

UNLOCKING POTENTIAL TRANSFORMING LIVES



APPLICANT PACK

RESEARCH 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 Scottish Prison Service (SPS) are continuing to review and reshape our service, responding to existing and emerging challenges, by developing our workforce through further education, training and professional development. SPS College, which provides development for all those who work in Scottish Prisons, has recently become a credit rating body and is undergoing an exciting period of change to ensure that we have the right teaching and research capacity to inform training design, assurance and delivery.</p> <p>The role of Research Manager will ensure that the SPS College is at the forefront of evidence-based approaches to learning and development within the criminal justice sector.</p> <p>You will research and analyse developments in criminal justice and learning and development practice, which will positively contribute to the delivery of continuing professional development activities/programmes for staff within the Scottish Prison Service (SPS).</p>	
Key Responsibilities	
1	You will manage and undertake planned and ad hoc research projects, statistical analysis and evaluation studies and produce evidential briefings including presentation of statistical analysis and research data for staff within the SPS.
2	You will provide a consultation and advisory service to internal and external colleagues on matters relating to criminal justice and learning and development research, analysis, statistics and performance measurement. This will also include drafting relevant briefing papers for employees and/or external stakeholders, in relation to research published by, or on behalf of, the SPS.
3	Design, deliver and manage the SPS College research activities, events and resources as part of a programme of continuing professional development for staff and external stakeholders whilst managing and maintaining the SPS Learning Resource Centre.
4	Develop the provision of research information in parts of the business which would benefit from routine reports/summaries.

5	Manage and support the staff research suggestion process, supporting the upskilling of staff capacity and capability where necessary.
6	You will be required to stay informed and up to date with political and academic priorities, improvements and changes relating a number of areas within the SPS (including for example, the theme lead areas within the SPS College).

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		
Hold a minimum of a Masters Degree (at SCQF Level 11) or equivalent/higher qualification in a relevant discipline.	Essential	CV Application
Experience		
Research Experience Experience of conducting either quantitative and/or qualitative research, demonstrating well-developed research skills, an ability to collect primary data as well as analysing secondary data and a sound understanding of research impact.	Essential	CV Application Written Exercise Interview
Delivering Evidence-Based Change Experience of initiating new ways of doing things, drawing on the latest evidence base and supporting opportunities for positive change.	Essential	Interview
Leading and Supporting Evidence of providing support, advice and direction to others based on outcomes from research.	Essential	Presentation Interview

Knowledge & Skills		
Communication Skills(Verbal and Written) Evidence of excellent communication skills with the ability to convey and summarise complex information both verbally and in writing to a variety of audiences and readership.	Essential	Written Exercise Presentation
Building and Maintaining Relationships Evidence of your ability to foster effective working relationships and collaborate with a range of internal and external stakeholders and positively influence others to achieve desired outcomes.	Essential	Interview
Problem Solving and Decision Making Excellent decision making skills with evidence of your ability to analyse complex issues, problem solve and produce creative and innovative solutions by exercising a high level of initiative, judgement and discretion.	Essential	Written Exercise Interview
Planning and Organising 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 on time.	Essential	Interview

Selection Process Key Dates

Vacancy Closes for Applications	22 September 2019	Time	23.55pm
Initial Application Review	24 th September		
Assessments*	<p>The assessment process will consist of the following elements:</p> <ul style="list-style-type: none"> • Written Exercise • Presentation • Interview <p>You will be asked to prepare your Written Exercise and Presentation in advance of the assessment day.</p> <p>The assessment day will be taking place on 8th October 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>		

***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 **Claire Neary** by email at: claire.neary@sps.pnn.gov.uk or by telephone on: **01324 710442** to allow reasonable adjustments to be made to assist you.

