



Role Profile

MARAC CO-ORDINATOR

Reference No.	SS2358	Type	Individual
Service	Criminal Justice Services		
Job Family	Professional 2	Grade	FC8

Purpose

The MARAC co-ordinator has a key role in delivering multi-agency responses to highest risk domestic abuse victims across Fife, ensuring effective communication between all parties attending MARAC.

MARAC (Multi-Agency Risk Assessment Conferencing) aims to identify very high risk victims of domestic abuse and reduce the risk of further victimisation. The MARAC does this through:

- Appropriate sharing of information across agencies
- Producing multi-agency safety plans to reduce the risk to victims and any children
- Sharing an awareness of risk posed by the perpetrator to the victim or third party

The MARAC co-ordinator is required to work closely with a range of multi-agency partners in the statutory and voluntary sectors, including:

- MARAC Operational Group
- MARAC Chair
- MARAC Strategic Oversight Group
- Fife Violence Against Women Partnership

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Co-ordination <ul style="list-style-type: none"> • Liaise with partner agencies to develop, maintain and review the MARAC Operating and Information Sharing Protocols, including agreed referral thresholds. • Liaise with the MARAC Chair to prepare the MARAC agenda ensuring cases are reviewed in a time effective manner and that any specialist attendees are present. • Monitor tasking - advising Services / MARAC Chair and Operational Group when tasks are incomplete within agreed timescale. 	Experience of working in the field of domestic abuse Experience of multi-agency project management Educated to SCQF level 9, which includes a Degree or equivalent experience	✓ ✓	✓
Communication <ul style="list-style-type: none"> • Maintain effective information exchange between all parties who attend MARAC from initial referral; through MARAC case discussions; circulating multi-agency risk management plans; to completion of agreed tasks. • Work closely with permanent partner agencies to ensure that all relevant members of staff are familiar with the MARAC process, and their role and responsibilities within it and receive appropriate training as necessary. • Liaise with the full range of potential referral agencies, in particular those working with minority or hard to reach groups to ensure that the needs of all victims are met. • To facilitate and ensure consistency in referral of cases from the full range of potential referring agencies based on the use of a common risk identification tool and referral form for victims. 	Familiarity with both the statutory and voluntary sector Experience of multi-agency project management Strong team player with outstanding communication and interpersonal skills both in written and oral form (Work together - See How We Work Matters Framework))	✓ ✓	✓
Management / Administration <ul style="list-style-type: none"> • Receive MARAC referrals from a range of agencies. • Liaise with MARAC chair and others to identify highest risk victims to be referred to MARAC. • Quality assure information from partners. 	Excellent Word, Excel and database skills in order to produce high quality documentation at all times (Embrace technology & Information) Proven ability to maintain confidentiality and be discreet at all times	✓ ✓	

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<ul style="list-style-type: none"> Develop and maintain the necessary documentation to ensure the smooth running of the MARAC, including referral forms, template research forms and minutes. Oversee the preparation of accurate minutes of the meeting, which differentiate between fact and professional opinion and distribute as soon as possible after the MARAC. Support the work of the Chair of the MARAC in whatever way may be reasonably required. Ensure that any information shared in the conduct of these duties is in line with the MARAC Information Sharing Protocol. Providing support to the MARAC Operational Group Planning meetings. 	<p>Excellent time management and organisational skills including the ability to meet tight deadlines (Deliver results)</p> <p>A commitment to improving the response to domestic abuse (Focus on customers)</p> <p>Self-starter with the ability to use initiative and judgement in dealing with colleagues and partner agencies without direct supervision (Take ownership)</p> <p>Ability to attend meetings throughout Fife</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Analysis and Evaluation</p> <ul style="list-style-type: none"> Maintain systems to collect performance management data. Ensure that the relevant data is collected so that the outputs and outcomes can be recorded. Prepare and present reports as required including for the MARAC Operational Group and Strategic Oversight Group. Consult with partners, victims/survivors and the community. 	<p>Familiarity with data collection and analysis</p> <p>Information collation and report writing skills</p>	<p>✓</p>	<p>✓</p>
<p>Delivering Training</p> <ul style="list-style-type: none"> Co-ordinate MARAC multi-agency training delivered with partners. 	<p>Communication skills</p> <p>Presentation skills</p>	<p>✓</p> <p>✓</p>	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results