

1. JOB DETAILS

JOB TITLE	Development Lead
IMMEDIATE MANAGER	Head of Development
GRADE	Grade 6 (439 – 518)
HAY SCORE	479

2. JOB PURPOSE

The role has a lead responsibility for the following RMA activities and will be required to identify and lead on projects relating to the development of these functions.

Education and Training

- Developing, delivering and evaluating education and training in relation to, the assessment and minimisation of risk.

Standard and Guidelines

- Set and publish Standards and Guidelines in relation to the assessment and minimisation of risk;

Risk Management Plans

- Specify and publish the form of risk management plans

Policy

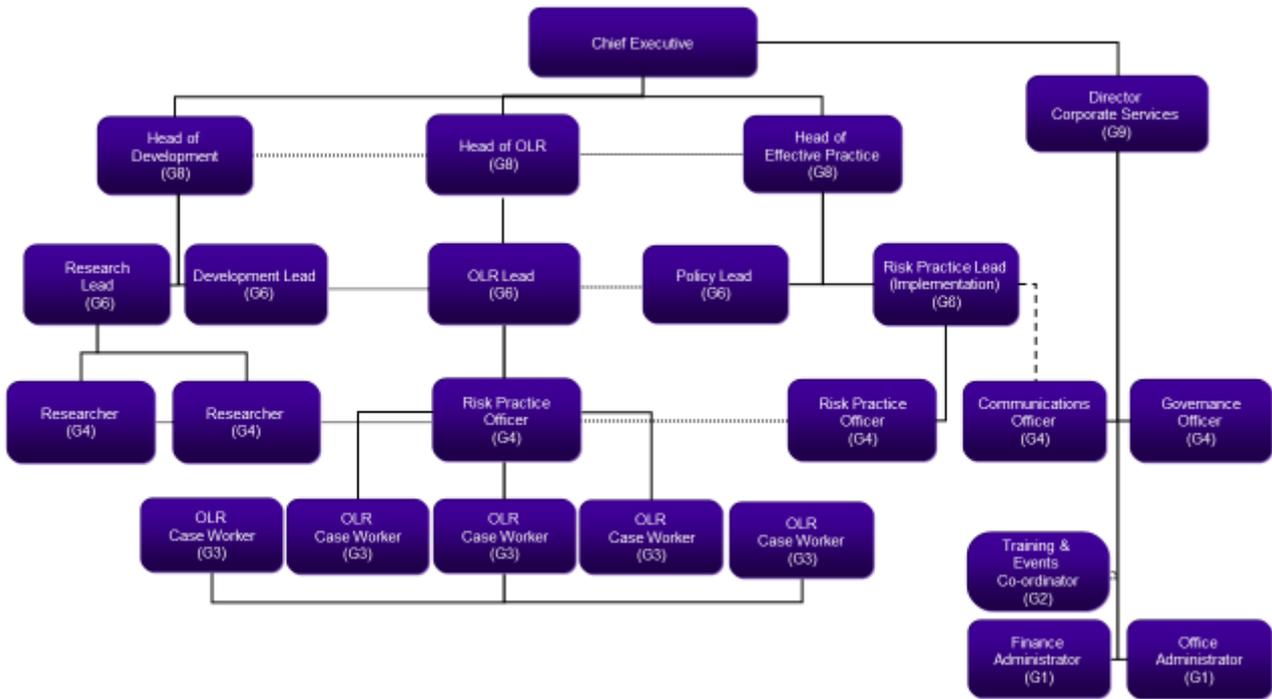
- Promoting effective practice;
- Providing advice and recommendations to the Scottish Ministers

Research:

- Compiling and keep under review information about the provision of services in Scotland
- Review of research and development;
- Developing pilot schemes.

The role will also contribute to lead responsibilities for related functions for the Order for Lifelong Restriction, including the accreditation scheme for assessors, the approval or rejection of RMPs and the review of their implementation.

