

# Recruitment person specification

Post being recruited for: Head of Criminal Justice

## Council core competencies

**These apply to all posts**

**These apply to posts with responsibility for managing people or resources**

Being customer / client focused

Leading others

Working effectively with others

Managing performance and developing others

Managing change

Political sensitivity

Taking ownership and responsibility

Communicating effectively

Planning and decision making

## Managers

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

# Person specification

Category	Essential	Desirable (not every post needs desirable requirements)
<b>Experience</b>	<p>Significant experience of leading and managing criminal justice social work services within an organisation of comparable scope, size and complexity within the public or private sector</p> <p>Experience of leading and managing relevant or equivalent service in a political environment</p> <p>Experience of leading change, including formal organisational reviews</p> <p>Experience of leading and managing relevant or equivalent service in a political environment</p> <p>Experience of leading change, including formal organisational reviews</p> <p>Demonstrable experience of and ability to review service performance, identify areas for service improvement, implement and monitor improvement action</p>	Experience of leading and managing criminal justice service areas

<p><b>Knowledge, skills and understanding</b></p>	<p>Understanding of quality and risk frameworks within health services.</p> <p>Ability to take on wider leadership and management roles across Safer and Stronger Communities.</p> <p>Ability to provide strong leadership to create a high performance culture and a clear sense of purpose.</p> <p>Ability to oversee quality and standards of service across a complex range of dispersed assessment, care and protection services, including the management of offenders</p> <p>Knowledge of major legislative and other issues facing local government with a particular focus on achieving effective delivery of services at a time of significant change and financial challenges</p> <p>Knowledge and experience in the areas of offender management, MAPPA, child protection, adult protection and mental health.</p>	
<p><b>Qualifications and training</b></p>	<p>Diploma in Social Work or equivalent professional social work qualification</p> <p>Registered as Social Worker with SSSC or equivalent professional body</p> <p>Demonstrable commitment to continuing professional development</p>	<p>A recognised management qualification or evidence of working towards this level of qualification</p> <p>Mental Health Officer Accreditation</p>

**Job specific requirements**

Successful partnership working and networking with key stakeholders, e.g. citizens, third sector, Police Scotland, COPFS, NHS, regulatory bodies, business communities, government and public agencies

Authority to influence senior operational officers both within the Council and across partnerships and elected members in relation to quality and standards.

Business and commercial acumen to support strategic delivery of professional and support services, including ability to interpret and understand complex financial and budgetary information