



PBNI Probation Board
for Northern Ireland

**COULD YOU
HELP PEOPLE
CHANGE
THEIR LIVES?**



**CANDIDATE
BOOKLET**

www.pbni.org.uk/careers

COULD YOU HELP PEOPLE CHANGE THEIR LIVES?

Thank you for your interest in considering a career in the Probation Board for Northern Ireland.

We know that there are lots of career options for people and different organisations to consider joining, so why choose a career in Probation?

As a key part of the criminal justice system, we help people to change their lives. We reduce reoffending, reduce the number of victims and keep communities safer.

Every day across Northern Ireland, Probation staff work with people who have committed crimes to try to stop them from reoffending and to keep communities safer.

Probation staff, whether they work in operational roles or roles that support operational work, are non-judgemental and believe in people's capacity to change.

Our organisation is also committed to becoming trauma informed. This means we are developing a compassionate, nurturing, and productive work environment where everyone is valued, and at the centre is a relationship-based practice.

If you share our values and think you could help change people's lives, we will support you in your role, assist in your personal development and provide you with a rewarding career.

WHAT IS IT LIKE WORKING IN PROBATION?

Every day in Probation is different, and the work is both challenging and rewarding

We employ around 400 people working in a range of roles in the community, in prisons, in courts, and with victims of crime. We have 18 offices and work throughout Northern Ireland.

We employ:

- Probation Officers (who must be social work qualified and registered with NISCC)
- Probation Service Officers
- Psychologists
- Counsellors

- Community Service Officers and Supervisors
- Business Support Managers
- Area Managers
- Senior Managers

We also employ a range of staff in corporate functions who are professionals in their field. We employ people in:

- Administration services
- Communications
- Compliance
- Finance
- Health and Wellbeing
- Human Resources
- IT
- Learning and Development

SUPPORTING YOU

Whilst starting a new career is exciting, we know that you will have questions about your employment.

You will have access to many different support systems to help you settle in, and also to support you as you develop your career with us.

Learning & Development

When you start your employment with us, we will provide you with a full induction onboarding programme provided by our Learning and Development team.

We also have a significant formal training programme throughout your employment. As well as professional skills development, we provide training in management and leadership, information technology, personal communications as well as providing a thorough understanding of the relevant policies and legislation which guide daily practice.

PBNI also recognises the importance of learning opportunities which can be gained from experience on the job.

The majority of acquired knowledge happens from on-the-job learning. Managers and staff are encouraged to take advantage of opportunities for participation in engagement activities and in projects that are cross disciplinary or in peer working groups.

We provide the mechanism for staff to discuss development needs in a monthly one to one supervision meeting with their managers, ensuring our staff have the opportunity of talking through personal development needs.

Health and Wellbeing

PBNI will help you face any challenges you meet in your career and have a range of health and wellbeing initiatives in place.

We provide an independent, 100% confidential Employee Assistance Programme (EAP) service, delivered through Lena by INSPIRE, offering professional and impartial advice, information and counselling on a range of issues including legal, financial, and health matters. This service is free to employees and is also available to immediate family members.

We have a range of flexible working arrangements that allow employees to balance work with other aspects of their lives. These include part time working, condensed hours, flexitime and time in lieu (TOIL).

For employees unfortunate enough to become ill, we offer occupational sick pay leave, which is above the statutory benefits.

PBNI works with an independent occupational health service provider, who provides support and advice for employees who have an illness or a medical condition affecting their ability to work.

Our health and wellbeing plans support the financial, social, physical and mental health of our staff. We offer:

- employee assistance programme
- health promotions such as health checks, bike to work scheme
- employee healthcare cash plan (Benenden)
- a range of social wellbeing initiatives.

Trade Unions

PBNI recognise two trade unions, the National Association of Probation Officers (NAPO) and the Northern Ireland Public Service Alliance (NIPSA). Management and Trade Unions meet regularly to discuss key staffing and organisational issues. Trade Unions are there to support staff as needed.

MY SALARY AND BENEFITS

A career with Probation offers a number of benefits along with a competitive pay package. All advertised roles will state the pay scale and any additional allowances commensurate with that role on the job description.

Pay information for all our posts can be found at [on our website](#). All roles offer annual incremental pay steps.

PBNI use the NILGOSC Pension Scheme. This is an attractive pension scheme where PBNI contribute 19% and as an employee you will pay a rate between 5.5% - 8.5%, depending on your salary.

Our staff work a standard 37 hours per week (except for our Community Service Officers who may work 40 hours per week with paid lunch breaks).

Where any additional hours are worked as part of our work, we can claim hours back through either a time off in lieu scheme or a flexitime scheme. Where unsocial working is required as a part of our work, unsocial hours payment is made.

You can avail of up to 31 days' annual leave plus 12 days paid public holidays. All leave is pro rata to a 37-hour week.