3. ORGANISATION CHART



4. DIMENSIONS

Important dimensions include:

Oversight and management of development projects in relation to the following RMA strategic aims:

- Advance evidence-based, effective and ethical risk practice, and:
- Working with partner agencies to evaluate the quality and impact of risk practice.

Oversight and management of development projects in relation to the RMA functions of Standards and Guidelines, Education and Training, Promoting Effective Practice, Risk Management Plans, Research and Policy.

Provide assurance and appropriate escalation to the Head of Development in relation to these functions, including Risk Management, business planning, project and financial management, human resources and health and safety.

Prepare and present papers to Board meetings, RMA Committees and stakeholders within Scottish Government, Scottish Prison Service, Social Work Scotland and the Forensic Network.

Identify, establish, develop and maintain a range of stakeholder relationships with Scotland's Criminal Justice Sector, including Policy, Practitioners, Academics and media.

Deputise for Research Lead and support RMA functions including:

- Carrying out RMA research programme

Deputise for Implementation Lead and support RMA functions including:

- Implementation of pilot programmes

Deputise for Policy Lead and support RMA functions including:

- Developing RMA policy and consultation responses

Deputise for OLR Lead and support RMA functions in relation to approximately 190 OLRs including:

- Quality assurance and appropriate escalation of Annual Implementation Reports
- Quality assurance of the approval / rejection of initial RMP's and amended RMP's, 15 and 30 approximately
- Develop, maintain and administer accreditation of approximately 15 Assessors.

5. MAIN ACCOUNTABILITIES

Strategy

- Contribute to the identification of strategic objectives in relation to the legislative functions of Standards and Guidelines, Education and Training, Promoting Effective Practice, Risk Management Plans, Research and Policy.
- Lead on developmental programmes identified from strategic objectives, overseeing and managing the delivery of such projects.
- Work within the Management Team and deputise for the Research Lead, Policy Lead, OLR Lead, Implementation Lead and Head of Development as required.

Education and Training

- Lead on the development and evaluation of education and training initiatives in relation to, the assessment and minimisation of risk.
- Design and evaluate initiatives aimed at addressing identified areas of need within criminal justice.
- Provide support and contribute to the delivery of education and training initiatives.

- Work with the Implementation Lead to design and review quality assurance and evaluation methods.

Standards and Guidelines

- Lead on the development, review and communication of a range of standards, guidelines and guidance relating to risk assessment and management practice

Promoting Effective Practice

- Lead on the identification and development of risk assessment and management methods
- Represent the RMA on and contribute to a range of national working groups, etc. – providing advice, guidance and support as required, in order to influence current thinking and promote effective practice.

Risk Management Plans

- Lead on the continuous development of the RMA's approach to formulation and risk management planning.

Policy

- Support the Policy Lead by producing evidence to contribute to exercises informing policy and legislative reviews.
- Working with the Implementation Lead, contribute to the implementation of pilot programmes.

Research

- Lead on compiling and keeping under review information about the provision of services in Scotland.
- Working with the Research Lead to design future pilot schemes in relation to effective risk assessment and management that are based on findings from the RMA Research Programme.
- Maintaining current knowledge on risk assessment and management, and staying up-to-date in terms of developments across criminal justice policy, practice and partners.

Operational

- Manage, supervise and support staff contributing to development initiatives.
- Ensure effective information management processes are followed to support effective communication, security and accuracy of data.
- Be responsible for managing projects effectively, timeously and in adherence to recognised project management standards and processes.
- Encourage, promote and facilitate an organisational culture characterised by reflective practice, and continuous professional development.
- Identify and escalate, as appropriate to the Head of Development, emerging issues/risks to the delivery of development initiatives.
- Deputise for the Head of Development when required.

Engagement

- Identify, build and maintain effective engagement, productive relationships and communication with key stakeholders through a variety of media, including presentation at, and delivery of conferences and seminars, social media and media.
- Undertake other reasonable duties as required by the needs of the RMA.

