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**16/08/2018**

**MOSOVO Neighbourhood Risk Management Officer (Ref OO026 / 20459)**

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**Police Staff**  
**MOSOVO Neighbourhood Risk**  
**Management Officer**  
**Safeguarding**  
**Role Definition:OO026 / 20459**

## ROLE DEFINITION

Dept / Area Command:	Safeguarding	Section:	MOSOVO
Post Title:	MOSOVO Neighbourhood Risk Management Officer	Post Reference:	OO026 / 20459
Post Grade:	Grade E	Location:	Middle Engine Lane
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement:		Contractual Overtime:	
Line Manager:	Neighbourhood Support Supervisor		
Staff Responsibilities:	Not Applicable		
Purpose:	Manage a case load of MAPPA offenders tasking and working with Neighbourhood Police Teams and Partner agencies to ensure effective proactive management of those offenders.		

### Key Responsibilities:-

**1. Liaise with Neighbourhood Policing Teams to research, review and prepare relevant information and intelligence, and where necessary assist with the completion of Home Risk Reviews of Registered Sex Offenders, ensuring the effective management of offenders.**

**2. Review and quality assure the post assessment information submitted by Neighbourhood Police Teams, identifying and challenging any areas that do not fully**

**meet the required criteria / standard in order to create accurate records that will support the rationale for the assessment of the level of risk.**

**3. Undertake an analysis of the collated information and evaluate the level of risk posed to ensure that all areas of identified risk are minimised and managed effectively through the generated offender management plans.**

**4. Provide advice to Neighbourhood Policing Teams in respect of the Risk management process, investigations of order/notification breaches, conducting PACE interviews when required, completion of third party disclosure applications and assisting in delivery of disclosure where required.**

**5. Ensure the effective maintenance and updating of all relevant business systems to ensure that up to date and accurate information is available to all users. Manage Department electronic mailbox when required, responding or redirecting as appropriate, ensuring that all correspondence is dealt with promptly and efficiently.**

**6. Assist in the completion of applications for Sexual Harm Prevention Orders (SHPO), and Sexual Risk Orders (SRO), Review of Indefinite Notification (ROIN) and/or any other relevant civil orders ensuring the effective management of Registered Sex Offenders and violent offenders, preparing written reports and attending relevant MAPPA meetings where required.**

**7. Research best practice and undertake environmental scanning to facilitate personal development and continuous improvement by keeping updated around the relevant latest developments and emerging issues, legislative and regulatory requirements.**

**8. Maintain required standards around information security to ensure any disclosures of data and information are appropriate, compliant with force policy and current and applicable legislation.**

### **Professionalising Investigations Programme (College of Policing)**

**Post holders undertaking this role will be required to achieve PIP level 1 accreditation, unless already accredited to this level at time of appointment.**

**The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.**

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