RMA REDUCING SERIOUS HARM



Join the Team: Chief Executive Application Pack

THE DETAILS

CHIEF EXECUTIVE

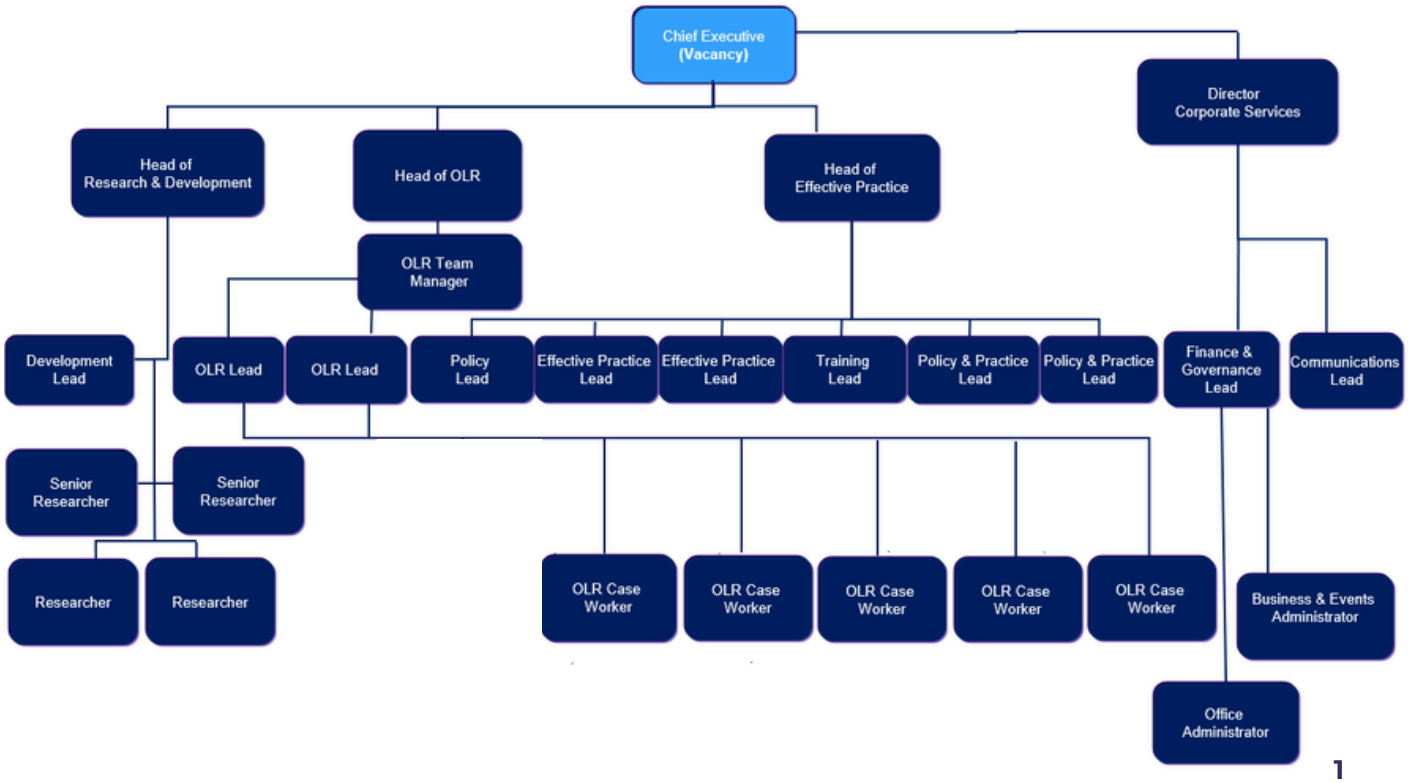
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WHAT'S THE JOB?

JOB TITLE: Chief Executive
LINE MANAGER: Board Convener
GRADE: Grade CE (£92,947 - £96,936 pending 2026-27 pay award)
CONTRACT TYPE: Permanent

As Chief Executive of the Risk Management Authority (RMA), you will lead the organisation to effectively discharge its statutory obligations to help protect the public and make Scotland a safer place to live and work. You will be expected to influence senior stakeholders across the Scottish justice system to improve current practice in the management of serious violent and sexual offenders, through establishing and operating effective standards, accreditation, approval and governance approaches. You will be responsible for leading the RMA in researching, shaping and proposing policy relating to effective practice in risk assessment and management.

