

POST TITLE	SECTOR MANAGER
DIRECTORATE	EDUCATION, CHILDREN AND JUSTICE SERVICES
SERVICE	JUSTICE SERVICES
RESPONSIBLE TO	HEAD OF JUSTICE SERVICES
NUMBER OF POST HOLDERS	3
ACTING UP/ SECONDMENT	NO

PURPOSE OF JOB

To manage a range of justice social work services within one of three sectors within budget, ensuring a range of national and departmental outcomes are delivered and reported on to the relevant governments and authorities.

Focussing on the delivery of a quality service, provide leadership that ensures that justice social work, contributes to safer communities by reducing risk of re-offending and risk of harm to others.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- With responsibility for the statutory duties undertake within a sector team, lead and develop effective and responsive justice social work services, focussing on: management of risk of harm; reduction in re-offending rates; provision of effective community-based alternatives to custody; and meeting the desistance needs of people who commit offences.
- With the focus on the assessment and management of risk, promote independence and choice for service users, ensuring that their needs are appropriately addressed through partnership working across all organisational boundaries.
- Ensure that teams are fully supported by policy, guidance and training to provide comprehensive child protection, adult protection and public protection services.
- Develop and implement service improvement plans in partnership with the Quality Assurance Team and ensure effective collaboration and consultation with other teams and people using services, partnership agencies, staff and other key stakeholders in their implementation.
- Monitor administrative processes across each team in liaison with the team leader and the business manager to and delivery of services within their sector, ensuring integration with departmental service plan, the Community Justice Outcomes Improvement plan, joint service plans, and to Scottish Government priorities and guidelines.
- Ensure that services for specific client groups (e.g. women, young people) are provided in line with relevant legislation, in the context of departmental policy and procedures, and in response to changing patterns of need.
- Lead officer for inspections by I Care Inspectorate and internal and external reviews, ensuring compliance with review outcomes and implementation of improvement plans.
- Set and implement departmental targets and best practice standards in order to ensure that cohesive, high quality and consistent professional services (combined with the optimal use of resources) are delivered to service users and other stakeholders.
- Report and advise on the effective management of grants by Third Sector organisations.
- Provide evidence of sector service performance to meet the Single Outcome Agreement with the Scottish Government
- Deputise for the Head of Justice Services as required and undertake any such appropriate duties as determined by service senior management.

- Support the promotion of effective partnership working with sector colleagues, other council services, courts, the Scottish Prison Service, the Parole Board, Health, Police, Third Sector, and other stakeholders to achieve the optimum development of key services, ensuring effective working across operational boundaries to address child, adult and public protection needs.
- Attend multi-agency meetings to assist risk management planning, e.g. child or adult protection case conferences, risk management case conferences, multi-agency public protection arrangements (MAPPA) meetings.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- Educated to degree level with a relevant professional qualification and substantial post-qualifying experience at a senior management level, including leading organisational change; Scottish Social Services Council registered; thorough knowledge of the criminal justice system and working with people with a range of complex and challenging needs: and extensive experience of risk assessment and management
- Excellent communication skills and producing report for senior management, Committees and boards, as well as great interpersonal skills and the ability to defuse extremely volatile situations.
- On public protection, the postholder will make decisions on the protection of children and adults at risk of harm, the general public, and the reputation of the Council
- Within the multi-agency public protection arrangements, ensure the safe management of sex offenders, including their re-integration into the community.
- Decisions taken will impact policy and standards within the service and the post-holder must balance service demand with available resources to ensure continued cost-effective service provision, in accordance with best value, ensuring the protection of at-risk individuals.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- Although the post may be exposed to some physical demands, these will be predominantly within the range of normal office-based activities.
- Although the post may be exposed to some adverse working conditions, these will be predominantly within the range of normal office-based activities.
- Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people, this will not be more than the normal required of a Council employee.
- They will be expected to undertake all CEC mandatory training and will be provided with professional supervision on a monthly basis.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

Each sector manager has responsibility for 3 or 4 teams. The total number of staff in each sector, excluding business support staff, is between 55 and 66. The direct reports are as follows:

- Sector Manager, CISSO, DTTO, Crossroads, Crane and SAVOLO: Team Leader Grade 9 x 3; Nurse Team Leader band 7.
- Sector Manager, Justice Practice Team and Unpaid Work: Team Leader, Justice Practice Team (Grade 9) x 2; Unpaid Work Manager (Grade 8);
- Sector Manager, Prison Based Social Work, Domestic Abuse Services, Court Services and Trauma: Project Team Leader (Grade 9) x 3

RESOURCES

- The sector manager is responsible for the staffing and non-staffing budget of all teams within the sector, amounting to £2 million. The non-staffing spend amounts to more than 10% of the total budget.

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).