

UNLOCKING POTENTIAL TRANSFORMING LIVES



APPLICANT PACK

Policy Manager

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 work in the Health and Wellbeing Team, Strategy and Stakeholder Engagement Directorate to lead on development of certain areas of strategy and policy and will ideally have experience of managing healthcare services in prisons. The post holder will provide support to the Head of Health Strategy and the Head of Health and Justice in leading on strategy and policy development and in compiling and developing critical documentation and other products relative to Health matters.</p> <p>The post-holder will also provide support across Health and Wellbeing in organising and coordinating workflows and in representing the SPS at key stakeholder meetings.</p>	
Key Responsibilities	
1	To work in collaboration with Strategy & Stakeholder Engagement Directorate, Operations Directorate, Governors, SPS and private prisons, NHS Health Boards and partner organisations including Samaritans, NHS Health Scotland and Scottish Government to deliver Directorate and Organisational Outcomes.
2	Work with the NHS as a key partner in meeting the desistance challenge, alongside our NHS partners, to improve outcomes for people in the justice system in Scotland and actively support the continued development of policy work across a number of areas in respect of Health matters within the SPS.
3	Lead on work and represent the SPS in meeting with partners relative to the development of the SPS Addiction strategy and Medicine Management.
4	Lead on strategy and policy work in connection with Health Protection and Blood Borne Viruses.
5	Support the Head of the Health Strategy and Head of Health and Justice in the preparation of papers and briefings in connection with the work of the functional area.
6	Coordinate the workflows and resourcing of key areas of work including briefing papers and represent the SPS at relevant stakeholder 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		
Educated to a graduate level or relevant experience.	Essential	Application
Experience of working as a Manager in delivery of health care services in prisons.	Essential	Application
Experience		
Competent in the use of Microsoft Office packages.	Essential	Application and Interview
Experience of multidisciplinary and partnership working and resolving problems of a complex nature.	Essential	Application and Interview
Excellent decision making skills with evidence of your ability to exercise a high level of initiative, judgement and discretion in deciding appropriate actions to be undertaken.	Essential	Application and Interview
Knowledge & Skills		
Communications Skills Evidence of your highly developed written and oral communication skills with an ability to engage and influence others at all organisational levels.	Essential	Interview
Assertive & Influential Evidence of your ability to lead, influence and empower people, upholding standards to achieve outstanding results.	Essential	Interview

<p>Building & Maintaining Relationships</p> <p>Accomplished people management skills with the ability to build and maintain effective relationships with a wide range of internal and external stakeholders.</p>	<p>Essential</p>	<p>Interview</p>
<p>Team Working</p> <p>Evidence of an ability to work with others in a team context, to value those of a range of opinions and beliefs.</p>	<p>Essential</p>	<p>Interview</p>

Selection Process Key Dates

Vacancy Closes for Applications	23 October 2019	Time	12.00
Interview Date*	Week commencing 19 November 2019		

***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 **Wendy McGlade** by email at: **Wendy.McGlade@sps.pnn.gov.uk** or by telephone on: **0131 330 3580** to allow reasonable adjustments to be made to assist you.

