

RESEARCH LEAD

We're for someone with knowledge of research and data analysis to join the team at RMA working to keep Scotland safe. This vacancy is one full-time position.

WHAT'S THE JOB?

JOB TITLE: Research Lead

LINE MANAGER: Head of Development

GRADE: Grade 6 (£48,824 - £53,030)

CONTRACT TYPE: Permanent

As a Research Lead with the RMA, you'll have lead responsibility to carry out, commission or co-ordinate research and publish the results of such research, including leading the evaluation of pilot schemes. You'll need to compile, and keep under review, information about the provision of services in Scotland. We work with agencies across the country to promote effective practice in risk assessment and risk management and as our Research Lead you'll be representing the RMA and contributing to a range of national working groups. You'll be required to identify and lead on projects relating to the development of:

Research

- Carry out, commission or co-ordinate research and publish the results of such research.
- Compiling and keep under review information about the provision of services in Scotland.
- Review of research and development.
- Evaluating pilot schemes for the purposes of developing and improving methods of risk assessment and management.
- Promoting effective practice in the assessment and minimisation of risk.

Education and Training

- Evaluating education and training in relation to, the assessment and minimisation of risk.

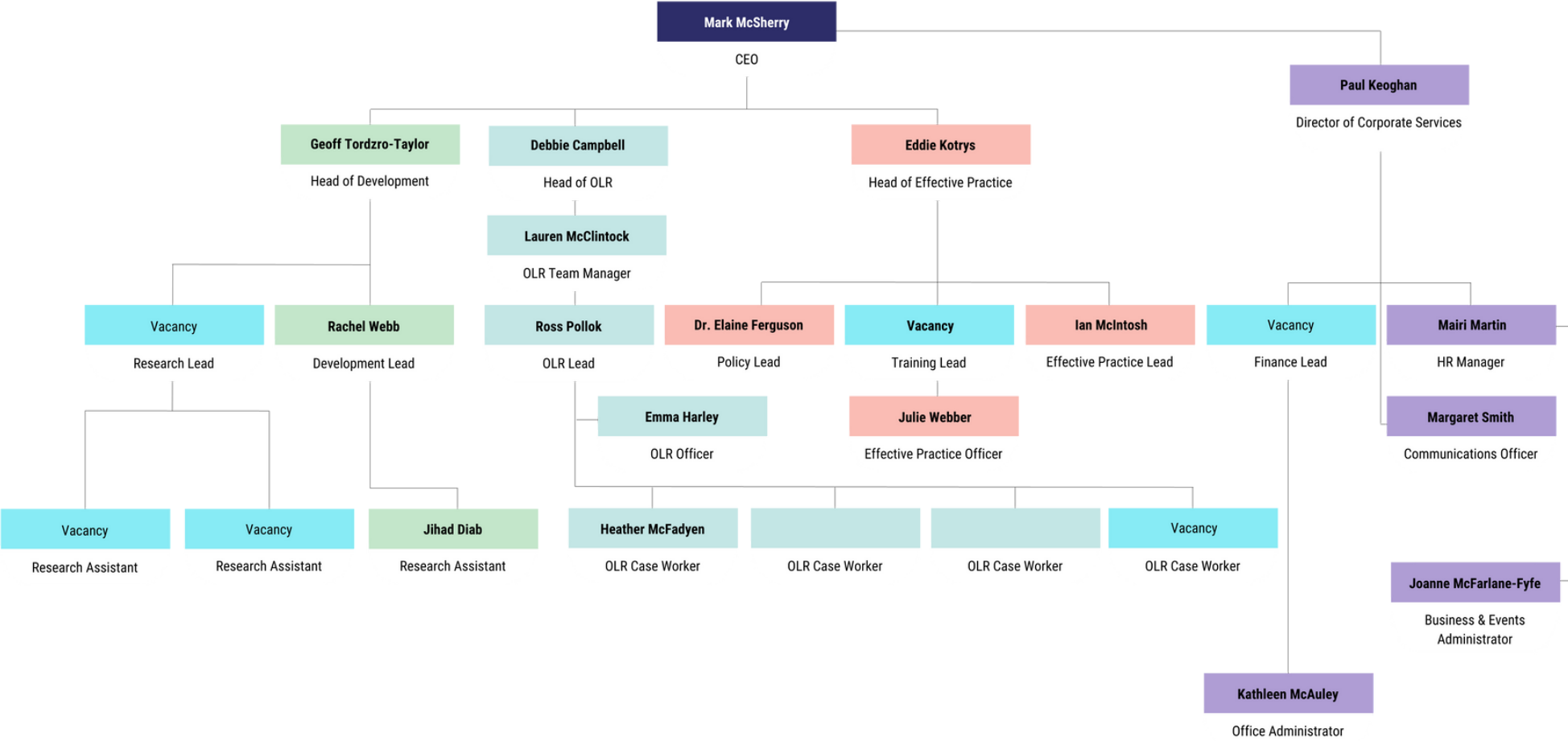
Standards and Guidelines

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

Risk Management Plans

- Support the continuous development of the RMA's approach to risk assessment and risk management planning.

