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| **Cluster** | Justice |
| **Division/Branch/Unit** | Corrective Services NSW - Offender Services and Programs |
| **Location** | Various |
| **Classification/Grade/Band** | Senior Psychologist / Senior Specialist Psychologist\* |
| **ANZSCO Code** | 272399 |
| **Role Number** | Various |
| **PCAT Code** | 2119192 |
| **Date of Approval** | 13 March 2018 |
| **Agency Website** | www.justice.nsw.gov.au |

This role description is to be read in conjunction with the relevant conditions, characteristics and criteria included in the[*Crown Employees (Psychologists) Award*](http://www.ircgazette.justice.nsw.gov.au/irc/ircgazette.nsf/webviewdate/C8526) *C8526 of 15 April 2016.*

# Primary purpose of the role

# Manage, supervise and lead a team of Psychologists / OS&P staff in the provision of direct psychological services to offenders within custodial and community locations in an allocated cluster or area of responsibility.

Provide assessment, case formulation, and intervention where appropriate in complex cases.

# Key accountabilities

# Manage, supervise and lead a team of Psychologists / OS&P staff in the provision of direct psychological services and/or psychological programs to offenders within custodial and community locations on a cluster basis or within an area of responsibility.

* Assist in the development of policy and procedures relating to psychology services offenders within custodial and community locations
* Provide regular individual and/or group supervision for Psychologists.
* Provide direct psychological service delivery where appropriate in complex cases.
* Assist in the development of professional training and professional development for individual psychologists in the cluster.
* Ensure appropriate psychological documentation standards on Offender Integrated Management System (OIMS) and in case files are maintained on all offenders who are receiving psychological services within the cluster.
* Liaise with stakeholders to arrange and negotiate psychological service provision and to maintain consistency and appropriate role boundaries for psychologists within cluster or area of responsibility.

# Key challenges

* Providing an ethical and effective psychology service in a dynamic environment for psychologists who are charged with management of challenging clients and in the context of limited or scarce professional resources.
* Supporting psychologists to manage appropriate priorities in the work in the fact of high case loads and work volumes and negotiating consensus between the cluster supervisors and professional supervisor on priorities.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Chief Psychologist | For leadership and guidance and to provide information, reports and support. |
| Senior Psychologist | For collaboration and to ensure consistency of psychology service provision across CSNSW. |
| Psychologist | To manage administratively and to provide professional guidance and direction. |
| Managers OS&P / Senior SAPOs | In relation to co-ordinating psychology services within the cluster |
| General Managers, Managers Community Corrections and custodial corrections Centre staff | In relation to the implementation and resourcing of psychological services across custodial / community locations |
| Offender Services and Programs staff within areas of responsibility | To manage administratively and to provide professional guidance and direction where appropriate. |
| External |  |
| Justice Health, Forensic Mental Health Network, universities, State and Parole Authority, Serious Offenders Review council etc. | In relation to provision of advice, communication and responding to requests regarding psychological services |

# Role dimensions

## Decision making

The position holder has a degree of autonomy and responsibility to make decisions involving psychological service provision but must seek direction and guidance from the Chief Psychologist in matters beyond its expertise or ascribed responsibility. Staff management decisions, where otherwise authorised by specific delegations are made by the role and it may decide to advise the Chief Psychologist of its intensions to proceed in such matters.

## Reporting line

The role reports to the Chief Psychologist / Manager

## Direct reports

The role has up to 12 direct reports.

## Budget/Expenditure

## Nil

# Essential requirements

* Minimum four year accredited qualification in psychology with current full registration with the Psychology Board of Australia, and is eligible to be a Board-approved supervisor.
* Proven superior skills in assessment and treatment in correctional psychology including their mental health issues, cognitive impairment, and with respect to behaviour management
* High level of knowledge and understanding of contemporary correctional concepts, principals and practices relevant to psychology assessment and treatments
* Demonstrated knowledge and ability with regards to criminogenic risk assessments, including risks related to sex and violent offending
* Thorough knowledge and understanding of the psychologists ethical and legal obligations and professional accountability particularly the Departmental policies and procedures
* Sound knowledge and ability in the professional supervision of psychologists.
* Current NSW Driver’s licence with ability and willingness to travel throughout NSW.

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| **\*Progression to Senior Specialist Psychologist**  *Assignment or progression to the Award classification of Specialist Psychologist will be subject to persons satisfying the criteria prescribed in the Award.* |

# Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at <http://www.psc.nsw.gov.au/workforce-management/capability-framework/the-capability-framework>

## Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

| NSW Public Sector Capability Framework | | |
| --- | --- | --- |
| **Capability Group** | **Capability Name** | **Level** |
|  | Display Resilience and Courage | Adept |
|  | **Act with Integrity** | **Advanced** |
|  | Manage Self | Adept |
|  | Value Diversity | Adept |
|  | **Communicate Effectively** | **Advanced** |
|  | Commit to Customer Service | Adept |
|  | **Work Collaboratively** | **Adept** |
|  | Influence and Negotiate | Adept |
|  | Deliver Results | Adept |
|  | Plan and Prioritise | Adept |
|  | **Think and Solve Problems** | **Adept** |
|  | Demonstrate Accountability | Adept |
|  | Finance | Intermediate |
|  | Technology | Adept |
|  | Procurement and Contract Management | Intermediate |
|  | **Project Management** | **Adept** |
|  | Manage and Develop People | Intermediate |
|  | Inspire Direction and Purpose | Intermediate |
|  | **Optimise Business Outcomes** | **Intermediate** |
|  | Manage Reform and Change | Intermediate |

## Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

| NSW Public Sector Capability Framework | | |
| --- | --- | --- |
| **Group and Capability** | **Level** | **Behavioural Indicators** |
| **Personal Attributes**  Act with Integrity | Advanced | Model the highest standards of ethical behaviour and reinforce them in others  Represent the organisation in an honest, ethical and professional way and set an example for others to follow  Ensure that others have a working understanding of the legislation and policy framework within which they operate  Promote a culture of integrity and professionalism within the organisation and in dealings external to government  Monitor ethical practices, standards and systems and reinforce their use  Act on reported breaches of rules, policies and guidelines |
| **Relationships**  Communicate Effectively | Advanced | Present with credibility, engage varied audiences and test levels of understanding  Translate technical and complex information concisely for diverse audiences  Create opportunities for others to contribute to discussion and debate  Actively listen and encourage others to contribute inputs  Adjust style and approach to optimise outcomes  Write fluently and persuasively in a range of styles and formats |
| **Relationships**  Work Collaboratively | Adept | Encourage a culture of recognising the value of collaboration  Build co-operation and overcome barriers to information sharing and communication across teams/units  Share lessons learned across teams/units  Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work |
| **Results**  Think and Solve Problems | Adept | Research and analyse information, identify interrelationships and make recommendations based on relevant evidence  Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options  Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness  Identify and share business process improvements to enhance effectiveness |
| **Business Enablers**  Project Management | Adept | Prepare clear project proposals and define scope and goals in measurable terms  Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements  Prepare accurate estimates of costs and resources required for more complex projects  Communicate the project strategy and its expected benefits to others  Monitor the completion of project milestones against goals and initiate amendments where necessary  Evaluate progress and identify improvements to inform future projects |
| **People Management**  Optimise Business Outcomes | Intermediate | Develop team/unit plans that take into account team capability and strengths  Plan and monitor resource allocation effectively to achieve team/unit objectives  Ensure team members work with a good understanding of business principles as they apply to the public sector context  Participate in wider organisational workforce planning to ensure the availability of capable resources |