

OLR CASE WORKER

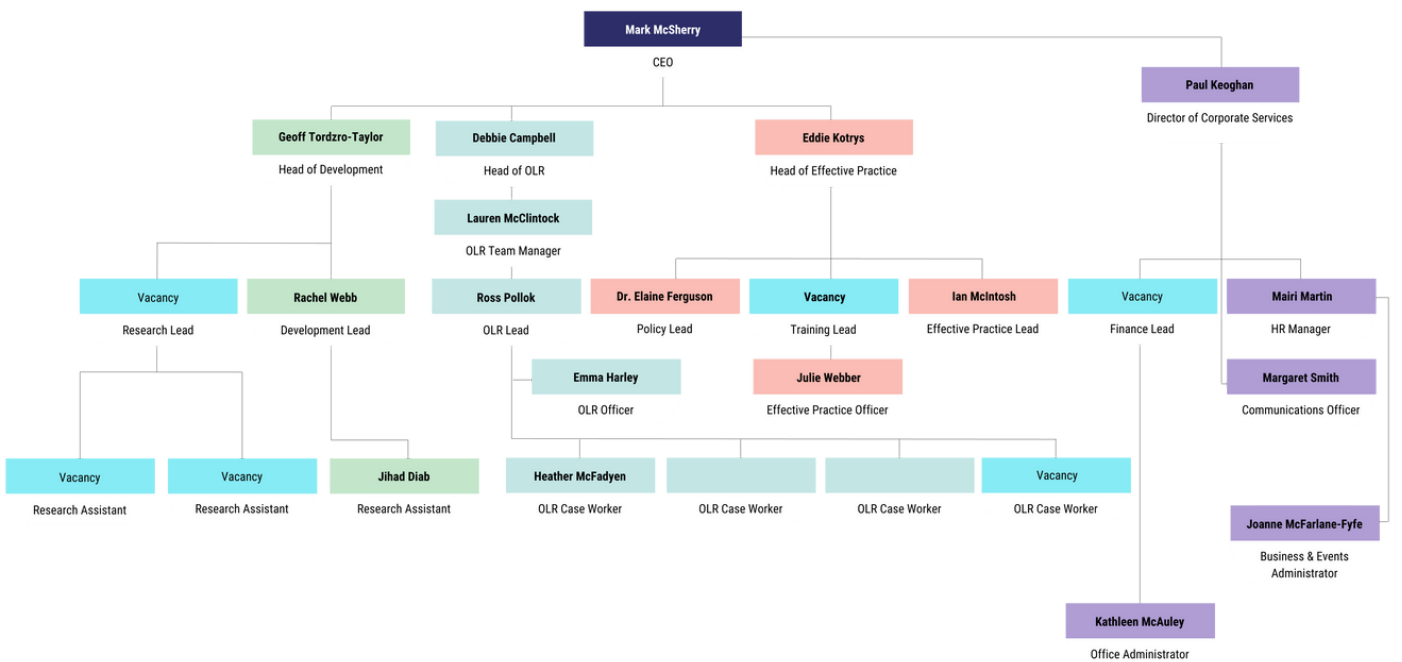
We're looking to welcome a passionate individual to join the team at RMA working to keep Scotland safe. This vacancy is one full-time position.

WHAT'S THE JOB?

- JOB TITLE:** Order for Lifelong Restriction (OLR) Case Worker
- LINE MANAGER:** OLR Lead
- GRADE:** Grade 3 (£32,647 - £35,773)
- CONTRACT TYPE:** Permanent

As an OLR Case Worker with the RMA, you'll provide support, advice and guidance to Lead Authorities and other stakeholders. Your role involves close, rigorous review and evaluation of Order for Lifelong Restriction (OLR) documentation. This includes Risk Management Plans, Annual Implementation Reports, Risk Assessment Reports and Accreditation applications, making sure they are compliant with RMA Standards and Guidelines, policies and procedures. You'll also contribute to our other functions of research, training and the promotion of effective practice.

MEET THE TEAM



OLR CASE WORKER

To apply for this role, you should be qualified to a degree level in a relevant discipline, such as psychology, social work, and/or law.

DIMENSIONS

- The role of a Case Worker will involve 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.
- The Case Worker will support the recruitment and accreditation of Accredited Assessors.
- The Case Worker will 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).

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.

OLR CASE WORKER

To apply for this role, you should be qualified to a degree level in a relevant discipline, such as psychology, social work, and/or law.

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.

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.

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.

OLR CASE WORKER

To apply for this role, you should be qualified to a degree level in a relevant discipline, such as psychology, social work, and/or law.

EXPERIENCE, KNOWLEDGE AND SKILLS

- 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.

RISK MANAGEMENT AUTHORITY

We're a small, supportive team at the Risk Management Authority (RMA). A non-departmental public body of the Scottish Government, we work to keep people safe.

OUR VALUES



Learning: We drive change and promote a culture of continuous improvement. We support and value each other's contributions; we acknowledge that shared experience and understanding helps us achieve our aims.



Integrity: We're impartial, consistent and objective in our work, and we're 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're committed to setting and upholding the highest possible standards, and we deliver what we promise.

WHAT YOU CAN EXPECT FROM US

We're currently working on a hybrid basis to allow for a better work/life balance, and we offer a flexible working policy and provide flexi time for all staff. As part of the Scottish Government, we're pleased to be able to offer a wide range of benefits including 27 days' annual leave plus 11 ½ public/privilege holidays you use flexibly at a time that suits you, and an excellent civil service pension provision.

Plus, right now colleagues can take advantage of a weekly Wellbeing Hour, a paid hour per week to do something to support your mental or physical wellbeing. This will continue through to 2024, where it'll be replaced by a shorter working week. We're working towards reducing the working week from 37 to 35 hours, with no reduction in pay.

We really value the experience and expertise of our team. Supporting your professional development is a priority for us, and we're proud to provide a generous CPD offering. We also provide an Employee Assistance Service (EAS) where you can get expert guidance 24 hours a day, 365 days a year, whether you're experiencing issues at work or at home.

HOW TO APPLY

Please note we don't accept any applications from agencies.

Make sure you read this application pack carefully to make sure you're right for the role, and that we're the right place for you too.

To apply for this role, download the **Application Form** from our website and complete it to the best of your ability. We won't ask for or accept CVs with covering letters. In your application form give as much detail as you can about how you meet the criteria for the post - we love to hear about your experience! Submit your completed application form and Equality Monitoring form to us by e-mail before the date and time specified below.

All applications must be submitted to us by e-mail to recruitment@rma.gov.scot.

No agencies please.

If you need any of the documents in another format please let us know by contacting our office 0141 278 4478 or via e-mail info@rma.gov.scot.

Once the closing date has passed, the team here will review all applications and invite candidates to interview. See the dates in the box below to give you an idea of when that might be. Our interviews are usually held in person in our office in Paisley.

If you'd like a confidential chat about the position or any questions about this process, please get in touch with Lauren, our OLR Team Manager (lauren.mcclintock@rma.gov.scot) or give us a ring on 0141 278 4478.

KEY DATES IN THE PROCESS

CLOSING DATE: 03 DECEMBER 2023

We won't accept any applications received beyond midnight on this date.

INTERVIEWS: WEEK COMMENCING 18 DECEMBER 2023

After reviewing applications we'll invite candidates to interview. We'll do this by e-mail. Please let us know at this time if you would like us to make any reasonable adjustments for your interview.