

**1. JOB DETAILS**

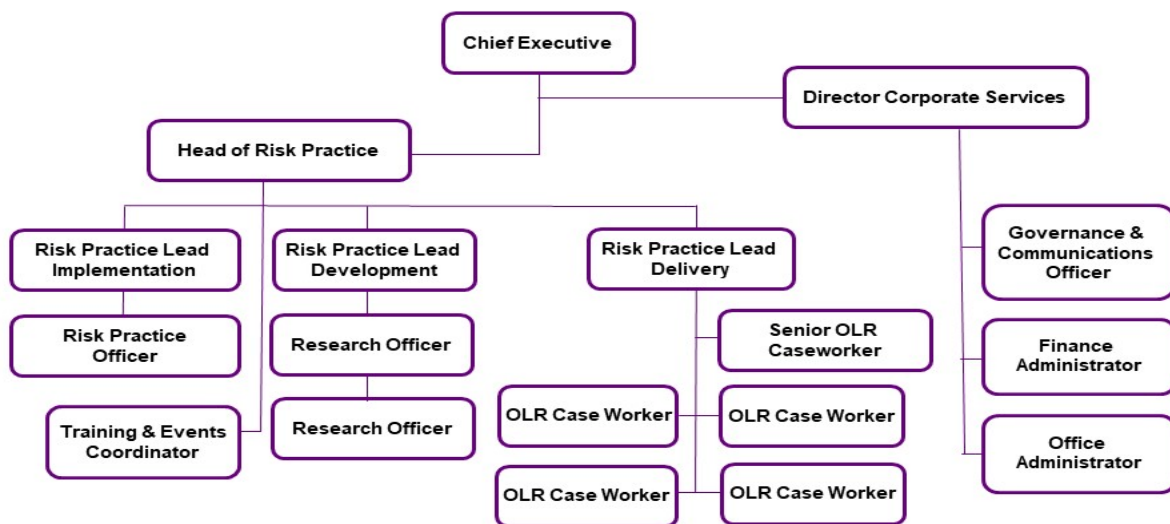
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| JOB TITLE         | <b>Risk Practice Lead - Development</b> |
| IMMEDIATE MANAGER | Head of Risk Practice                   |
| GRADE             | Grade 6                                 |

**2. JOB PURPOSE**

To lead, design, project manage and deliver the publication of standards and guidelines, and a programme of development, training, research and evaluation to support a range of risk practice initiatives.

Working with a wide range of stakeholders and practitioners to promote successful implementation and advance effective practice. The role holder will support individuals and organisations through change, in order that risk practice approaches and systems are implemented, reviewed and further developed.

**3. ORGANISATION CHART**



#### **4. DIMENSIONS**

Leading projects in support of developments in risk practice.

Contributing to a range of external working groups and Committees (MAPPA, SWS Standing Committee, Prison Based Social Work Managers Group and SPS Case Management Group)

Line Manage a small team (<5) of staff

#### **5. MAIN ACCOUNTABILITIES**

- Working with RMA staff and stakeholders, lead the identification and development of risk practice methods and initiatives to support practitioners involved in assessment and management of offenders.
- Lead the development, review and publication of a range of standards, guidelines and guidance relating to risk assessment and management practice - both for general application and specific to the purposes of the Risk Assessment Order (RAO) and the Order of Lifelong Restriction (OLR) .
- Line management responsibility for staff resources to ensure their effective performance and compliance to organisational policies and procedures. This will include the management of time and attendance; professional development and performance management.
- Lead the review of data on the implementation of risk practice initiatives to identify areas for on-going improvement and development.
- Lead the design and delivery of research projects and support the contribution of researchers .
- Design and deliver training packages; train and support trainers; evaluate quality and impact of training delivery and content; review and redevelop training packages as required.
- Design and review quality assurance and evaluation methods to support implementation of risk practice initiatives.
- Draft and present papers to Senior Management Team, Board/ Committees and external groups.
- Monitor and maintain databases relating to key organisational functions and produce required reports on RMA processes, using appropriate systems.
- Provide oversight of secretariat to the RMA Working Groups.
- Delegate tasks as appropriate to RMA staff which contribute to the development, management and evaluation of projects and initiatives.
- Undertake other reasonable duties as required by the needs of the Authority.
- Deputise for the Head of Risk Practice on matters relating to research and training.

#### **6. LEVEL OF AUTONOMY AND DECISION-MAKING**

The postholder is required to manage all delegated issues for this programme of work, and to develop and progress longer term solutions to issues that arise. The post-holder is responsible for ensuring that the senior management team is adequately informed of developments on relevant issues.

## **7. COMMUNICATIONS**

The internal contacts of the post include all members of the staff group of the RMA, dependant on the projects and processes undertaken.

A variety of communication methods are used.

The main external contacts of the post are:

- Criminal Justice Social Work Staff, including practitioners, line managers, heads of service and business support.
- Scottish Prison Service staff.
- Police Scotland staff.
- Scottish Government officials.
- Working Groups and Interest groups either autonomously as the RMA representative, or on occasions on behalf of the Head of Risk Practice or Chief Executive.

A variety of communication methods are used, with an increasing focus on innovative use of online methods.

## **8. COMPLEXITY**

The main sources of complexity are:

- Sensitive and confidential nature of the work.
- Developing practice and systems to comply with legislative and statutory frameworks.
- Facilitating change for quality improvement, involving influence at the levels of policy, strategy and practice.
- Setting and promoting a standard of reliable responsible practice nationally in a technical and evolving field.
- Ensuring the success of a high-profile national programme, involving substantial investment and the achievement of fundamental practice improvement objectives.
- Achieving the above across all SPS establishments and 32 local authorities, understanding and responding to the needs and complexities of the agency and geographical contexts, and handling the challenges of inter-agency differences to promote consistent and effective implementation.

## **9. EXPERIENCE, KNOWLEDGE AND SKILLS REQUIRED**

- Degree and relevant professional/post-graduate qualification.
- Experience of managing case work within the fields of criminal justice, social work or law.
- Experience in the application of risk assessment methods.
- Knowledge of the development, theory and research evidence in the field of risk assessment and management.

- Previous experience of conducting research using qualitative and quantitative methods; ability to source, review and analyse a range of data to produce reports to a standard suitable for external circulation and/or publication.
- Communication, facilitation and presentation skills.
- Ability to influence operational staff; senior managers and civil servants.
- A track record of working in partnership to develop and implement projects.
- Ability to design and deliver learning and development programmes
- Ability to work on own initiative and as part of a team to deliver a range of projects.
- Ability to use a range of word processing and analytical software e.g. Microsoft Word, Excel, SPSS.

## **10. AGREEMENT**

Job Holder Name (Printed):

Signature:

Date:

Director Corporate Services:

Signature:

Date: