**ROLE DESCRIPTION**

**COMMUNITY JUSTICE SCOTLAND**

**Role** Learning, Development & Innovation Lead

**Reports to** Head of Learning, Development & Innovation

**Salary** £34,919

**Essential criteria –**

1. Learning and development design and delivery skills

2. Innovation identification and development skills

3. Highly developed collaborative skills

4. Skills to engage successfully and professionally with a range of stakeholders

5. Evaluation skills

**Desirable criteria –**

1. Experience of criminal justice social work or third sector training delivery.

2. Experience of e-learning packages

3. Experience of trauma informed learning and development

The post will nominally be based in Saughton House in Edinburgh but may require periods of time spent delivering training in other parts of the country.

**Overview**

Community Justice Scotland is the national body for community justice in Scotland. Launched on 1st April 2017 by the Community Justice (Scotland) Act 2016, it aims to create a more robust and effective community justice system based on local planning and delivery by a range of statutory partners, supported and guided by national leadership and oversight. Community Justice Scotland is based in Edinburgh but is a national body working across the whole of Scotland.

**Role of the Learning, Development and Innovation Lead**

Learning, Development and Innovation Lead is a key role in Community Justice Scotland as part of the service delivery team. You will lead on the identification of training needs and the design and delivery of structured training programmes to key stakeholders as well as identifying and disseminating best practice in the area of community justice.

To drive forward the community justice agenda you will identify innovative practices from around the world and share these with stakeholders. You will be part of a dynamic team which plays a key part in changing the conversation around the delivery of smart justice.

The post is both challenging and exciting and will involve developing and maintaining relationships with diverse stakeholders across the public, private and third sector landscapes in Scotland. Your activities will contribute to the Community Justice Scotland Learning, Development and Innovation Strategy.

**The main duties will include:**

You will design and deliver structured training programmes following the identification of learning requirements with stakeholders. You will undertake training needs analyses, identifying opportunities for the development of existing training and anticipating required changes brought about by new (PESTELO) drivers emerging in the area of community justice.

You will identify evidence based innovative practice which will assist Community Justice Scotland and key stakeholders to achieve strategic objectives around preventing offending and enabling persons with lived experience to reintegrate into society and make a positive contribution. To ensure Community Justice Scotland can effectively disseminate best practice you will monitor and contribute to the content of the Learning, Development & Innovation Hub.

You will lead in peer review of learning materials and contribute to the design and delivery of personal career development plans which support both personal skills development and the achievement of Community Justice Scotland Strategic Objectives. You will develop and maintain an evaluation process and change log for existing and new training delivered. As part of a focus on continuous improvement, you will identify new methods of training delivery which can effectively deliver Learning Outcomes to more difficult to reach stakeholders.(eg via online learning platforms, virtual classrooms etc). There will also be a requirement to design and maintain robust quality assurance frameworks to enable the identification of suitable learning and development providers for the delivery of specialist subject matter.

You will work closely with Improvement Leads to embed best practice and lessons learned into engagements with stakeholders. This will involve engagement with our partners, including the community, to promote understanding of community justice and facilitate collaborative approaches with stakeholders. You will design and deliver presentations at internal events and to external workshops and conferences and attend and contribute to relevant forums as a representative of Community Justice Scotland.