There is also Maternity, Paternity, Adoptive and Parental Leave provisions, the majority of which have elements which are enhanced beyond the statutory entitlements.

In addition to annual and public leave, we have a range of leave to support you during significant life events, for example.

- paid medical appointments
- paid special leave
- paid bereavement leave.

STAFF RECOGNITION

We know that good pay and benefits are important, but so too are opportunities to recognise our exceptional staff members. We do this every year by nominating staff for a range of awards including the prestigious Butler Trust Awards, the Social Work Awards, the Confederation of Probation Awards and our own Staff Awards.

We also recognise the long service of our staff.

We try and provide opportunities to recognise staff in different ways including through attendance at national conferences and events.

DIVERSE AND INCLUSIVE WORKPLACE

PBNI is committed to promoting equality of opportunity for our staff.

We are underrepresented in terms of our social work qualified staff. Most are female and therefore we especially welcome applications from men to these posts.

We have an Equality Scheme, and policies to support our commitments. We put into action our commitments through a host of measures, as laid out in an Equality and Good Relations Plan, and Disability Plan.

Our Disability (Workplace Adjustment) Passport aims to reduce any stigma around disability in the workplace.

We aim to support our staff to be able to ask for adjustments to remove barriers that exist for them at work, due to a disability or long-term health condition.

We have staff volunteering opportunities to become Menopause Champions, Domestic Violence Guides, Employee Wellbeing Champions and Mental Health First Aiders. For all of these volunteering roles, we provide training.

We offer a guaranteed interview to any applicant with a disability who meets the essential criteria for the job.

HYBRID WORKING

Probation currently operates a hybrid working policy for eligible roles. The degree to which hybrid working is available will

depend on the job role and team requirements. Most roles can avail of some form of hybrid working.

MORE INFORMATION

You can find more information about the roles in probation below:

- [Life as a Probation Officer](#)
- [Life as a Probation Service Officer](#)
- [Life as a Psychologist](#)
- [Life as a Counsellor](#)
- [Life as a Community Service Supervisor](#)
- [Life as a Business Support Manager](#)
- [Life as an Area Manager](#)
- [Life as a Senior Manager](#)
- [Life as a member of Administrative staff](#)
- [Life as a member of Communications](#)
- [Life as a member of Compliance](#)
- [Life as a member of Finance](#)
- [Life as a member of HR](#)
- [Life as a member of IT](#)
- [Life as a member of L&D](#)

Thank you for considering a job in the Probation Board for Northern Ireland.

SELECTION PROCESS

PBNI strives to promote equality of opportunity and fairness in our recruitment process.

You can find out more about our processes in our [**PBNI Equal Opportunity Policy and Procedures**](#) and our [**PBNI Recruitment Policy and Procedure**](#)

The Merit Principle

Appointments to PBNI are made under the 'merit principle,' where the best person for any given post is selected in fair and open competition.

Merit List

The selection panel will assess candidates against agreed selection criteria. A candidate who meets the required standard(s) and pass mark will be deemed suitable for appointment. The selection panel will then list those suitable for appointment in order of merit with the highest scoring applicant ranked first.

Where there are multiple vacancies PBNI will allocate candidates to a vacancy according to their ranking on the merit list completed as part of the selection process.

The merit list for this competition will be held for a period of one year from date of interview outcome correspondence. However, you should be aware that circumstances may arise in the future where it will be necessary to extend the duration of the merit list for a further period. The merit list will only be extended where there is a practical reason for doing so.

We offer a Guaranteed Interview Scheme to any candidate who has a disability. This means that if a candidate with a disability meets the essential criteria for the post, they will be guaranteed an interview. You must provide this information if you wish to avail of this scheme, on the application form.

Shortlisting is the first stage of the selection process

TIP: When you fill out the application form, you must state clearly how you meet each criterion. For example, if you are asked for number of years of service or experience, state clearly the dates when you acquired this service or experience. You must give sufficient information in response to each question on the application form to allow the Selection Panel to agree that you have met the criteria. If you have, you will be invited to interview.

The Interview/assessment is the second stage of the selection process.

TIP: We will provide you with a guidance document to prepare ahead of the interview. We will also advise of the format of the interview/assessment. Remember it is your experience, knowledge, skills, and capability we want to hear about.

A Conditional Offer of Employment

will follow if you are successful at interview. It is our intention to appoint applicants as soon as possible. Your conditional offer will be subject to your successful completion of any qualifications or professional registration required, and pre-employment checks. Failure to meet requirements within the set timeframe may result in the offer of appointment being withdrawn.

The offer of employment may be in your preferred location; however, this will depend on where our vacancies are located.

TIP: We will ask you to let us know where your preferred location is. If we are not able to offer you your preferred location, please consider the long term benefits of working with us. Vacancies can occur in a variety of teams and the opportunity to move to other locations occurs from time to time.



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