

GWENT POLICE - ROLE PROFILE

Role:	MARAC Coordinator
Division:	Central Public Protection Unit
Responsible to:	Detective Inspector
Responsible for:	N/A
Role Purpose:	Liaise with and co-ordinate with all key local agencies to ensure the adherence of the terms of reference of MARAC.
Grade:	Grade 5
Vetting Level:	MV
Fixed/Field/Flexible:	Fixed

Main Activities

1. Liaise with and co-ordinate with all key local agencies to ensure the terms of reference of the MARAC using the agreed referral threshold to ensure that the volume of cases referred to MARAC meet the necessary criteria.
2. Organise and ensure consistency in referral of cases from the full range of potential referring agencies based on the use wherever possible of a common risk assessment tool for victims.
3. Prepare the MARAC agenda to ensure that cases are reviewed in the most time effective manner and that any specialist attendees are present. Follow up on completed and incomplete actions with responsible agency.
4. Ensure that the relevant data is collected to ensure that the outputs and outcomes from MARAC can be recorded and accountability to victims and partner agencies is underpinned.
5. Work closely with partner agencies to ensure that all relevant members of staff are familiar with the MARAC process and their role and responsibilities within it. Receive and deliver appropriate training as necessary, and to challenge and escalate poor performance or engagement by partners.
6. Develop and maintain the necessary documentation to ensure the smooth running of the MARAC including the information sharing protocol, the referral forms, research forms and minutes.
7. Quality Assure case papers and minutes prepared for MARAC meetings. Ensure circulation to partners in a timely fashion.
8. To deliver advice and guidance to the point of resolution.

9. To undertake activities and administrative tasks as required.
10. To provide an effective and efficient service to both internal and external customers ensuring confidentiality is maintained at all times.
11. To communicate effectively with internal and external customers acting as the single point of contact for MARAC.
12. To ensure force systems are maintained and updated effectively in line with business processes.
13. To ensure all work is undertaken is compliant with relevant legislation and force policies and procedures, keeping up to date with emerging technologies and best practise.
14. To comply and act in accordance with relevant legislation, Gwent Police Policies and protocols, including Code of Ethics, Personal Development Review (P.D.R), Equal Opportunities, Health & Safety, Management of Police Information, Data Protection and Information Security

Job Specific Criteria Areas	Maximum Word Count	Method of assessment, For example, application form, test, presentation or certificate
1. Attainments	300	Application Form / Certificate
GCSE Maths & English grade C or equivalent.		
2. Experience	400	Application Form/Interview
<p>Previous experience and knowledge of VAWDASV.</p> <p>Must be able to evidence previous working experience of disclosing information/processing information to internal and external customers in line with policies and procedures.</p> <p>Must be able to evidence previous working experience of coordinating partners/stakeholders for meetings/conferences, setting actions and following these actions up with partners/stakeholders.</p> <p>Must have proven experience of prioritising fluctuating workloads to ensure performance levels are attained.</p> <p>Must possess relevant experience in processing information in accordance to local, national and legislative environments.</p>		
3. Knowledge	400	Application Form/Interview
<p>Sound knowledge of VAWDASV legislation.</p> <p>Must have a sound working knowledge of the interrogation, retrieval and interpretation of information from multiple sources.</p> <p>Must be able to demonstrate sound knowledge of working with Microsoft Office applications to produce reports and agendas.</p> <p>Must have a sound working knowledge of legislation effecting the processing and sharing of information.</p> <p>Level 1 welsh (training will be given). Fluency in welsh desirable.</p>		

4. We are emotionally aware		Interview
<ul style="list-style-type: none"> • I treat others with respect, tolerance and compassion. • I acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law. • I remain calm and think about how to best manage the situation when faced with provocation. • I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure. • I ask for help and support when I need it. • I understand the value that diversity offers. • I communicate in clear and simple language so that I can be easily understood by others. • I seek to understand the thoughts and concerns of others even when they are unable to express themselves clearly. 		
5. We take ownership		Interview
<ul style="list-style-type: none"> • I actively identify and respond to problems. • I approach tasks with enthusiasm, focusing on public service excellence. • I regularly seek feedback to understand the quality of my work and the impact of my behaviour. • I recognise where I can help others and willingly take on additional tasks to support them, where appropriate. • I give feedback to others that I make sure is understandable and constructive. • I take responsibility for my own actions, I fulfil my promises and do what I say I will. • I will admit if I have made a mistake and take action to rectify this. • I demonstrate pride in representing the police service. • I understand my own strengths and areas for development and take responsibility for my own learning to address gaps. 		

6. We are collaborative	400	Application form/Interview
<ul style="list-style-type: none"> • I work cooperatively with others to get things done, willingly giving help and support to colleagues. • I am approachable, and explain things well so that I generate a common understanding. • I take the time to get to know others and their perspective in order to build rapport. • I treat people with respect as individuals and address their specific needs and concerns. • I am open and transparent in my relationships with others. • I ensure I am clear and appropriate in my communications. 		
7. We deliver, support and inspire		Interview
<ul style="list-style-type: none"> • I take on challenging tasks to help to improve the service continuously and support my colleagues. • I understand how my work contributes to the wider police service. • I understand it is part of my collective responsibility to deliver efficient services. • I take personal responsibility for making sure that I am working effectively to deliver the best service, both individually and with others. • I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles that could prevent or hinder delivery. • I support the efficient use of resources to create the most value and to deliver the right impact. • I keep up to date with changes in internal and external environments. • I am a role model for the behaviours I expect to see in others and I act in the best interests of the public and the police service. 		

8. We analyse Critically		Interview
<ul style="list-style-type: none"> • I recognise the need to think critically about issues. I value the use of analysis and testing in policing. • I take in information quickly and accurately. • I am able to separate information and decide whether it is irrelevant or relevant and its importance. • I solve problems proactively by understanding the reasons behind them, using learning from evidence and my experiences to take action. • I refer to procedures and precedents as necessary before making decisions. • I weigh up the pros and cons of possible actions, thinking about potential risks and using this thinking to inform our decisions. • I recognise gaps and inconsistencies in information and think about the potential implications. • I make decisions in alignment with our mission, values and the Code of Ethics. 		
9. We are innovative and open-minded		Interview
<ul style="list-style-type: none"> • I demonstrate an openness to changing ideas, perceptions and ways of working. • I share suggestions with colleagues, speaking up to help improve existing working methods and practices. • I constantly reflect on my own way of working and periodically review processes and procedures to make continuous improvements. • I adapt to change and am flexible as the need arises while encouraging others to do the same. • I learn from my experiences and do not let myself be unduly influenced by preconceptions. 		

Signed : _____(Applicant – upon offer of appointment)

Dated: _____