



Apex Scotland Job Description and Role Profile

Position:	Lead Practitioner
Responsible to:	Service Development Manager
Location:	Specified Operational Centre
Working Hours:	Hours per week as specified in the contract (may include evenings and weekends)
Salary:	£26,127 per annum (pro rata for part-time employees)

Value Statement:

All employees of Apex Scotland must work within the ethos of the organisation and apply themselves as per the Organisational Qualities and Values Policy.

The Opportunity

This role occurs in two primary service scenarios and can also be a blend of these:

- This role operates within a service employing multiple Practitioners and acts in a supervisory, lead capacity within that service and team. In this service scenario, the role oversees and monitors the day to day service activity of a team of Practitioners to ensure that a high quality of service is provided to Participants. The role of Lead Practitioner allocates cases to Practitioners but also carries a caseload of their own. The role leads on risk management and multi-agency work co-ordination.
- The role operates within a service, where it may be the only Practitioner delivering the service, and the entirety of the contracted service is targeted at Participants where complex case management is required. A primary example of this within Apex Scotland is a service working solely with participants with convictions of a sexual nature.

Key Priorities, Duties and Responsibilities

CASELOAD

- Allocate and monitor the caseload of Practitioners ensuring professional practice to Participants at all times.
- Carry a caseload and ensure the provision of a high quality and consistent level of service which meets the needs of the Participants.
- Ensure Practitioners write up case notes on Participants accurately and timeously, in line with Apex Scotland's Case File Management policy and procedures and contribute to service monitoring requirements.

- Ensure that standards relating to confidentiality are adhered to at all times in line with Apex Scotland policies and procedures.
- Monitor and review Participant's progress and provide reports to the Service Development Manager.
- Make assertive decisions about the service Apex can provide, when dealing with complex circumstances of Participants, and the parameters of that.
- Undertake collaborative case management with other professionals with a role in public protection and community safety, such as Police Scotland, Justice Social Work and MAPPA teams.

PEOPLE MANAGEMENT

- Undertake day to day supervisory responsibilities for Practitioners, including co-ordination of activity, monitoring capacity and performance.
- Assist with the induction of new Practitioners to Apex Scotland in line with Apex Scotland policies and procedures.
- Contribute to the performance management, development, and support and supervision of Practitioners, in the context of overall line management facilitated by the Service Development Manager.

STAKEHOLDER ENGAGEMENT

- Create a network of key relationships with partners that will inform Apex Scotland's work.
- Develop and coordinate professional links with other statutory partner organisations.
- Ensure the service(s) and Apex Scotland is represented in a professional manner at all times.
- Attend relevant internal and external meetings as requested by the Service Development Manager.

SERVICE DEVELOPMENT

- Participate in the development of the service and bespoke service design/delivery for individual Participants in conjunction with the Service Development Manager.
- Proactively contribute to continuous improvement by making positive suggestions.

HEALTH AND SAFETY

- Adhere to Apex Scotland's Health and Safety policy and to implement this in the working environment and practices.
- Ensure risk assessments are completed and reviewed within the operational team.

PERSONAL DEVELOPMENT

- Take ownership for self-development by highlighting opportunities and agreeing a Personal Development Plan with the Service Development Manager.
- Actively pursue continual improvement in performance, skills and knowledge.
- Participate as required in appropriate activities across the organisation including Best Practice Working or advisory groups, planning and personal development opportunities.

ORGANISATION AND LEGAL RESPONSIBILITIES

- Adhere to all Apex Scotland's legal policies and practices regarding data protection and employment law. Uphold legislation on health and safety. Carry out your own responsibilities to reduce risk in this matter and promote a health and safety culture.
- Where required, conduct risk assessments in the workplace and Participant activities. Protect yourself and others from risk of harm or violence.

- Ensure your actions promote and value equality, diversity, rights and responsibility along with supporting the maintenance of all Apex policies and procedures.

OTHER

- Adopt a co-operative and flexible attitude to providing cover or aid for other programmes, colleagues and roles when required, to meet Apex objectives. Commit to all reasonable requests from your colleagues and line manager.
- Promote Apex as an organisation and represent its interests in a professional manner while complying with all moral and acceptable dress codes of practice. Develop and evaluate joint working between agencies.
- Undertake other service delivery that is particular to your specific programme or role (including H&S rep, First Aider etc).

Outline of Main Terms and Conditions of Service

Salary:	£26,127 per annum/pro rata
Holidays:	Normally 20 days (increasing to 25 after 5 years service) + 10 public holidays in addition to Christmas.
Hours of Work:	As stated in the advert and contract (full-time hours at Apex Scotland is 35 hours per week)
Condition:	<p>Appointment and continuing employment will be subject to the granting and maintaining of satisfactory Protection of Vulnerable Groups (PVG) membership and suitable references. Employees are required to ensure immediate notification to their line manager of any criminal charges or convictions.</p> <p>Hours will be worked according to the needs of the service and may include evenings and weekends.</p>
Travel:	<p>Employees will also be required to work across Regional area as required for which travel expenses will be reimbursed.</p> <p>Access to a car and business insurance is required.</p>
Pension:	The standard employer pension contribution is 3% with 5% payable by employees.
Work Base:	Field based (administrative base will be determined according to the contract). Apex Scotland reserves the right to change office base location within reasonable parameters.
Notice:	4 weeks, in writing
Benefits:	Perkbox: Employees have access to Perkbox which provides an Employee Assistance Programme together with access to a range of discount opportunities and offers.

Person Specification

Criteria	Essential	Desirable
Qualifications		
Experience		
Caseload Management involving complexity	X	
Multi-agency or multi-disciplinary work	X	
Managing professional boundaries	X	
Leadership		X
Skills and knowledge		
Scottish Justice system and community safety		X
Employability support landscape		X
Organisational and co-ordination skills	X	
Communication skills, written and oral	X	
Assertive decision maker	X	
Self Motivated	X	
Ability to motivate others	X	
Qualities		
Reliable	X	
Flexible	X	
Self-aware and self-reflective	X	
Emotional resilience	X	
Attitude and behaviours		
A commitment to participant rights, equal opportunities	X	
Cheerful and helpful disposition	X	
Flexible approach to work	X	
Working in accordance with our values	X	
Commitment to personal development	X	
Ability to work as a member of a team	X	
Ability to be supportive, respectful of others and non judgemental	X	