

Police Staff
MASH Support and Meeting Officer
Safeguarding
Role Definition:OO039 / 20640

ROLE DEFINITION

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| Dept / Area Command: | Safeguarding | Section: | MASH |
| Post Title: | MASH Support and Meeting Officer | Post Reference: | OO039 / 20640 |
| Post Grade: | Grade D | Location: | Forcewide |
| Car User Status: | | Telephone Allowance: | |
| Shift Allowance: | | Standby Allowance: | |
| Weekend Enhancement: | | Contractual Overtime: | |
| Line Manager: | MASH Supervisor | | |
| Staff Responsibilities: | Not Applicable | | |
| Purpose: | To prioritise and conduct research as required from Police systems in order to produce Safeguarding reports to support decision making within Multi-Agency Safeguarding Hub (MASH) and Safeguarding Meetings. Share information with partners which is relevant and accurate and is disclosed lawfully and legitimately. To represent the force at Multi-Agency Safeguarding Meetings. | | |

Key Responsibilities:-

- 1. Search, collate and evaluate information from a range of systems and databases in order to produce reports to support effective decision making within MASH. Input and update records as appropriate from information shared at various meeting in timely manner.**
- 2. Undertake an analysis of the collated information to evaluate and set the level of risk posed. Document decision making rational and escalate in a timely manner where appropriate.**
- 3. 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. Share relevant police information for disclosure to partner agencies which is relevant and accurate and is disclosed lawfully and legitimately.**
- 4. Provide support for the MASH meeting structure including the arrangement of meetings, minute taking, updating outcomes of the meetings on systems so that an efficient and effective service is provided.**

- 5. To represent the force at various Multi-Agency meetings such as ICPC, MARAC etc and demonstrate an ability to quickly evaluate large amounts of information and robustly communicate observations and views with other partners / family members in order to influence an appropriate response to risk level.**
- 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. Take responsibility for own CPD and proactive in seeking out appropriate awareness / training.**

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