

# LANCASHIRE CONSTABULARY

## JOB DESCRIPTION



**Lancashire**  
**Constabulary**  
police and communities together

**Post Title:** Restorative Justice Promotional Worker

**Location:** Across Lancashire

**Responsible to:** Restorative Justice Manager

**Job Purpose:** To provide a link between the Constabulary and external partners and agencies with the aim of embedding the use of Restorative Justice in those organisations and increasing the numbers of referrals for Restorative Justice Meetings

**Grade:** LC7

### **KEY RESULT AREAS**

**This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.**

- To work with the Office of the Police and Crime Commissioner to devise and execute initiatives and events which raise public awareness of Restorative Justice, and improve accessibility, especially amongst victims of crime
- To link in with external partners and agencies to manage, develop and grow communication networks successfully enhance current provision for Restorative Justice
- To work with other agencies and partners to promote the use of Restorative Justice, seeking and acting on feedback to establish the most effective methods
- Develop and deliver effective channels of internal and external communications, monitoring and improving effectiveness
- Deliver safe, cost-effective processes, ensuring compliance with corporate procedures and protocols agreed with other agencies and departments such as the Ministry of Justice, National Police Chiefs' Council, College of Policing, HM Prisons, National Probation Service, Lancashire & Cumbria Community Rehabilitation Company and Lancashire Victim Services
- Provide the link in with partners and agents and victims of crime to establish whether they have been offered Restorative Justice and the circumstances under which it was offered

- Provide advice and support to staff and other agencies on best practice in relation to Restorative Justice the running of high quality RJ meetings
- To attend corporate training events and other meetings and present findings and experiences in relation to the delivery of Restorative Justice to further promote its use
- Support and facilitate the running of RJ meetings where appropriate
- Liaise with local press and media to increase public awareness of Restorative Justice
- Operate in an innovative and problem solving manner, positively implementing change and understanding the rationale behind it
- Demonstrates a strong commitment to delivering a high standard of service with an emphasis on Quality at all times
- To promote and comply with Lancashire Constabulary's policies on equal opportunities and health and safety both in the delivery of service and the treatment of others
- To be responsible for improving your performance by participating in the Professional Development Review (PDR) process with your manager
- To carry out any other duties which are consistent with the nature, responsibilities and grading of the post

## CANDIDATE SPECIFICATION

Essential	Desirable	To be identified by:
<b>Qualifications</b>		
Trained and experienced in facilitating a wide range of RJ Conferences having successfully completed a 3 day (Level 2) training course		Application Form / Interview
<b>Knowledge/Experience</b>		
Experience of building excellent relationships working in partnership with other agencies/departments and groups	Knowledge of the workings of the criminal justice system	Application Form / Interview
Experience of critically examining processes to improve performance	Knowledge of out of court disposals	Application Form / Interview
Experience of providing advice, support and guidance to successfully influence partners and external agencies in relation to best practice		Application Form / Interview / Assessment
Experience of delivering presentations to a wide range of audiences		Application Form / Interview / Assessment
Excellent verbal communication skills and experience of providing a consistently high level of customer service		Application Form / Interview
Experience of linking in with local media and press to promote the benefits of Restorative Justice		Application Form / Interview
Experience of producing persuasive written information to communicate appropriately with target audiences across different media	Experience of drafting policies and procedures	Application Form / Interview
Experience of analysing management information with a high level of attention to detail		Application Form / Interview
Experience of working with minimal supervision, organising and prioritising own workload		Application Form / Interview
Experience of working effectively as part of a team		Application Form / Interview
Experience of maintaining strict confidentiality, using tact and diplomacy where applicable		Application Form / Interview
Knowledge of Health & Safety, Equal Opportunities, Data Protection Principles and Community & Race Relations Legislation/issues		Interview
<b>Other</b>		
An acceptable level of sickness absence		Attendance to be checked post interview by Recruitment for internal staff, via references for external staff
Full Driving Licence		Interview
Ability to travel on constabulary business as required		Interview
Flexible approach to working practices and hours		Interview

<b>Personal Qualities</b>	
<b>Decision Making</b> Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgment, ensuring actions and decisions are proportionate and in the public interest.	Interview PDR*
<b>Leadership – Openness to Change</b> Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change. Takes an innovative and creative approach to solving problems.	Interview PDR*
<b>Leadership – Service Delivery</b> Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.	Interview PDR*
<b>Professionalism</b> Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behavior. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.	Interview PDR*
<b>Public Service</b> Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall service to the public.	Interview PDR* Assessment
<b>Working with Others</b> Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.	Interview PDR*

*Please note that the use of the terms "Assessment & Interview" is based upon candidates being successfully short-listed. In addition, the division reserves the right to select the most suitable candidate based upon any combination of assessments that it deems appropriate.*

*\* Professional Development Review (PDR) refers to the on-going internal appraisal scheme that Lancashire Constabulary employ to monitor and develop its employees.*