
Police Staff
Case Coordinator (MAPPA)
Safeguarding
Role Definition:OO019 / 20402

ROLE DEFINITION

Dept / Area Command:	Safeguarding	Section:	Central MAPPA Unit
Post Title:	Case Coordinator (MAPPA)	Post Reference:	OO019 / 20402
Post Grade:	Grade D	Location:	Middle Engine Lane
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement:		Contractual Overtime:	
Line Manager:	To coordinate the administrative and business processes effectively and efficiently to deliver a service that ensures the Multi-Agency Public Protection Arrangements (MAPPA) are fully supported in order to manage offenders who may pose a risk of harm to others.		
Staff Responsibilities:	Not Applicable		
Purpose:			

Key Responsibilities:-

- 1. Provide a full secretariat service to support the MAPPA meeting structure, liaising with partner agencies and coordinating attendance to ensure compliance with statutory requirements.**
- 2. Attend the MAPPA panel meetings, recording accurate minutes and actions in order to ensure that decision making is fully supported and all internal and external stakeholders are aware of their roles and responsibilities in the process.**
- 3. Maintain and update police systems and databases in order to ensure that records and intelligence to support the management of MAPPA cases are kept up to date at all times.**
- 4. Collate, process and quality assure MAPPA referrals from internal and external sources in order to ensure that all essential information is included.**

5. Coordinate and make recommendations regarding the referral of cases into MAPPA screening panels, in order to inform decision making.

6. Act as a single point of contact for the responsible authorities and other partner agencies in order to ensure that partnership working is fully effective and supports the management of MAPPA offenders.

7. Produce statistical information in order to provide the management and agencies with the relevant information needed to be able to accurately monitor, analyse and benchmark performance.

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