**COMPETENCIES**

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| COLLABORATION | Champions the strategic importance of people, networks, partners and stakeholder engagement. Leads by example of building and maintaining a strong network of collaborative relationships and partnerships. |
| Proactively identifies potential issues and challenges with collaboration partners and raises concerns with focus on mitigation and resolution. Confronts challenges with delivery partners and stakeholders in a constructive and assertive manner. |
| Demonstrates value of sharing best practice internally and externally. Seeks to make connections wherever possible. |
| INCLUSIVENESS | Confronts and deals promptly with inappropriate language or behaviours including bullying, harassment or discrimination. Supports colleagues to resolve issues in a fair and consistent way. |
| Identifies where areas could be more proactive in approach to inclusiveness and supports teams to change or adapt approach. |
| Demonstrates a rich understanding of communities and their needs. Identifies any gaps in own or colleagues knowledge and set priorities for yourself and colleagues to become experts. |
| LEADING | Translates organisational vision into deliverable objectives for the team. |
| Is visible to colleagues and stakeholders, displays enthusiasm around goals ensuring links between these and strategy are clear. |
| Promotes and defend own and teams actions and decision when needed. |
| Understands and demonstrates commitment to diversity, equality, and inclusiveness. |
| Demonstrates resilience when under pressure. Approaches and discusses personal resilience with colleagues/ line manager and identify where they may require extra support. |
| Values the contribution of others and communicates this to colleagues as part of a positive and supportive organisational culture. |
| Is open to coaching and takes constructive feedback as a tool for growth. |
| BUILDING  CAPABILITY | Promotes organisational and individual learning and development opportunities to enhance organisational and individual capability. |
| Takes responsibility for own work and is committed to identifying opportunities for improvement and development through continuous learning. Will seek help to complete work when needed. Will develop skills to self-identify capability planning skills. Understand personal contribution to the wider organisational objectives |
| Is open to taking on different roles. Shows flexibility to working with others to deliver organisational objectives. Recognises and takes time to achieve own learning and development objectives Is open to the developmental feedback from others and proactively supports the development plans of others. |
| Builds confidence in others. Gives credit to others for their achievements and contributions. |
| DELIVERING  QUALITY | Exemplifies good service to stakeholders. Recognises high quality best practice of colleagues and stakeholders and shares appropriately. |
| Role models behaviours that promote a culture of user focused outcomes. Remains ‘in touch’ with the service user experience and respects their contribution, feedback and knowledge. |
| Demonstrates integrity in all aspects of work. Role models high standards and a passion for work delivered. Demonstrates enthusiasm and encourages and praises energy, enthusiasm and effort from colleagues. |
| Identifies opportunities for collaborative working. Avoids duplication of effort. Recognises the contribution of others as integral to the delivery of shared outcomes and vision. |
| COMMUNICATION | Develops key messages. |
| Confidently engages with stakeholders to influence share vision and common goals – securing mutually beneficial outcomes |
| Inspires colleagues and stakeholders to engage with the community justice agenda. Supports others to see how they contribute to the overall vision and direction for Scotland |
| Ensures colleagues and stakeholders are sharing varied and diverse opinions to gain a collective representation and true understanding of what is being communicated |
| Confidently handles challenging conversations or interviews. Speaks truth to power. |
| Is aware of political and reputational risks around communications. Takes time to research and gain credible information before communicating and communicating on behalf of CJS. |
| IMPROVEMENT  & INNOVATION | Manages innovative ideas with constructive feedback and encouragement. Highlights the value of new ideas. |
| Commits to continuous improvement by being open to change, flexible and adaptable to taking on new ideas. Provide colleagues with constructive feedback about improvements and of new ways of working.. |
| Uses specialist knowledge to inform improvement and innovative ideas. Commits to increasing own knowledge of the community justice agenda by engaging in the activities of the organisation. Seeks to expand knowledge by stakeholder engagement and share this knowledge appropriately with colleagues. |
| Designs and facilitates innovate business models, systems and approaches to deliver organisational objectives of greater national consistency and inclusiveness of services. |
| Inspires an environment that is focused on the end user. Values others experiences and encourage sharing of ideas with people who have lived experience to inform effective decisions around innovation and improvement. Demonstrates commitment to this approach by inclusive behaviours and via internal and external networks. |
| Promotes a culture of problem solving. Leads by example and seeks solutions. Sees challenges as opportunities for growth. |
| MANAGEMENT  & DECISION  MAKING | Sets clear expectations, checks understanding and supports colleagues to deliver on expectations. |
| Identifies potential risks and challenges. Anticipates how changes and trends may affect the team’s ability to deliver and manages risks through effective contingency planning. |
| Follows the correct procedures to ensure financial accuracy and transparency. |
| Sets and influences targets for improving the value of resources. Takes personal responsibility for delivering results set out in business plan. |
| Manages time through effective planning and consistently complete tasks on time. Prioritises tasks to achieve goals. |