

# ROLE DESCRIPTION

## Psychologist/Specialist Psychologist

<b>Cluster</b>	Stronger Communities	
<b>Department</b>	Department of Communities and Justice	
<b>Division/Branch/Unit</b>	Corrective Services NSW, Offender Management and Programs, Offender Services and Programs	
<b>Location</b>	Various	
<b>Classification/Grade/Band</b>	Psychologist / Specialist Psychologist*	
<b>Role Number</b>	Various	
<b>ANZSCO Code</b>	272399	
<b>PCAT Code</b>	1119192	
<b>Date of Approval</b>	15 July 2020	<b>Ref: CS0372</b>
<b>Agency Website</b>	www.dcj.nsw.gov.au	

***This role description applies to multiple roles across DCJ. Please see job notes and/or advertisement for more information on specific role qualification requirements and relevant experience.***

### Agency overview

The Department of Communities and Justice (DCJ) is the lead agency under the Stronger Communities Cluster. DCJ works to enable everyone's right to access justice and help for families through early intervention and inclusion, with benefits for the whole community. Stronger Communities is focussed on achieving safe, just, inclusive and resilient communities by providing services that are effective and responsive to community needs.

### Primary purpose of the role

Operating as part of a team of psychologists and / or member of a multi-disciplinary team, provide direct psychological assessment, intervention, and therapeutic services to offenders and remandees within custodial and community locations in an allocated cluster or within a specific organisational area.

Provide expert consultation to staff within custodial and community locations regarding the management of remandees and offenders, as well as to provide advice to statutory authorities.

This role description is to be read in conjunction with the relevant conditions, characteristics and criteria included in the [Crown Employees \(Psychologists\) Award C8526 of 15 April 2016](#).

### Key accountabilities

- Provide direct psychological assessment, intervention, and therapeutic services or programs to offenders within custodial and community locations in an allocated cluster or within a specific organisational area,

- Assist in the formulation of management and case plans for the management and supervision of offenders / remandees within custodial and community locations in an allocated cluster or within a specific organisational area.
- Maintain succinct documentation and psychological notes on all offenders receiving psychological services, in accordance with the laid down standards on Offenders Integrated Management System (OIMS) and in case files.
- Prepare reports, advice, and consultation to statutory authorities such as the State Parole Authority, Serious Offenders Review Council, and Mental Health Review Tribunal.

**Additional key accountabilities for Specialist Psychologist**

- Conduct and evaluate psychological interventions to ensure more complex offenders are managed effectively.
- Present to various audiences and train staff as required for the purpose of sharing expert knowledge.
- Adapt psychological literature for new programs, therapies or research for the purpose of developing staff and interventions.

**Key challenges**

- Providing an ethical and effective psychology service in a dynamic environment with challenging clients and in the context of limited or scarce professional resources
- Managing appropriate priorities in the work in the face of high caseloads and work volumes

**Key relationships**

Who	Why
<b>Internal</b>	
Senior Psychologist	For leadership and guidance and to provide information, reports and support
Psychologists	For collaboration and to ensure consistency of psychology service provision across CSNSW.
Senior Service and Programs Officers	In relation to co-ordinating psychology services with other areas of Offender Services and Programs
Service and Programs Officers, Community Corrections officers, Custodial corrections officers and other key stakeholders within Corrective Services	In relation to integrating psychology services within case plans of offenders
<b>External</b>	
Families	Provide advice and support to families
Justice System Staff	Provide information and advice to police, magistrates and court services staff on psychological matters
Other Agencies and Community	In relation to integrating psychology services within case plans of offenders

## **Role dimensions**

### **Decision making**

The position holder has a degree of autonomy and responsibility to make decisions and provide advice involving psychological service provision but must seek direction and guidance from the Senior Psychologist.

### **Reporting line**

The role reports to a Senior Psychologist/Senior Specialist Psychologist.