MEET THE TEAM



THE ROLE

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DIMENSIONS

- Responsibility for an organisational budget of c. £2.6m
- Responsibility for effectively leading a team of 28 employees, including four direct reports.
- Responsibility for engaging with the RMA Board (Convener and seven Members) and associated Committees: the Research and Ethics Committee, Accreditation Committee, Appeals Committee and Audit and Assurance Committee).
- Ability to engage and influence with senior stakeholders and representatives of lead agencies across justice including: Scottish Government Justice Directorate, NHS Scotland, Local Authority Social Work teams, Police Scotland, Parole Board for Scotland, Judiciary, Scottish Prison Service and more.

MAIN ACCOUNTABILITIES

- To lead the delivery of all RMA statutory functions to ensure effective practice in the risk assessment and management of serious violent and sexual offenders in Scotland.

- To lead the development and delivery of a range of initiatives, policies and practices that promote effective risk assessment and management nationally.

- To lead RMA functions in relation to the Order for Lifelong Restriction ensuring that robust, defensible decisions are made in the evaluation and approval of Risk Management Plans and the review of Annual Implementation Reports, issuing guidance to Lead Authorities as required.

- To oversee the staff evaluation of Risk Management Plans and the review of Annual Implementation Reports; and ensure the implementation of appropriate controls and escalation processes. To provide professional advice and guidance to staff on risk assessment and risk management procedures.

- Authority and responsibility to make decisions on the approval or rejection of Risk Management Plans and issue guidance to Lead Authorities in accordance with the relevant legislation, published standards and in line with the Scheme of Delegation.

MAIN ACCOUNTABILITIES (CONT'D)

- Ensure that the RMA sets and published standards that reflect current research and best practice, and so promote effective practice, and that are disseminated and communicated effectively.

- To lead engagement, internally and nationally, to deliver and develop the national policy with regards to risk assessment and management, ensuring that Board/Scottish Government/Stakeholders receive the information and advice they need to meet their statutory obligations and all governance requirements.

- To build the RMA's reputation as a forward looking organisation, committed to excellence, and generate strong demand for advice and expertise. This will include presentations at conferences, stakeholder groups, and learning events, and taking every opportunity to act as an ambassador for the RMA.

- To develop and sustain a complex range of effective relationships with key senior stakeholder groups in order to develop best practice approaches, challenge current practice/set standards, and create the desire and momentum to change and implement improvements.

- To be the public face of the RMA in dealing with Scottish Government, political commentators and other sections of the media, informing statute and policy in order to ensure that an informed debate on risk assessment and management takes place in the interests of public safety and improving public confidence in justice across Scotland.

- To seek out and understand international developments in risk assessment and management and evolving best practice in order to enhance policy development and reinforce the contribution made by the RMA. Develop and sustain senior level organisational and professional expertise through links with other jurisdictions and the research community.

- To lead the Senior Management Team in creating a high performing organisational culture that upholds the organisation's values and maximises the contribution of staff, both as individuals and in teams, so that the organisation can continue to learn, change and deliver maximum contribution to public value.

- To direct the development and implementation of the RMA's Corporate and Business Plan and projects to deliver the organisation's purpose, mission, vision, strategic aims and objectives. To review performance and ensure that robust reporting arrangements are in place so that progress against plan can be monitored and managed. To monitor the future resource requirements and work closely with the Director of Corporate Services, Head of Effective Practice, Head of OLR and Head of Research and Development to ensure business objectives are delivered on time and to budget.

- To act as Accountable Officer for the RMA, with responsibility for the budget and management of RMA processes and compliance with the requirements of the RMA Sponsorship Framework.

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LEVEL OF AUTONOMY AND DECISION-MAKING

The Chief Executive is accountable to the RMA Convener and Board and operates within the level of autonomy and decision making as outlined within the Scheme of Delegation. This delegates the majority of functions to the Chief Executive; the Board retains decision making in relation to awarding of accreditation as required by legislation, and the issuing of directions to Lead Authorities. The post is self-directed as informed by the Corporate and Business Plans approved by the Board and Scottish Ministers, represented by the Scottish Government Community Justice Division.

COMMUNICATIONS

The Chief Executive has a critical role in building effective working relationships such that they communicate expectations, challenge delivery and performance, and advise on best practice and required change across the Scottish Criminal Justice system. You will be engaged in developing and improving Scotland wide policy on managing risk in a complex multi-agency landscape, and regularly engage with:

- Senior colleagues within the Scottish Government Community Justice Division working collaboratively and providing policy guidance and advice on relevant issues;
- Key senior colleagues within other Scottish Government directorates such as Safer Communities, Health, and Education; and
- Senior colleagues within lead agencies involved in the Scottish justice sector in order to provide advice on understanding and implementing effective practice, sharing knowledge and improving practice, and to influence the development and implementation of new system wide standards and approaches.

