**ROLE PROFILE**

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| **Role Title:** | MATAC Coordinator | **Leadership level:** | *To be determined at later phase* |
| **Post reference:** | OO013/20063 | **Job family:** | *To be determined at later phase*  |
| **Grade:** | D | **Location:** |  |
| **Allowances:** | NA | **Politically restricted post:** | No |
| **Area command / Department:** | Safeguarding, MATAC | **Vetting level:** |  |
| **Reporting to:** | MATAC Manager | **Date accepted as a role profile:** |  |
| **Posts responsible for:** | None  |
| **Part A – Job Description**  |
| **Overall purpose of the role:** |
| To work as part of the Multi Agency Tasking and Coordination (MATAC) team conducting in depth research, producing multi agency and multi-disciplinary reports. Provide a comprehensive coordination support to the MATAC function, including making recommendations and applications for investigative opportunities such as Domestic Violence Disclosure Scheme (DVDS) / Child Sex Offender Disclosure Scheme (CSODS) / Child Concern Notification (CCN) and Adult Concern Notification (ACN) referrals. Research reported offences when necessary and identifying missed opportunities where crimes should have been reported, then applying all possibilities for safeguarding victims of domestic abuse and changing perpetrator behaviour and improving criminal justice outcomes. |
| **Key responsibilities of the role:** |
| **1** | Provide full coordination support for the MATAC function including the arrangement of meetings, recommending and then taking actions and ensuring participants are prepared in advance of the meeting. Be a single point of contact in relation to providing advice and guidance to the rest of the Force and external partner agencies in relation to the MATAC process and Domestic Abuse (DA).  |
| **2** | Research, collate and evaluate information from a range of Northumbria Police systems and open source data on Domestic Abuse perpetrators and their wider criminal behaviour to produce comprehensive multi-agency reports and subject profiles on each perpetrator discussed, identifying any escalating risk to victims or risk to staff. |
| **3** | Raise queries and liaise with partner agencies, following up allocated actions, ensuring all relevant staff are aware of their roles and responsibilities. Ensure that all safeguarding opportunities are progressed as soon as they are identified by submitting DA Harm Record Notifications (HRNs), CCNs and ACNs and ensuring police records are then updated. |
| **4** | Make referrals to other multi-agency meetings and processes where appropriate such as submitting MAPPA referrals and MARAC referrals and submitting MATAC to MATAC transfers between police forces. Manage the incoming referrals to the MATAC process from partner agencies and internal staff.  |
| **5** | Liaise with other internal departments to progress investigative opportunities such as other safeguarding teams, Secondary Investigation Units, licensing, immigration, E-Borders, ANPR, Intelligence Unit, Multi-Agency Safeguarding Hubs (MASH), Neighbourhood Policing Teams (NPT), Harm Reduction Units and Operation Dragoon as well as external forces and Prisons. |
| **6** | Identify cases where Domestic Violence Protection Notice/Orders (DVPN/O) should have been applied for. Identify cases where stalking protection orders, sexual risk orders or criminal behaviour orders can be applied for and assist officers in the applications. |
| **7** | Represent the force at Multi-Agency Safeguarding meetings including Child Strategy meetings, Adult at Risk meetings and similar meetings as allocated by Manager. Share relevant police information for disclosure to partner agencies which is relevant and accurate and is disclosed lawfully and legitimately. Quickly evaluate large amounts of information and robustly communicate observations and professional opinion to other partners in order to influence an appropriate response to risk. |
| **8** | Provide quality assurance of all aspects of domestic abuse records, CCNs, ACNs, incidents and crimes researched and investigated within the MATAC process. Create them where they may have been missed and ensure officers then create offences where they have been identified in addition. |
| **9** | Proactively identify opportunities for DVDS “Right to know applications” and Child Sex Offender Disclosure Scheme and complete the applications ready for disclosure within the MASH. |
| **10** | Present at National and regional sharing best practice conferences in relation to helping other forces and agencies introduce their own MATAC process. |
| **11** | Provide advice and expertise of the MATAC process to external research projects (Home Office) regarding DA perpetrator management. |
| **Part B – Scope of contacts**  |
| **Internal / External relationships:** |
| **Internal:** Area CommandsSafeguarding DepartmentArea Command Senior Management Team, Area Command Neighbourhood Policing Team, Harm Reduction Units, Information Management Unit,Force Intelligence,Integrated Offender Managers, Crime Prevention, ANPR Unit,PNC Bureau, Communications Department, ICT**External:**NERSOUExternal Police Forces,College of Policing,Office of the Police and Crime Commissioner,Home Office, Public Sector Partners (HMRC, DWP, Local Authority, Probation, Child and Adult Social Care, Health, Housing, Environment Agency, Fire Service, Trading Standards, Treatment Providers, Outreach Support Services, RSPCA),UK Border Force, Prison Service |

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| **Part C – Competencies and Values**  |
| **Northumbria competencies and values framework (NCVF)** |
| *Level – tbc*  |

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| **Part D – Continuous Professional Development (CPD) role 6 months** *To be determined*  |
| **First 6 months** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| **12 months and beyond** |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |

**Part E - PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** | **How to be assessed** |
| Qualifications, knowledge and experience | Experience of research and collation of information from multiple sources. | Knowledge of Domestic Abuse sector. | Application/interview/CPD |
| Planning and organising | Able to plan and prioritise their own workload, prioritise andcomplete multipleresponsibilities simultaneously. |  | Application/interview/CPD |
| Problem solving and initiative | Able to use their initiative to solve problems and overcome obstacles. | Evidence of ability to thinkcritically, consistentlylooking beyond theobvious and exploringalternatives. | Application/interview/CPD |
| Management and teamwork | Ability to build strongworking relationships within a team and support colleagues in covering other geographic areas. |  | Application/interview/CPD |
| Communicating and influencing | Building relationships with external partners in order to maintain involvement in the MATAC process.Experience of writing clear, detailed reports and confident in verbally presenting findings. |  | Application/interview/CPD |
| Other skills and behaviours |  |  | Application/interview/CPD |