

SCOTTISH POLICE AUTHORITY

Scotland Police Authority

Role Profile

Rank / Grade:	SPA Grade 5
Role:	Independent Custody Visiting Regional Coordinator
Business Area:	SPA
Reports To (Post Title):	Independent Custody Visiting National Manager
Work Location:	Rushton Court, Dundee

Role Purpose

(This section summaries the key function of the role)

To support the ICV National Manager to uphold the Scottish Police Authority's (SPA) Independent Custody Visiting Scheme for Scotland (ICVS), providing advice to senior managers and Authority members on the delivery of statutory responsibilities in relation to monitoring and the care and welfare of those held in police custody, in pursuance of the objectives of the UN's Optional Protocol to the Convention against Torture and other Cruel, Inhuman or Degrading Treatment or Punishment (OPCAT).

Key Accountabilities

(This section details the key responsibilities required for the role)

General

1. Take personal responsibility to agree and deliver your objectives ensuring alignment with, and contribution to, SPA's strategic outcomes, objectives, core deliverables and priorities.
2. Work effectively with colleagues across the organisation, to ensure high performance and continuous improvement for the Authority.
3. Develop and maintain positive relationships with colleagues, external stakeholders and partners across the justice system and wider public sector.
4. Contribute to proactive and reactive communications setting out the position of the Authority in relation to the responsibilities of this role.
5. Compile and analyse multi-faceted information in relation to the responsibilities of this role, providing professional advice and briefing to enable proportionate scrutiny and effective and informed decision making.
6. Deputise for, and act on the delegated authority of the National Manager and SPA senior management.
7. Will be responsible for managing and assessing risk within all areas of responsibility.

Key Accountabilities

(This section details the key responsibilities required for the role)

Direct regional delivery of statutory service

8. Support the National Manager in developing a consistent, and continuous improvement approach, focusing on good practice for custody visiting across Scotland.
9. Manage independent custody visiting in one of three regions of Scotland (East, North and West), monitoring the performance of custody visiting centres, analysing trends and investigating issues and concerns raised by visitors and Police Scotland's custody staff/Officers to ensure compliance with OPCAT.
10. Manage recruitment campaigns/days. Responsible for recruiting, interviewing, selecting, appointing and training volunteers as Independent Custody Visitors, identifying gaps in geographical coverage and undertaking succession planning.
11. Manage and coordinate the deployment, development and performance of approximately 50 volunteer Visitors in the East, North or West of Scotland.
12. Authorise and make arrangements for the payment of visitors' expenses, travel requests and vetting applications.
13. Responsible for the effective planning and management of custody visiting across the allocated region; working to ensure that visits to the custody estate satisfy Police Scotland throughput figures and fulfil OPCAT requirements..
14. Identify suitable visitors to carry out Legalised Police Cell (LPC), Border Force and Scottish Terrorist Detention Centre (STDC) visits, ensuring appropriate vetting is in place and that visitors receive appropriate enhanced training. Manage and organise these visits in accordance with relevant legislation, guidance and agreements.
15. Plan and chair quarterly cluster meetings with Independent Custody Visitors and key stakeholders, including senior Police Scotland representatives. Act as the sole representative for the Authority, discussing custody visits, emerging trends and issues.
16. Influence key stakeholders to take improvement actions and where appropriate change behaviours to ensure the Human Rights of those in custody are upheld.
17. Develop and deliver training materials, courses and processes for Independent Custody Visitors in conjunction with the National Manager.
18. Design and produce newsletters for circulation to Independent Custody Visitors and relevant stakeholders promoting scheme updates and work of the NPM network.
19. Develop and deliver regional training events and contribute to the organisation of the ICVS Annual Conference.
20. Provide the National Manager with appropriate updates on the work of the scheme in each region for inclusion on SPA intranet, internet and social media.
21. Support the National Manager in relation to meetings, correspondence, budgeting, planning, policy development and decision making, providing cover as required.

Governance, scrutiny and audit

22. Provide direction, increase compliance, share good practice and expertise, and influence behaviours toward those in custody with SPA, Police Scotland, Independent Custody Visitors and relevant stakeholders.

Key Accountabilities

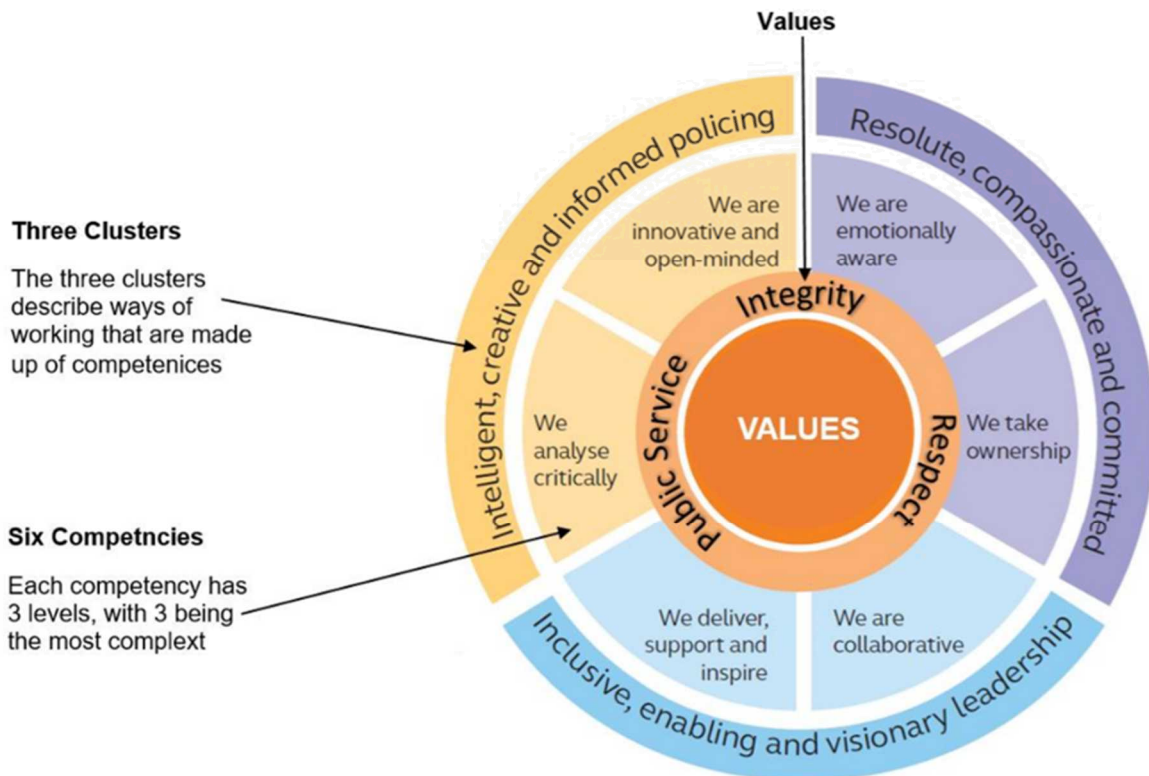
(This section details the key responsibilities required for the role)

23. Provide quarterly updates and reports on custody visiting to both internal and external stakeholders, identifying areas for operational improvement relating to the care and welfare of detainees in police custody to ensure compliance with OPCAT requirements.
24. Represent the SPA at meetings, working groups and expert forums with external stakeholders as required, including membership of NPM, ICVA and associated groups.
25. Responsible for arranging purchase of required provisions for cluster meetings, training events and ICVS conference with access to SPA corporate credit card.

The above accountabilities and responsibilities are not exhaustive, and the Jobholder may be required to undertake additional duties that are consistent with the level and grading of the role.

Competency Values Framework (CVF)

The Competency and Values Framework (CVF) has six competencies that are clustered together into three groups. Under each competency are three levels that show what behaviours will look like in practice.



It is suggested that this role should be operating or working towards the following levels.

Resolute, compassionate and committed	
We are emotionally aware	Level 2
We take ownership	Level 2
Inclusive, enabling and visionary leadership	
We are collaborative	Level 2
We deliver, support and inspire	Level 2
Intelligent, creative and informed policing	
We analyse critically	Level 2
We are innovative and open-minded	Level 2

Education, Qualification, Skills and Experience

(outlines the skills and education and qualification requirements to be able to fulfil the role)

Educational/Occupational Essential

- Educated to Degree level or equivalent in a business / administrative discipline.

OR

- In the absence of formal qualifications, experience of criminal justice legislation or policy development, and in co-ordination and management of volunteers or contractors across multi-site locations.

Educational/Occupational Desirable

- Understanding of legislation, policy, and policy development with regard to detention of detainees, human rights, the NPM
- Knowledge of Police and Fire Reform Act 2012,
- Knowledge of OPCAT

Personal Qualities Essential

- Excellent written and oral communication skills.
- Excellent relationship management skills with the ability to lead and influence a range of internal and external stakeholders.
- Excellent facilitation, coaching and presentation skills.
- The ability to work remotely under own initiative with limited supervision and support.
- Excellent planning and organisational skills with ability to effectively manage competing priorities.

Special Aptitudes Essential

- Experience in the coordination and management of contractors / volunteers.
- Personal resilience to deal with a range of challenging individuals and complex circumstances.
- Excellent attention to detail.
- IT skills including Microsoft Office packages
- Flexibility to work evenings and weekends on a regular basis.
- Flexibility to attend meetings throughout Scotland.
- Keep up to date with the implications and impact of ongoing changes and amendments to human rights legislation, legislation in the detention and management of detainees and NPM.

Is A Driving Licence Required?

Desirable

Any Special Requirements Pertinent To The Post

No

Continuing Professional Development (CPD)

(Outlines possible continuing professional development activities which enable the individual to maintain and enhance competence in the role)

Professional Registration / Licence

(outlines any ongoing registration or licensing requirements of the role)

Complete all annual and mandatory training required for the role.