MEET THE TEAM



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DIMENSIONS

- Oversight and management of research projects in relation to the RMA strategic aims.
- Oversight and management of research projects in relation to the RMA functions of Standards and Guidelines, Education and Training, Promoting Effective Practice, Risk Management Plans, Policy and Research.
- Provide assurance and appropriate escalation to the Head of Development in relation to these functions, including corporate risk management, business planning, project and financial management, human resources and health and safety.
- Produce and present research reports 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 Justice Sector, including policy, practitioners, academics and media.
- Support and contribute to the following RMA functions:
 - Development and delivery of education and training in relation to, the assessment and minimisation of risk.
 - Set and publish Standards and Guidelines in relation to the assessment and minimisation of risk.
 - Specify and publish the form of risk management plans.
 - Developing and implementing pilot schemes for the purposes of developing and improving methods.
 - Developing RMA policy and consultation responses.
 - Providing advice and recommendations to the Scottish Ministers.
 - OLR functions including the evaluation and quality assurance of Annual Implementation Reports, initial RMP's and amended RMP's, and Risk Assessment Reports completed by Accredited Assessors.

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MAIN ACCOUNTABILITIES

Strategy

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

Research

- Lead the carrying out, commissioning and co-ordination of RMA research activities.
- Lead the maintenance, assurance, and review of the RMA's Framework of Research Governance, Management & Assurance (FRGMA).
- Lead the production of RMA research reports in line with internal publication standards.
- Lead on compiling and keeping under review information about the provision of services in Scotland.
- Lead the review of research in relation to risk assessment and management.
- Continuously develop knowledge on risk assessment and management, and stay up-to-date in terms of developments across criminal justice policy, practice and partners.
- Continuously develop knowledge on research and statistical methods, and promote this across the Development Team and organisation as a whole.

Pilot Schemes

- Lead the evaluation of pilot schemes in relation to effective risk assessment and management.
- Support the development and implementation of pilot schemes in relation to effective risk assessment and management.
- Promoting Effective Practice
- Lead the identification and review of evidence-based 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 in risk assessment and management.

Education and Training

- Lead the evaluation of education and training initiatives in relation to risk assessment and management.
- Support the development and delivery of education and training initiatives.
- Lead the evaluation of quality assurance and evaluation methods.
- Support the design and evaluation of quality assurance and evaluation methods.

Policy

- Support RMA responses to consultations relevant to risk assessment and management.
- Support the provision of advice to ministers relating to risk assessment and management.
- Standards and Guidelines
- Support the development, review and communication of a range of standards, guidelines and guidance relating to risk assessment and management practice.

Risk Management Plans

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

Operational

- Manage, supervise and support staff contributing to research activities.
- 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 the RMA's values, 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 but not limited to conferences and seminars, social media and media.
- Undertake other reasonable duties as required by the needs of the RMA.

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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 across the functions of; Standards & Guidelines, Education & Training, Policy, Research, and the OLR. The post holder will report to the Head of Development within the RMA.

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 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 delivering high quality research. This includes experience of working, influencing, negotiating and collaborating with stakeholders. This is achieved through formal and informal contact routes, contributing to the delivery of education, training and conference presentations, writing academic publications, and use of media and social media, etc.

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COMPLEXITY

The main sources of complexity are:

- Oversight for a range of both internal and external research initiatives and programmes.
- Collaborating with external researchers to broaden the RMA's research capabilities.
- Ability to lead on producing research with practical implications for risk assessment and management through having a good 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 and producing research within a 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 research, often linked to national initiatives, 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.

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EXPERIENCE, KNOWLEDGE AND SKILLS

Experience

- Degree and ideally a relevant professional/post-graduate qualification, e.g. research methods, 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 research initiatives that have contributed to improved practice within a relevant field.
- Experience of developing, conducting, publishing and communicating research.

Knowledge

- Knowledge of research and data analysis methods.
- Knowledge of the theory and practice of risk assessment and management; current thinking on effective practice and knowledge of relevant research literature.
- An understanding of the wider professional context within which the RMA operate

Skills

- Able to identify areas where research 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.
- 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.

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 Geoff, our Head of Development (geoffrey.taylor@rma.gov.scot), or give us a ring on 0141 278 4478.

KEY DATES IN THE PROCESS

CLOSING DATE: 3 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.