

## **The Probation Service: Senior Probation Officer** **(<https://www.activelink.ie/node/115138>)**



**An tSeirbhís Phromhaidh**  
**The Probation Service**

### **Open Competition: Senior Probation Officer**

The Probation Service is an executive agency within the Department of Justice. We play an important role in helping to reduce the level of crime and to increase public safety by working with offenders to help change their behaviour and make good the harm done by crime. We are the lead agency in the assessment and management of offenders in our community.

The Probation Service is holding an open competition for the appointment of Senior Probation Officers.

**Location: Nationwide** but we currently have vacancies in Cork, Limerick, Roscommon and Laois. If you are successful in this competition you will be placed on a panel in order of merit from which vacancies will be filled.

**Closing Date: 5pm, Thursday, 8 May 2025**

#### **To apply:**

Please note that the Probation Service have engaged with an external recruitment company (Staffline Recruitment) to manage the online application process and assist with the selection process. You can apply for the Probation Officer role by completing the online application form at <https://staffline.getgotjobs.ie/home> (<https://staffline.getgotjobs.ie/home>)

### **The Role**

A Senior Probation Officer is the local service manager, reporting to the appropriate Assistant Principal Probation Officer (Regional Manager) is responsible for the effective delivery of services and programmes to the courts, the community and custodial institutions, in accordance with policies in place within the Service.

### **Main Duties & Responsibilities**

In his/her capacity as manager and Probation Service team leader, the effective co- ordination and management of the work includes, but is not limited to:

- Managing a team, which includes providing leadership in staff management and development, managing Probation Officers, Community Service Supervisors and administrative staff;
- Co-ordination and management of the work of the team for which he/she is responsible, liaison with other disciplines, services and community organisations in his/her area of responsibility;
- Commitment to regular professional staff supervision with each member of the team, combining direction in case management with assisting staff in developing a variety of skills and generally supporting and motivating staff in their practice;
- Supervising all work activity within the team, including the management of caseloads, quality assurance of assessment, case records and other aspects of case management, in accordance with established professional practice and Service policy;
- The management and administration of community service in accordance with the Criminal Justice (Community Service) Act 1983, and the Community Return Scheme as set out in the Service policy;
- Ensuring that each office under his/her responsibility is a safe place to work in accordance with the requirements of health and safety legislation and Service Policy;
- Supervising all aspects of attendance, performance and duties of Probation Service staff assigned to courts, prisons or places of detention and other Service staff in the office or area including;

- Preparation of Probation and Performance Management and Development (PMDS) reports on staff;
- Ensuring that expenditure is managed in a planned and effective way;
- Carry a small client caseload.

**For further details about this open competition, please see the information booklet:**

**Senior Probation Officer Information Booklet**

**(<https://www.activelink.ie/sites/default/files/attach/notice-entry/2025/04/16/SPO%20Information%20Booklet.docx>)**

**Region**

Nationwide / Cork, Limerick, Roscommon & Laois

**Date Entered/Updated**

17th Apr, 2025

**Expiry Date**

8th May, 2025

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