

# ROLE DESCRIPTION

## Psychologist/Specialist Psychologist

Cluster	Department of Justice
Division/Branch/Unit	Corrective Services
Location	Various
Classification/Grade/Band	Psychologist
ANZSCO Code	272399
Role Number	Various
PCAT Code	1119192
Date of Approval	13 March 2018 (4/7/2018)
Agency Website	<a href="http://www.correctiveservices.nsw.gov.au">www.correctiveservices.nsw.gov.au</a>

This role description is to be read in conjunction with the relevant conditions, characteristics and criteria included in the *Crown Employees (Psychologists) Award C8526 of 15 April 2016*.

### Primary purpose of the role

Operating as part of a team of psychologists and / or member of a multi-disciplinary team, provide direct psychological assessment, intervention, and therapeutic services to offenders and remandees within custodial and community locations in an allocated cluster or within a specific organisational area.

Provide expert consultation to staff within custodial and community locations regarding the management of remandees and offenders, as well as to provide advice to statutory authorities.

### Key accountabilities

- Working under the direction and supervision of a senior psychologist, provide direct psychological assessment, intervention, and therapeutic services or programs to offenders within custodial and community locations in an allocated cluster or within a specific organisational area.
- Assist in the formulation of management and case plans for the management and supervision of offenders / remandees within custodial and community locations in an allocated cluster or within a specific organisational area.
- Maintain succinct documentation and psychological notes on all offenders receiving psychological services, in accordance with the laid down standards on Offenders Integrated Management System (OIMS) and in case files.
- Prepare reports, advice, and consultation to statutory authorities such as the State Parole Authority, Serious Offenders Review Council, and Mental Health Review Tribunal.

### Key challenges

- Providing an ethical and effective psychology service in a dynamic environment with challenging clients and in the context of limited or scarce professional resources
- Managing appropriate priorities in the work in the face of high case loads and work volumes

## Key relationships

Who	Why
<b>Internal</b>	
Senior Psychologist/Senior Specialist Psychologist	For leadership and guidance and to provide information, reports and support
Psychologists/Specialist Psychologists	For collaboration and to ensure consistency of psychology service provision across CSNSW.
Senior Service and Programs Officers	In relation to co-ordinating psychology services with other areas of Offender Services and Programs
Service and Programs Officers, Community Corrections officers, Custodial corrections officers and other key stakeholders within Corrective Services	In relation to integrating psychology services within case plans of offenders
<b>External</b>	
Families	Provide advice and support to families
Justice System Staff	Provide information and advice to police, magistrates and court services staff on psychological matters
Other Agencies and Community	In relation to integrating psychology services within case plans of offenders

## Role dimensions

### Decision making

The position holder has a degree of autonomy and responsibility to make decisions and provide advice involving psychological service provision but must seek direction and guidance from the Senior Psychologist/Senior Specialist Psychologist.

### Reporting line

Senior Psychologist/Senior Specialist Psychologist

### Direct reports

Nil

### Budget/Expenditure

Nil

## Essential requirements

- Minimum four year accredited qualification in psychology with current provisional or full registration with the Psychology Board of Australia.
- Demonstrated expertise in assessment and treatment in correctional psychology including mental health issues, cognitive impairment, and with respect to behaviour management.
- Demonstrated level of knowledge and understanding of contemporary correctional concepts, principles 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 and associated interventions

- Demonstrated advisory, consultation, and report writing skills
- Sound knowledge and understanding of the psychologist's ethical and legal obligations and professional accountability particularly the Departmental policies and procedures.
- Well-developed communication, negotiation, and conflict resolution skills
- Current NSW driver's licence with ability and willingness to travel throughout NSW.

### \*Progression to 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 [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

## 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
 Personal Attributes	Display Resilience and Courage	Adept
	<b>Act with Integrity</b>	<b>Adept</b>
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	<b>Communicate Effectively</b>	<b>Adept</b>
	Commit to Customer Service	Adept
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	<b>Influence and Negotiate</b>	<b>Intermediate</b>
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	<b>Think and Solve Problems</b>	<b>Adept</b>
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	<b>Technology</b>	<b>Intermediate</b>
	Procurement and Contract Management	Foundational
	Project Management	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
<b>Personal Attributes</b> Act with Integrity	Adept	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>• Demonstrate professionalism to support a culture of integrity within the team/unit</li> <li>• Set an example for others to follow and identify and explain ethical issues</li> <li>• Ensure that others understand the legislation and policy framework within which they operate</li> <li>• Act to prevent and report misconduct, illegal and inappropriate behaviour</li> </ul>
<b>Relationships</b> Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>• Tailor communication to the audience</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Monitor own and others' non-verbal cues and adapt where necessary</li> <li>• Create opportunities for others to be heard</li> <li>• Actively listen to others and clarify own understanding</li> <li>• Write fluently in a range of styles and formats</li> </ul>
<b>Relationships</b> Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>• Build a supportive and co-operative team environment</li> <li>• Share information and learning across teams</li> <li>• Acknowledge outcomes which were achieved by effective collaboration</li> <li>• Engage other teams/units to share information and solve issues and problems jointly</li> <li>• Support others in challenging situations</li> </ul>
<b>Relationships</b> Influence and Negotiate	Intermediate	<ul style="list-style-type: none"> <li>• Utilise facts, knowledge and experience to support recommendations</li> <li>• Work towards positive and mutually satisfactory outcomes</li> <li>• Identify and resolve issues in discussion with other staff and stakeholders</li> <li>• Identify others' concerns and expectations</li> <li>• Respond constructively to conflict and disagreements</li> <li>• Keep discussion focused on the key issues</li> </ul>
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence</li> <li>• Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options</li> <li>• Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness</li> <li>• Identify and share business process improvements to enhance effectiveness</li> </ul>
<b>Business Enablers</b> Technology	Intermediate	<ul style="list-style-type: none"> <li>• Apply computer applications that enable performance of more complex tasks</li> <li>• Apply practical skills in the use of relevant technology</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"><li>• Make effective use of records, information and knowledge management functions and systems</li><li>• Understand and comply with information and communications security and acceptable use policies</li><li>• Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies</li></ul>