### **Direct reports**

Nil

### **Budget/Expenditure**

Nil

## **Key knowledge and experience**

- Demonstrated expertise in assessment and treatment in correctional psychology including mental health issues, cognitive impairment, and with respect to behaviour management.
- Demonstrated level of knowledge and understanding of contemporary correctional concepts, principles and practices relevant to psychology assessment and treatments
- Demonstrated knowledge and ability with regards to criminogenic risk assessments, including risks related to sex and violent offending and associated interventions
- Sound knowledge and understanding of psychologist's ethical and legal obligations.

## **Essential requirements**

- Minimum four year accredited qualification in psychology with current provisional or full registration with the Psychology Board of Australia.
- Current driver's licence and willingness to travel throughout NSW.

### **\*Appointment as a Specialist Psychologist**

Applicants seeking appointment as a Specialist Psychologist in addition to the key knowledge and experience and essential requirements, must hold a post-graduate degree at the masters level or higher in a relevant specialist area including but not limited to clinical psychology, forensic psychology, counselling psychology or neuropsychology.

Appointments are subject to reference checks. Some roles may also require the following checks/clearances:

- National Criminal History Record Check in accordance with the Disability Inclusion Act 2014
- Working with Children Check clearance in accordance with the Child Protection (Working with Children) Act 2012

## Capabilities for the role


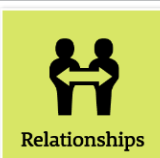
The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

### Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.


The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES			
Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>• Act professionally and support a culture of integrity</li> <li>• Identify and explain ethical issues and set an example for others to follow</li> <li>• Ensure that others are aware of and understand the legislation and policy framework within which they operate</li> <li>• Act to prevent and report misconduct and illegal and inappropriate behaviour</li> </ul>	Adept
 Relationships	<b>Communicate Effectively</b> Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> <li>• Tailor communication to diverse audiences</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Create opportunities for others to be heard, listen attentively and encourage them to express their views</li> <li>• Share information across teams and units to enable informed decision making</li> <li>• Write fluently in plain English and in a range of styles and formats</li> <li>• Use contemporary communication</li> </ul>	Adept

## FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
		channels to share information, engage and interact with diverse audiences	
	<b>Work Collaboratively</b> Collaborate with others and value their contribution	<ul style="list-style-type: none"> <li>• Build a supportive and cooperative team environment</li> <li>• Share information and learning across teams</li> <li>• Acknowledge outcomes that were achieved by effective collaboration</li> <li>• Engage other teams and units to share information and jointly solve issues and problems</li> <li>• Support others in challenging situations</li> <li>• Use collaboration tools, including digital technologies, to work with others</li> </ul>	Intermediate
	<b>Influence and Negotiate</b> Gain consensus and commitment from others, and resolve issues and conflicts	<ul style="list-style-type: none"> <li>• Use facts, knowledge and experience to support recommendations</li> <li>• Work towards positive and mutually satisfactory outcomes</li> <li>• Identify and resolve issues in discussion with other staff and stakeholders</li> <li>• Identify others' concerns and expectations</li> <li>• Respond constructively to conflict and disagreements and be open to compromise</li> <li>• Keep discussions focused on the key issues</li> </ul>	Intermediate
	<b>Think and Solve Problems</b> Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> <li>• Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence</li> <li>• Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience</li> <li>• Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience</li> </ul>	Adept

## FOCUS CAPABILITIES





Capability group/sets	Capability name	Behavioural indicators	Level
		<ul style="list-style-type: none"> <li>• Seek contributions and ideas from people with diverse backgrounds and experience</li> <li>• Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness</li> <li>• Identify and share business process improvements to enhance effectiveness</li> </ul>	
 <p>Business Enablers</p>	<p><b>Technology</b> Understand and use available technologies to maximise efficiencies and effectiveness</p>	<ul style="list-style-type: none"> <li>• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks</li> <li>• Use available technology to improve individual performance and effectiveness</li> <li>• Make effective use of records, information and knowledge management functions and systems</li> <li>• Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies</li> </ul>	Intermediate

### Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role is not relevant for recruitment purposes however may be relevant for future career development.

## COMPLEMENTARY CAPABILITIES

Capability Group/Sets	Capability Name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective project planning, coordination and control methods	Intermediate