisation:** (For each type of post that reports directly to you, outline below the posts overall responsibilities).

N/A

6. DIMENSIONS: (Indicate in quantitative terms, key areas on which your job has an impact).

Financial: N/A

Staff: N/A

Other: Nationally this is a demanding, critical role and contributes to ensuring that the force fully complies with the Sexual Offences legislation, within the national timescales, relating to the management and registration of Registerable Sex Offenders and other VISOR nominals. Failure to do so could jeopardise the reputation of Merseyside Police and have serious consequences. Errors made in this role could lead to local and national media attention and civil litigation. The application of information/intelligence, including detailed Keyworded M.O.s to the PNC and VISOR, is known to increase cross border detection rates.

The heightened public and media interest surrounding sexual offences has resulted in a sharp increase in sexual convictions. The unit is responsible for the administration of increasing numbers of active sex offenders.

7. JOB CHALLENGES: (Describe the most challenging or complex parts of your job).

This post has a direct impact on the effectiveness of operational policing, and in maintaining public safety. To identify impact and consequences on legislative and procedural changes and make recommendations to relevant strategic meetings. The post holder will be dealing with an aspect of police work, which can be unpleasant and requires sensitivity, tact, diplomacy and discretion. The role also ensures that the force fully complies with the legislative and policy requirements in place for ViSOR nominals including sex offenders, violent offenders, terrorism offenders and potentially dangerous people. Failure to do so could harm the reputation of Merseyside Police. Effective partnerships must be maintained with the National Probation Service, prisons and other agencies. The ability to analyse, interpret and process accurate information onto the Police National Computer and Visor.

The ability to work under pressure and work to timescales and deadlines.

The ability to work as part of a team.

To work on own initiative with minimum supervision.

Maintain an awareness of the implications of the Human Rights Act and the Data Protection Act and the principles of MOPI, for the purposes of applying intelligence to the PNC and avoiding civil litigation.

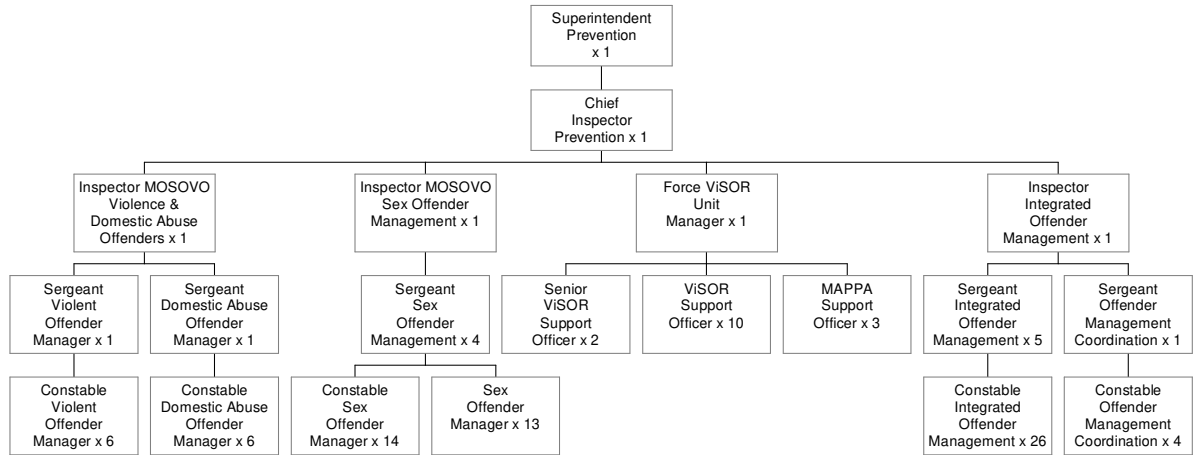
8. ADDITIONAL INFORMATION:

(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

The post-holder must be security cleared to at least SC level

The post holder may be exposed to details of offences committed of a violent and or sexual nature, and this may cause distress.

9. ORGANISATIONAL STRUCTURE:



10. AGREEMENT OF QUESTIONNAIRE CONTENT:

(Please sign when completed)

POSTHOLDER'S NAME:

(Please print in block capitals)

POSTHOLDER'S SIGNATURE:

Date:

Extn

MANAGER'S NAME:

(Please print in block capitals)

MANAGER'S SIGNATURE:

Date:

Extn