**27/11/2017
MASH Support Officer (Ref OO018 / 20394)**

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| **Police Staff****MASH Support Officer****Safeguarding****Role Definition:OO018 / 20394** |

 **ROLE DEFINITION**

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| Dept / Area Command: | Safeguarding  | http://domcms/icons/ecblank.gif | Section: | MASH  |
| Post Title: | MASH Support Officer  | http://domcms/icons/ecblank.gif | Post Reference: | OO018 / 20394  |
| Post Grade: | Grade D   | http://domcms/icons/ecblank.gif | Location: | Various Forcewide Locations  |
| Car User Status: |   | http://domcms/icons/ecblank.gif | Telephone Allowance: |   |
| Shift Allowance: |   | http://domcms/icons/ecblank.gif | Standby Allowance: |   |
| Weekend Enhancement: |   | http://domcms/icons/ecblank.gif | Contractual Overtime: |   |
| Line Manager: | MASH Supervisor |
| Staff Responsibilities: | Not Applicable |
| Purpose: |  To prioritise and conduct research as required of Safeguarding notifications / referrals made to the police operating from within the Multi-Agency Safeguarding Hub (MASH), ensuring information shared with partners is relevant and accurate and is disclosed lawfully and legitimately. Produce reports to support the attendance of the police at multi-agency meetings. |

**Key Responsibilities:-**

**1. Review Safeguarding notifications and referrals made to the police in order to identify open cases for immediate onward referral to partner agencies and relevant police functions.**

**2. Undertake research and prepare information sharing documents with relevant police information for disclosure to partner agencies to support timely Safeguarding decision making and intervention for the most vulnerable.**

**3. Search, collate and evaluate information from a range of systems and databases in order to produce reports to support effective decision making at multi-agency strategy case meetings.**

**4. Provide support for the MASH meeting structure including the arrangement of meetings, minute taking and ensuring participants are prepared in advance of the meeting by reviewing, updating outcomes of the minutes so that an efficient and effective service is provided.**

**5. Proactively respond to requests for information from both internal and external police sources, MASH partners and other third party agencies to support the protocols and procedures of the MASH process.**

**6. Undertake administrative duties, maintain records/systems, compile statistical management information and participate in projects to contribute to, and improve, the efficiency and effectiveness of the service.**

**7. Maintain up-to-date knowledge of MASH disciplines in order to ensure that information disclosed is dealt with in accordance with legislative requirements and force policy and protocols.**

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