



# Role Profile

## Job Title: MAPPA Co-Ordinator

Reference No:	JE Ref: A5487		
Service:	Fife Justice Social Work Service		
Job Family:	Social Services/Social Work/Social Care	Grade:	FC8

### Purpose

The role of the MAPPA coordinator is both Strategic and Operational with the emphasis being to support and advise the Responsible Authorities on the operation of the Multi Agency Public Protection Arrangements (MAPPA) within the allocated geographic area.

The MAPPA Strategic Oversight Group will provide direction to the MAPPA Coordinator in respect of their role, which will include the responsibilities detailed below.

This role is managed by the Service Manager for Fife Justice Social Work Service.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Provide a central point of reference/consultancy to Responsible Authorities, Duty to Cooperate and other relevant agencies in relation to MAPPA and in line with Memorandums of Understanding.	Educated to SCQF level 9, which includes a Degree or equivalent.	✓	
Support the Responsible Authorities to develop policies, procedures and local guidance to support the operation of MAPPA in line with National Guidance.	Experience of working with those who are subject to MAPPA and understand the challenges associated with this service user group		✓

E = Essential Criteria    D = Desirable Criteria

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	
Receive and consider notifications and referrals to MAPPAs in line with current Guidance.	Experience of implementing quality assurance practices to ensure good delivery of services.		✓
Provide quality assurance of MAPPAs processes to ensure a consistency of approach and that informed and appropriate decisions are taken.	Knowledge of MAPPAs and the associated processes involved in the management of MAPPAs nominals	✓	
Act as a gatekeeper, ensuring that appropriate MAPPAs Management Levels are set.	Experience of assessing risk and risk assessment tools	✓	
Support the Responsible Authorities in developing and maintaining appropriate links between MAPPAs and other public protection partnerships.	Knowledge of national guidance and processes relating to MAPPAs	✓	
Lead on the setting of, and attendance at MAPPAs Review Meetings involving relevant agencies, at an appropriate level of seniority.	Experience of analysing information	✓	
Maintain linkage with MAPPAs Coordinators across Scotland in effort to identify and share good practice, providing mutual support.	Organisational skills	✓	
Ensure the effective operation of MAPPAs administration, and where relevant provide Line Management to MAPPAs support staff.	Good Communication	✓	
Work with Responsible Authorities to ensure delivery of the MAPPAs Annual Report	Prioritisation skills	✓	
Support the Responsible Authorities in assessing training needs and co-ordinate the delivery of/access to relevant training.	Ability to work with others and independently	✓	
Work with relevant others, including the Scottish Government, in effort to review and improve the operation of MAPPAs and enhance public awareness of MAPPAs	Experience of working with complexity and the ability to make decisions and exercise professional autonomy	✓	
Direct line management of two MAPPAs support roles.	Experience of supervising and/or managing staff		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
<p><b>Before confirming appointment:</b> 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.</p>	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>

Version: 1.4

Issue date: October 2023