

JOB DESCRIPTION

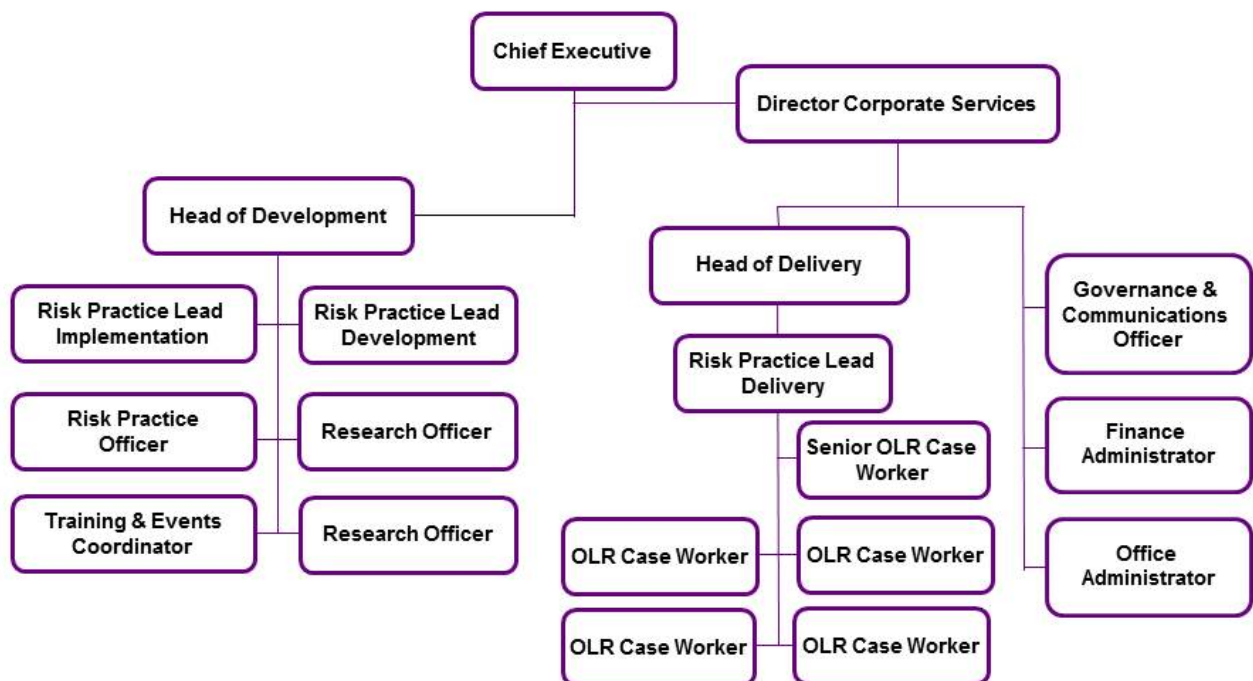
1. JOB DETAILS

JOB TITLE	OLR Case Worker
IMMEDIATE MANAGER	Head of Delivery
GRADE	Grade 4

2. JOB PURPOSE

The post holder will offer advice and guidance to Lead Authorities and rigorously review OLR Risk Management Plans, Annual Implementation Reports, Risk Assessment Reports and Accreditation applications to facilitate and evaluate compliance with legislation, RMA Standards & Guidelines, policies and procedures. The post holder may also be called upon to contribute to the RMA's functions of research, training and the promotion of effective practice.

3. ORGANISATION CHART



4. DIMENSIONS

Important dimensions include:

AIRs – annual workload of circa 40 cases

RMP Approvals – Initial RMPs circa 5 per annum; Amended RMPs circa 5 per year

Support approximately 20 Assessors

Support to 3 Lead Authorities (16 SPS establishments, CJSW within Local Authorities and The State Hospital)

5. MAIN ACCOUNTABILITIES

- To provide advice and support to OLR Case Managers to facilitate Risk Management Plans, and Annual Implementation Reports that are of a high standard and show regard to RMA standards and guidelines.
- To provide advice and support to Accredited Assessors on RMA standards and guidelines, accreditation and Risk Assessment Order processes.
- To conduct the evaluation of Risk Management Plans, Annual Implementation Reports and Risk Assessment Reports, ascertaining whether they meet relevant RMA standards and guidelines, and highlighting areas where the standards are not met.
- Provide recommendations to senior management and the Board regarding approval and assurance of plans and reports.
- Undertake evaluation of applications for accreditation and reaccreditation of assessors to ensure that standards are being met.
- To contribute to the review, development and maintenance of case records, databases, processes and systems to ensure effective monitoring, delivery and development of OLR related functions.
- To contribute to the RMA's functions of research, training and the promotion of effective practice.
- Undertake other reasonable duties as required by the needs of the Authority.

6. LEVEL OF AUTONOMY AND DECISION-MAKING

The post holder is expected to manage the prioritisation and administration of their workload, convey advice to Lead Authorities and Accredited Assessors and escalate risks and concerns as appropriate.

7. COMMUNICATIONS

A variety of communication methods are used, including email, letter, report writing, telephone, presentations and site visits.

The post holder will communicate on a very frequent basis with all members of the staff group of the RMA, and with Board members on a regular basis.

The main external contacts of the post are:

- Case Managers in Lead Authorities to discuss plans and reports, offer advice on standards and guidelines, and provide feedback regarding approval/assurance processes.
- Scottish Court Service and Crown Office, as and when required, to obtain information relating to Risk Assessment Order's and Orders for Lifelong Restriction, and other relevant requests.
- Current and potential Accredited Assessors regarding risk assessment, to provide advice on standards and guidelines and relevant processes.

8. COMPLEXITY

The main sources of complexity are:

- All plans, reports and accreditation applications are highly detailed and complex; their evaluation requires rigorous attention to detail, sound analytical skills and knowledge of legislation and RMA standards and guidelines.
- Ability to identify complex or unusual case circumstances and escalate issues appropriately
- Routinely critique work of highly qualified individual in a manner that promotes engagement and influence requiring a high degree of diplomacy and assertiveness.
- Handling sensitive and confidential information relating to serious offending behaviour.
- Interpreting complex case data, and presenting analysis and recommendations to support approval and assurance processes

9. EXPERIENCE, KNOWLEDGE AND SKILLS REQUIRED

- The post holder requires a degree level qualification in a relevant discipline (Social Work, Psychology, Law) or experience in a similar setting.
- The post holder must demonstrate knowledge and understanding of risk assessment and management practice.
- The post holder requires robust analytical abilities, written and verbal communication skills, developed organisational skills and must demonstrate high attention to detail in order to effectively undertake the complex case work required.
- The post holder must have demonstrable skills in report writing such that recommendations regarding approval and assurance functions are effectively communicated and can be confidently used as a basis for decision making.
- The post holder must be capable of identifying issues and suggesting solutions in relation to specific cases and underpinning systems/processes.
- The post holder requires good interpersonal skills to manage sensitive and complex communication with a range of professionals.

- Knowledge of the criminal justice system
- Experience in managing case work within the fields of criminal justice, social work or law.
- Ability to demonstrate experience of evaluating against set standards or criteria.
- Experience of offering advice and guidance
- Research skills
- Project management skills

10. AGREEMENT

Job Holder Name (Printed):

Signature:

Date:

Director Corporate Services:

Signature:

Date: