

## OLR CASE WORKER - JOB DESCRIPTION

Fixed Term Contract - Full Time 37 hours per week

### 1. JOB DETAILS

Job Title: **Order for Lifelong Restriction (OLR) Case Worker**

Immediate Manager: OLR Lead

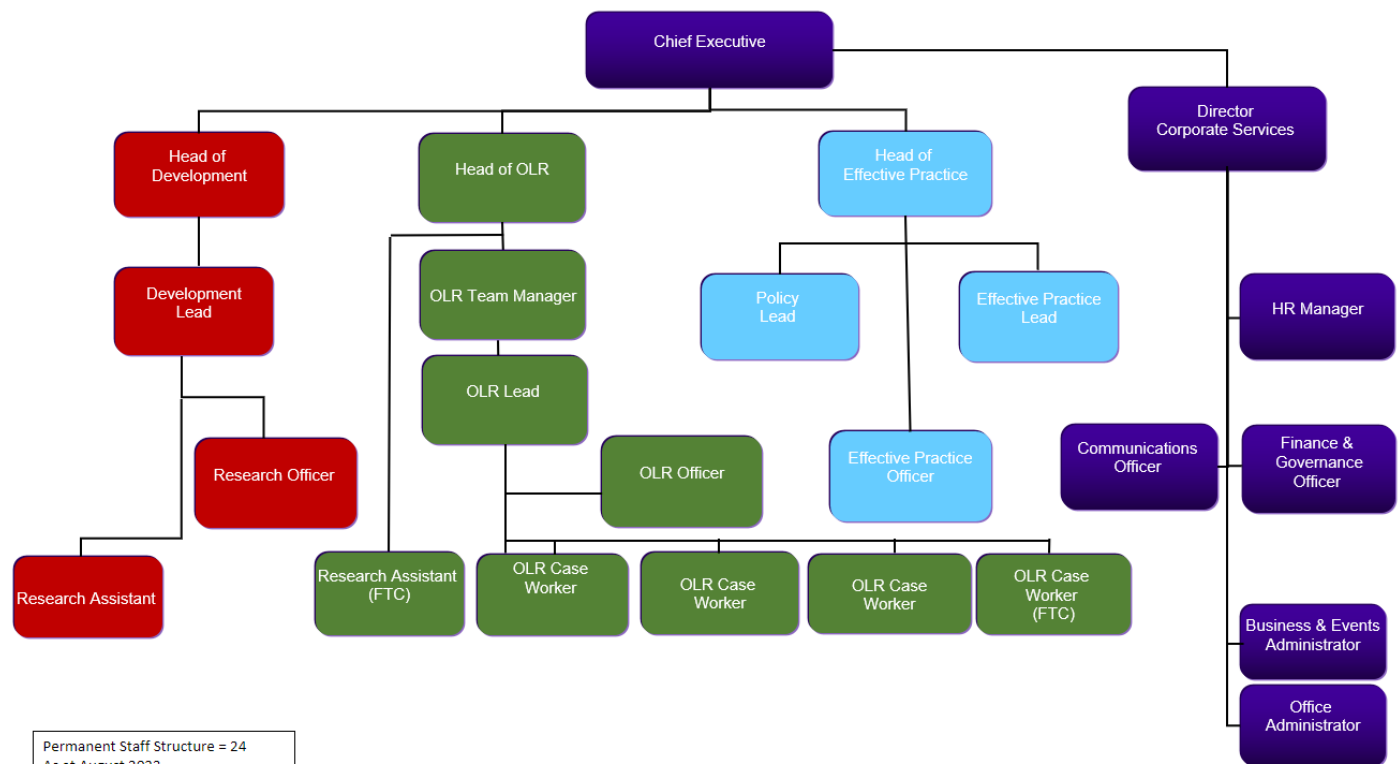
Grade: 3 (£31,093 - £34,069)

Contract Type: Fixed Term Contract (12 Months)

### 2. JOB PURPOSE

The OLR Case Worker will provide support, advice and guidance to Lead Authorities and other relevant stakeholders. The role of a Case Worker involves the rigorous review and evaluation of OLR Risk Management Plans, Annual Implementation Reports, Risk Assessment Reports and Accreditation applications, ensuring compliance with the RMA Standards & Guidelines, policies and procedures. The post holder will also contribute to the Risk Management Authority's functions of research, training and the promotion of effective practice.

### 3. ORGANISATIONAL CHART



## 4. OUR VALUES

- **Learning:** We drive change and promote a culture of continuous improvement. We support and value each other's contribution; we acknowledge that shared experience and understanding help us achieve our aims.
- **Integrity:** We are impartial, consistent, and objective in our work and not afraid to challenge. We believe in honesty and transparency and our work can be trusted.
- **Fairness:** We put people at the heart of what we do, and our work is firmly rooted in human rights. We act fairly and consistently and treat everyone with dignity. Our people are compassionate and want to make a positive difference.
- **Excellence:** We are committed to setting and upholding the highest possible standards, and we deliver what we promise.

## 5. DIMENSIONS

Important dimensions include:

- Having oversight and operational management of a caseload, for which the Case Worker will review and evaluate all associated Risk Management Plans and Annual Implementation Report submissions.
- Support the recruitment and accreditation of Accredited Assessors.
- Provide support, advice and guidance to relevant justice partners, that includes (but not limited to): the Scottish Prison Service (SPS); Justice Social Work; and, the National Health Service (NHS).

## 6. MAIN ACCOUNTABILITIES

- To provide support, advice and guidance to OLR Case Managers to develop 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 RMA Board regarding approval and assurance of plans and reports.
- Undertake evaluation of applications for accreditation and reaccreditation of Accredited Assessors to ensure that standards are being met and upheld.
- 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.
- Contribute to the ongoing development and delivery of training to external stakeholders.
- To contribute to the RMA's functions of research, training and the promotion of effective practice through contributing to project work within the OLR team, and supporting the Development and Effective Practice teams as necessary.
- Undertake other reasonable duties as required by the needs of the RMA.

## 7. 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.

## 8. COMMUNICATIONS

A variety of communication methods are used, including: email; letter; report writing; telephone; presentations; training; site visits; and, attendance at working groups.

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

The main external contacts of the post are:

- Case Managers in Lead Authorities to discuss plans and reports, offer support and advice, and to 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.
- Scottish Government.

## 9. 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 individuals 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.
- Reviewing information which includes details of acts of serious general, sexual and intimate partner violence. Attendance at regular resilience assessments and counselling, as required to support reflection on the challenges inherent in this work and to promote personal wellbeing.

## 10. PERSON SPECIFICATION

### EXPERIENCE, KNOWLEDGE AND SKILLS REQUIRED

- The post holder requires a degree level qualification in a relevant discipline (e.g. Social Work, Psychology, Law).
- Current knowledge and understanding of the justice system.
- Experience in managing case work within the fields of Justice, Social Work and/or Law.
- The post holder requires robust analytical abilities, written and verbal communication skills, developed organisational skills and must demonstrate high attention to detail 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.
- Ability to demonstrate experience of evaluating against set standards and/or criteria.
- Experience of providing support, advice and guidance to relevant stakeholders.
- It would be desirable for the post holder to demonstrate understanding and experience in research.
- Experience in the delivery of training.
- It would be desirable for the post holder to have project management skills and experience.