Key internal relationships are with:

- The Convener and Board Members, either informally or at Board or Committee meetings to provide advice, progress reports and information;
- With colleagues in the Senior Management Team to provide leadership on organisational direction and to set the tone and culture of the organisation; and
- With all RMA staff to provide strategic and operational leadership on performance and standards of all aspects of RMA remit.

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COMPLEXITY

The main sources of complexity and challenge in this role are:

- Influencing across the significant operational scale of the Scottish justice system where the Chief Executive of RMA cannot compel, finance or mandate change generally;
- Delivering guidance to Lead Authorities on specific cases when practice falls below the required standard, maintaining constructive dialogue to ensure that guidance is regarded while promoting resolutions that avert escalation;
- As the leader of a small public body, delivering the optimal balance of research and innovation with the growing demands and complexity of case work;
- Working to maintain attention to continued improvement in risk assessment and management amidst competing demands (within and across justice organisations) and changing policy priorities (at national, organisational and service level); and
- The need to safeguard and maintain the independence of the RMA.

PERSON SPECIFICATION

CHIEF EXECUTIVE

To apply for this role you should have strong, demonstrable leadership skills at a senior level. You should have a knowledge of the Scottish justice system and the Scottish policy landscape, and bring strong interpersonal skills to the role.

EXPERIENCE, KNOWLEDGE AND SKILLS

Experience

- The Chief Executive operates at a senior level in the Scottish policy landscape; leading initiatives that involve research, developing and influencing change, and the promotion of effective practice in the management of violent and sexual offenders to assure public safety. Sound experience of leading such initiatives and collaborating with others around the development and implementation of national policy is essential.

- The post holder must have senior level managerial and organisational experience. The Chief Executive has critical roles to play as Accountable Officer and in managing the Board, and you should have proven, demonstrable success in leading internal and external strategy and governance processes.

Knowledge

- The post holder is knowledgeable within the Scottish justice system on the effective risk assessment and management of serious sexual and violent offenders. This level of authoritative expertise will have been gained through sustained career success in the justice social work, forensic psychology, criminal or human rights law, or academic system.

- The Chief Executive must be credible across a range of senior organisational and government stakeholders, and you should have a significant background in the complex issues associated with public protection and managing risk in a complex multi-agency landscape.

Skills

- The post holder must demonstrate strong interpersonal skills. The RMA informs policy and practice improvement and change through influencing and convincing others of the merits of the approach – without being able to exercise financial or organisational control. This requires you to have a proven ability to develop and sustain effective working relationships at a senior level in a complex system, and through offering appropriate challenge and collaboration.

SKILLS MATRIX

CHIEF EXECUTIVE

The following table sets out the skills, knowledge and personal qualities which are essential or desirable for the role of Chief Executive at the RMA. Please review and consider these requirements in your application.

	Essential	Desirable
Skills		
Strong strategic skills with ability to exercise sound judgement in reaction to the handling of complex and sensitive issues.	✓	
Excellent interpersonal skills with the ability to communicate effectively both with public audiences and with individuals.	✓	
Ability to work constructively as a leader and as a part of a team with the Board and its committees, staff and stakeholder groups.	✓	
Sound leadership and management skills.	✓	
Knowledge		
Understanding of and commitment to principles of corporate governance in the public sector.	✓	
Knowledge of the criminal justice system and its place in the current political and legislative context in Scotland.	✓	
Knowledge of offender risk assessment and management research and practice.		✓
Experience		
Management experience in setting and implementing strategy.	✓	
Experience of performance management	✓	
Operational and management experience of working with individuals who engage in serious offending.		✓

THE ORGANISATION

RISK MANAGEMENT AUTHORITY

We're a small, supportive team at the Risk Management Authority (RMA). A non-departmental public body of the Scottish Government, we work to keep people safe.

OUR VALUES



Learning: We drive change and promote a culture of continuous improvement. We support and value each other's contributions; we acknowledge that shared experience and understanding helps us achieve out aims.



Integrity: We're impartial, consistent and objective in our work, and we're not afraid to challenge. We believe in honesty and transparency and our work can be trusted.



Fairness: We put people at the heart of what we do, and our work is firmly rooted in human rights. We act fairly and consistently and treat everyone with dignity. Our people are compassionate and want to make a positive difference.



Excellence: We're committed to setting and upholding the highest possible standards, and we deliver what we promise.

WHAT YOU CAN EXPECT FROM US

As part of the Scottish Government, we're pleased to be able to offer a wide range of benefits including 30 days annual leave plus 11 ½ public/privilege holidays you use flexibly at a time that suits you, and an excellent civil service pension provision.

We really value the experience and expertise of our team. Supporting your professional development is a priority for us, and we're proud to provide a generous CPD offering. We also provide an Employee Assistance Service (EAS) where you can get expert guidance 24 hours a day, 365 days a year, whether you're experiencing issues at work or at home.