

## APPLICANT PACK

### THEME LEAD – CRIMINAL JUSTICE

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

You will hold responsibility for all learning and development aligned to Criminal Justice within the Scottish Prison Service (SPS). You will create and maintain a purposeful learning environment in line with the organisational objective of becoming a learning organisation. With the introduction of professional qualifications and the SPS College becoming a credit rating body, you will work to new training standards and your own programme of continuing professional development (CPD), while holding responsibility for the staff learning and development aligned to your theme within the SPS. This will include designing and delivering training and creating CPD opportunities up to, and including, postgraduate degree level.

You will develop the learning and development strategy for your theme and contribute to organisational strategy in relation to your theme. Your role will include designing teaching and assessment materials, overseeing learner progress, providing feedback and support to learners, and assessing work. You will use a range of delivery techniques to engage and enthuse learners and work alongside other Theme Leads to ensure a cohesive portfolio of CPD activities, tools, products, resources and services for staff, assuring overall organisational capability for the SPS.

You will be one of five Theme Leads and will have direct and indirect management for a number of Learning and Development Managers across the SPS. You will inform the training of staff and managers, aligning learning to leading criminology research and best practice models of multi-agency working in criminal justice.

N.B. For internal applicants, this is a non-operational post, however any successful operational applicant would be supported to maintain and develop their operational competence as part of ongoing CPD.

##### Key Responsibilities

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| 1 | <b>Responding to your theme</b> - ensuring learning and development within the SPS responds to changes in policy, legislation and best practice. Proactively working with other internal and external policy and subject matter experts to ensure staff training and CPD in this theme is up to date, relevant and contributing towards the organisational Vision and Mission. |
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2	<b>Planning the learning experience</b> – planning engaging, inclusive and creative learning opportunities that demonstrate a critical understanding of curriculum design and constructive alignment, theories of learning, teaching and assessment, and knowledge of pedagogical best practice.
3	<b>Teaching and Facilitating Learning</b> – providing subject matter expertise to learners and enabling both structured and independent learning across the organisation.
4	<b>Assessment</b> - devising and implementing suitable assessment strategies that provide organisational assurance, based on a critical understanding of the principles, purposes, means and terminology of assessment.
5	<b>Guidance and Support</b> – provide staff with support and guidance during their learning and beyond, as needed to ensure their continued professional development.
6	<b>Quality Assurance</b> - work effectively to SPS College standards and those imposed by individual awarding and accrediting bodies. Evaluate the impact of learning and development in your theme and undertaking research to enrich the evidence base relating to this area, in order to better evidence business outcomes for the SPS.

## 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.

**Please note:** To apply for this post, you will be asked to submit your CV into an upload area within the application form. Alongside your CV, please also submit a covering letter, briefly outlining how you meet the following essential criteria:

- Professional and Personal Development;
- Professional Expertise in Criminal Justice.

Criteria	Essential/Desirable?	When assessed?
<b>Qualifications</b>		
Hold a minimum of an Undergraduate Degree or equivalent/higher qualification (360 credits, of which 60 credits must be at SCQF Level 9) relevant to the role applying. You may be required to undertake a relevant learning and development qualification at SCQF Level 11 within the role, achieving this within approximately 24 months of taking up the post.	Essential	CV Application
<b>Please note:</b> You will be asked to		

evidence your degree qualification and a list of modules/units competed within your qualification if progressing to the assessment centre.		
<b>Experience</b>		
<b>Professional and Personal Development</b>  Evidence of your personal and professional development and how this has prepared and developed you for the role of Theme Lead in Criminal Justice.	Essential	CV Application Presentation
<b>Professional Expertise in Criminal Justice</b>  Experience in either research and/or teaching practice in the area of Criminal Justice.	Essential	CV Application Interview
<b>Analysing Complex Information</b>  Experience of analysing complex information drawn from a number of sources, identifying, implementing, evaluating solutions and making recommendations for improvements aligned to organisational needs.	Essential	Written Exercise Interview
<b>Knowledge &amp; Skills</b>		
<b>Communication Skills</b>  Well- developed communication skills, both written and verbal, with evidence of your ability to vary your style of communication to ensure mutual understanding.	Essential	Written Exercise Role Play Presentation
<b>Building and Maintaining Relationships</b>  Accomplished people management skills with the ability to build and maintain effective, flexible and collaborative working relationships with a wide range of internal and external stakeholders, demonstrating your ability to positively influence others to deliver successful	Essential	Role Play Interview

outcomes.		
<b>Planning, Implementation and Control</b> Evidence of your excellent organisational skills, demonstrating your ability to prioritise, forward plan, manage competing demands, and work under pressure to ensure outputs are delivered within internal and external organisations timescales.	Essential	Interview

## Selection Process Key Dates

<b>Vacancy Closes for Applications</b>	05 June 2019	<b>Time</b>	12noon
<b>Initial Application Review</b>	Week commencing 10 <sup>th</sup> June 2019		
<b>Assessments*</b>	<p>The assessment process will consist of the following elements:</p> <ul style="list-style-type: none"> <li>• Role Play</li> <li>• Written Exercise</li> <li>• Presentation</li> <li>• Interview</li> </ul> <p>The assessment process will be taking place on 2<sup>nd</sup>/3<sup>rd</sup> July 2019.</p> <p>Further information will be provided to candidates progressing to this stage of the process by the way of a formal invite to assessment.</p> <p><b>Please note that not all assessment dates may be available.</b></p>		

\*please note interview dates are subject to change.

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 **Hayley Evans** by email at: [hayley.evans@sps.pnn.gov.uk](mailto:hayley.evans@sps.pnn.gov.uk) or by telephone on: **01324 710466** to allow reasonable adjustments to be made to assist you.

