

APPLICANT PACK

Assistant Psychologist

Thank you for your interest in the above role. Below, you will find the job description and person specification, outlining how the different criteria will be assessed throughout the recruitment process. You will also find information on the recruitment and selection process and key dates.

Job Description

Job Purpose	
<p>The post holder will contribute to the range of functions performed by psychological services with an emphasis on the maintenance of psychological records, information and case-management. This will contribute to the Scottish Prison Service (SPS) vision of helping to build a safer Scotland.</p> <p>The posts are temporary for a period of 12 months in the following locations:</p> <ul style="list-style-type: none">• HMP Glenochil• HMP Edinburgh• Open Estate• Headquarters, the Gyle, Edinburgh <p>Other opportunities may arise in the near future in other locations such as HMP&YOI Grampian. Within the role travel to other establishments may be required.</p>	
Key Responsibilities	
1	To assist the Head of Psychology and Trainee Psychologists in the performance of their duties with prisoners that have been referred to the Psychology department.
2	Contribute to the collation, organisation and recording of behavioural data to support the Case-Management of prisoners with Order of Lifelong restriction sentences.
3	Contribute to the collation of collateral information and preparation of file reviews on those in SPS care to support the completion of assessment of offending behaviour risk and needs.
4	Support Psychological services in the preparation of Subject Access Requests.
5	Other duties commensurate with pay band and working patterns as advised by Line Manager.
6	To present information as required in various multi-disciplinary meetings.

Person Specification & Assessment Information

Our selection approach is based upon the principle of merit which means that we will look to appointment the person who best meets the requirements of the role as outlined in the person specification. In determining the most meritorious candidate, applicants will be assessed against the published criteria during the selection process, as detailed below. The most meritorious candidate will be the one who best meets the essential criteria for the role. Performance against any published desirable criteria will only be considered where two or more candidates have performed equally against the essential criteria and there is a need to use the desirable criteria to identify the preferred candidate.

Criteria	Essential/Desirable?	When assessed?
Qualifications		
Candidates must hold a degree in Psychology conferring Graduate Basis for Registration.	Essential	Application
Candidates must be Qualified at a postgraduate level in a field of Forensic Psychology.	Essential	Application
Experience		
Candidates must be experienced in all aspects of administration and be competent in using software such as Microsoft Office Packages (Excel, Word, Outlook and PowerPoint presentation) as well as Statistical Package for Social Sciences (SPSS) and be aware of data protection legislation.	Essential	Application Interview
Experience of working in Forensic Settings.	Desirable	Interview
Knowledge & Skills		
Excellent communication skills across a range of media, including written and oral.	Essential	Interview
Understanding of and commitment to SPS aims, vision and values and the organisations contribution to the wider criminal justice agenda.	Essential	Interview
Ability to work with limited supervision and prioritise workload.	Essential	Interview
Organisational skills and ability to maintain records and secure information.	Essential	Interview

Selection Process Key Dates

Vacancy Closes for Applications	28 November 2019	Time	12 Noon
Initial Review of Application	3rd December 2019 Your application form will be reviewed to determine whether you will be progressed to the next stage of the selection process. We will update you of the outcome via the Online Recruitment system. If successful you will complete cognitive ability testing.		
Cognitive Ability Testing	Live: 4th December – 9th December 2019 You will be emailed by our testing providers to your nominated email address, with links to the testing; these links will be open for 24 hours a day during the above dates. Failure to complete will result in your application being withdrawn		
Interview Date*	As there are various posts being advertised, interviews are anticipated to take place on the following days: <ul style="list-style-type: none"> • 16th December • 17th December • 18th December Please note that not all of these dates may be available.		

*please note interview dates are subject to change.

Successful candidates will be subject to a pre-appointment medical and an Enhanced Disclosure check to determine suitability for role.

If you have any queries regarding the vacancy or have a disability which you feel may affect your performance at any stage in the recruitment and selection process, please contact **Caroline Nicol** by email at: **Caroline.Nicol@sps.pnn.gov.uk** or by telephone on: **01324 710497** to allow reasonable adjustments to be made to assist you.