6. LEVEL OF AUTONOMY AND DECISION-MAKING

The post-holder 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. This includes playing a key role in the identification and management of risks related to project delivery.

The post-holder has a role in engaging with external stakeholders via various communication platforms to promote and advance effective practice.

The post-holder has the authority to Deputise for other Lead positions within the RMA. This includes deputising for the OLR Lead role within the evaluation process for risk management plans and annual implementation reports. The post-holder also has the authority to deputise for the Research Lead in relation to the oversight and management of the RMA research programme. The post-holder may deputise for the Policy Lead in terms of forming RMA responses to consultations and leading on policy development and implementation. The post-holder may also deputise for the Implementation Lead in relation to implementation initiatives.

The post holder will report to the Head of Development within the RMA.

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. This includes reporting to the Head of Development in relation to performance and governance. The post-holder will build and maintain effective communication with all members of the staff group.

The main external contacts of the post are:

- Civil servants.
- Representatives at the manager level of Police Scotland, Scottish Prison Service, Justice Social Work, and NHS staff to promote effective practice and related research and development initiatives.
- Professional bodies.
- Judiciary.
- Scottish Courts Service.
- COPFS.
- Academics as required to advice / support etc.
- Media.
- Politicians.
- Project Boards, Working Groups and Interest groups either autonomously as the RMA representative, or on occasions on behalf of the Head of Development or Chief Executive.

The post holder is required to have well developed communication skills, and a track record of working, influencing, negotiating and collaborating with stakeholders in the development of services. This is achieved through formal and informal contact routes, designing and evaluating engaging and effective training, contributing to the delivering of education, training and conference presentations, writing academic publications, and use of media and social media, etc.

8. COMPLEXITY

The main sources of complexity are:

- Oversight for a range of development initiatives and programmes.
- Ability to lead on the development of current practice through advanced understanding of the theory and practice of risk assessment and management.
- Knowledge of an ability to navigate a complex landscape of professional groups, services and agencies, and legal and human rights issues.
- Balancing robust practices and processes with the need for ever greater efficiency and effectiveness.
- Need to develop and maintain collaborative relationships with a range of professional groups, agencies and establishments whilst maintaining objectivity and impartiality.
- Need to develop ways to make a common set of standards, guidelines, processes and resources relevant and accessible to diverse professional groups.
- Handling sensitive and confidential data and information in line with GDPR.
- Developing practice frameworks, training and models within the multi-agency context of risk and to facilitate the RMA to deliver its statutory functions efficiently and in compliance with legislation.
- Facilitating change and promoting quality improvement in national policy, strategy and practice.
- Setting and promoting a standard of effective practice nationally in a technical and evolving field.
- Ensuring the success of high-profile national programmes, 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

Experience

- Degree and ideally a relevant professional/post-graduate qualification, e.g. in clinical psychology or forensic psychology, law or social work.
- Experience as a professional in a relevant agency or experience of the duties and responsibilities of criminal justice agencies.
- A track record of managing and successfully delivering initiatives that have improved practice within a relevant field.
- Experience of contributing to developing research
- Experience of developing, delivering and evaluating training provisions.

Knowledge

- Knowledge of the theory and practice of risk assessment and management; current thinking on effective practice and knowledge of relevant research literature.
- Knowledge of research methodologies.
- Knowledge of how to interpret legislation and current practice to set standards and publish guidelines
- An understanding of the wider professional context within which the RMA operates.

Skills

- Able to identify areas where development may be needed to enhance practice
- Ability to network and communicate with a range of external committees, groups, agencies and individuals; and to influence operational staff as well as senior managers and civil servants.
- Excellent writing skills and ability to communicate findings of research using a variety of methods, with capability to produce work to a publishable standard.
- Good communication, facilitation and presentation skills including the ability to convey complex and sensitive information whilst being mindful of the audience.
- Ability to work in partnership and on their own initiative to lead and manage delegated projects.

10. AGREEMENT

Job Holder Name (Printed):

Signature:

Date:

Director Corporate Services:

Signature:

Date: