

The Highland Council

Job Description

Service: Health and Social Care **Section:** Criminal Justice Services

Job Title: Community Payback Supervisor

Grade and Salary: HC05 £29,666.00 - £32,468.80 pro rata

Responsible to: Community Payback Officer

Job Purpose: To manage and supervise groups of offenders subject to Community Payback Orders with an unpaid work or other activity requirement in the Alness and surrounding area.

Key Duties and Responsibilities:

- The management of offenders either in work groups or as individuals undertaking unpaid work in the community by order of the Court, in accordance with the Scottish Government's National Outcomes and Standards for Social Work Services in the Criminal Justice System (2010) and associated

Community Payback Order Guidance (2019) – please note this will include regular weekend working (which is paid at an enhanced rate of time and a half.)

- Maintaining discipline and providing instructions in the safe handling of tools and equipment.
- Induction training of offenders.
- Maintaining accurate records in accordance with Council policy and National Standards for unpaid work orders (where applicable).
- Liaising with individuals and/or organisations benefiting from unpaid work.
- To work within the policies and procedures of the Service for Health and Safety and to assist with and conform to your managers risk assessment programme.
- Undertake training as directed.
- All staff work within statutory and departmental Health and Safety Policy and Procedures and must follow the guidelines provided after risk assessments have been completed.

Other Duties:

- The postholder may be required to undertake any other duties appropriate to the level of the post.
- Duties and responsibilities will vary from time to time.

Health & Safety:

Health & Safety is an integral part of any role within the Highland Council. As such we would expect that all employees:

- Be familiar with Violent Incident and Accident reporting procedure and comply with them.
- Undertake a continual program of Risk Assessment in relation to their role within the Highland Council.

- - Have an understanding of the importance of Health and Safety in the workplace and familiarise themselves with the Highland Council's Health and Safety Procedures.

The Highland Council

Person Specification

Service: Health and Social Care

Job Title: Community Payback Supervisor

Essential Attributes In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:

1. Supervising groups of people
2. Practical trade skills, e.g., painting, decorating, joinery, gardening, etc.
3. Able to supervise and control groups of one to five people
4. Ability to act on own initiative when circumstances demand.
5. Able to keep accurate administration records.
6. Knowledge & awareness of health and safety issues.
7. Able to work as a reliable and supportive team member offering flexibility and enthusiasm.
8. Current Driving Licence.
9. Ability to relate to people in a caring way yet able to use authority when necessary.
10. The ability to deal with matters confidently.

Ideal Attributes

Ideally you will be able to provide evidence of the following:

1. Knowledge and understanding of the Criminal Justice System.
2. Previous experience of supervising groups of people.