



## Job Description

<b>Job Title:</b>	Psychologist / Senior Psychologist
<b>Group:</b>	Corrections Services
<b>Reports to:</b>	Principal Psychologist
<b>Location:</b>	Various
<b>Date:</b>	June 2012

## Organisational Overview

The Department of Corrections is a core part of New Zealand's Justice sector and manages custodial and community-based sentences imposed by the Courts.

Our vision is to improve public safety and reduce re-offending through strong leadership, capable staff, a safe working environment and effective partnerships. Our four priorities, within our Department's Strategic Business Plan "Creating Lasting Change", are public safety; reducing re-offending; better public value and leadership.

On any given day the Department manages more than 8,500 prisoners, contained within 19 prisons, and 40,000 offenders serving sentences and orders in the community.

The Department employs approximately 8,000 people nationally and is structured into four groups, Service Delivery, Service Support Development, Finance, Technology and Commercial, and Corporate Services.

More information on Corrections can be found on our website at [www.corrections.govt.nz](http://www.corrections.govt.nz).

## Role Purpose

The Psychologist is a member of a professional team which provides effective service delivery. Clinical and forensic psychologists are based in specific office locations or Special Treatment Units (STUs) throughout New Zealand. This position directly supports the effective and efficient delivery of psychological services by providing quality clinical and risk assessments, providing advice, education and training, and developing and delivering rehabilitative programmes

Specifically, the functions this position is accountable for includes:

- Providing quality psychological services including clinical and risk assessment and treatment services to offenders and referral to appropriate agencies where necessary.
- Providing advice, education, supervision and training to Corrections staff and community agencies.
- Develop and deliver rehabilitative programmes.
- Developing working relationships with other services, agencies, groups and whanau.
- Undertaking research work where necessary.

- Take part in systems interventions such as are typically found in therapeutic communities.
- Senior Psychologists are also responsible for providing professional supervision and oversight of some psychologists.

## Key Accountabilities

<b>Key Accountability Areas:</b>
<p><b>Clinical Services and Related Advisory Services</b></p> <ul style="list-style-type: none"> <li>• Provide assessment and treatment services for offenders to required standard and based on best practice</li> <li>• Administer and interpret psychometric tests</li> <li>• Treat a range of offender types for specific psychological conditions</li> <li>• Run group treatment programmes in STU's and where required in Area Offices</li> <li>• Provide training to correctional staff and community groups dealing with offenders</li> <li>• Monitor and evaluate the scope and delivery of own services to ensure they are to required standards</li> <li>• Use IOMS, and other administration systems e.g. CARS, to required standard</li> <li>• Contribute to the resolution of issues affecting the provision of RRS within the local area.</li> <li>• Provide supervision services to other Corrections staff.</li> </ul>
<p><b>Report Writing, Research and Advice</b></p> <ul style="list-style-type: none"> <li>• Write assessment, treatment, Court and Parole Board reports</li> <li>• Complete psychological research projects and programmes in accordance with the priorities of the department</li> <li>• Provide psychological case management and programme advice</li> <li>• Participate in Service and Departmental working parties</li> </ul>
<p><b>EEO/Bicultural Awareness</b></p> <ul style="list-style-type: none"> <li>• Incorporate bicultural awareness and EEO policies into own practices and processes.</li> </ul>
<p><b>Training and Education</b></p> <ul style="list-style-type: none"> <li>• Develop and conduct training programmes/seminars for Corrections staff and community groups</li> </ul>
<p><b>Supervision and Administration</b></p> <ul style="list-style-type: none"> <li>• Provide clinical supervision to Psychologists within RRS (Senior Psychologist only)</li> <li>• Participate in own clinical supervision</li> <li>• Provide supervision to Corrections staff as required</li> <li>• Fully use all offender and administration information systems</li> <li>• Manage referral system (Senior Psychologist only)</li> <li>• Conduct internal control checks (Senior Psychologist only)</li> </ul>

<b>Key Accountability Areas:</b>
<b>Team Work and Participation</b>
<ul style="list-style-type: none"> <li>• Contribute to team development and foster co-operation</li> <li>• Provide timely, open and honest communication</li> <li>• Participate in regular performance feedback, both formal and informal</li> <li>• Identify development opportunities for staff under direct supervision and ensure performance is maximised through regular feedback, both formal and informal</li> <li>• Support high professional standards within the psychological service team</li> </ul>
<b>Relationship Management</b>
<ul style="list-style-type: none"> <li>• Develop and maintain sound working relationships with other services, groups and agencies</li> <li>• Establish and maintain effective working relationships with other staff within the Psychological Service</li> </ul>
<b>Health and Safety</b>
<p>Help maintain a safe working environment within Corrections by:</p> <ul style="list-style-type: none"> <li>• reporting any hazards, and any accidents or near misses that occur</li> <li>• adhering to departmental safety standards and processes</li> <li>• participating in health and safety programmes as required, including own rehabilitation if a work injury is sustained.</li> </ul>

## Relationships

### Direct Reports:

Nil

### Key working relationships:

The Psychologist/Senior Psychologist requires strong working relationships with the Regional Managers of Corrections Services and Service Development Groups, Special Treatment Units, Programme Facilitators as well as other managers and staff across the Department.

The following external relationships are critical to the Department and success of this role.

- Offenders
- New Zealand Parole Board
- Community groups and agencies
- Court staff
- Lawyers
- Iwi groups
- Service providers and suppliers
- Members of the public

## Person Specification

### Knowledge, Skills and Experience

- Ability to build and maintain effective working relationships with a wide range of people including external stakeholders to facilitate the accomplishment of work goals.
- Ability to be flexible and adapt behaviour to reflect diverse situations and people, and deal positively with difficult situations and people.
- Exhibit well-developed communication skills that enable clear, relevant and appropriate presentation of ideas, opinions, views and recommendations.
- Produce written communication that is clear, concise and logical, and of a high standard that is easily understood by the reader.
- Use verbal communication that is respectful, non-threatening, delivered in a manner appropriate for the audience and appropriate for a learning context.
- Effectively use technology to improve communication.
- Recognise the need for and is able to make appropriate recommendations to improve systems and processes based on sound logic, analysis and reasoned argument.
- Apply knowledge of policies and procedures and practical experience when developing solutions to field problems.
- Know when to seek guidance from others on matters of operational policy and procedure.
- Recognise and appropriately escalates issues for wider consideration and national implementation.
- Ability to provide psychological assessment and treatment services based upon evidence of what constitutes best practice in a Corrections setting.
- An understanding and awareness of recent psychological literature.
- Psychological report writing skills, in particular risk assessment.
- Self-Management/ Planning Skills
- Able to identify opportunities and take responsibility for making things happen.
- Able to plan and organise at a detailed level to ensure the most effective utilisation of available resources.
- Effectively manage time and workload, taking responsibility for learning and development, while maintaining a balance between work and personal life.
- Open to the assessment of own skill levels and seeks opportunities for skill development and enhancement.
- Demonstrate an awareness of own limits.

### Qualifications

- Registration as a Psychologist and hold a current practicing certificate
- Minimum of Masters Degree in Psychology.

### Other requirements

- Travel nationally as required to fulfil the requirements of the position.
- A current clean driver licence (desirable).

## Competencies

COMPETENCY	DESCRIPTION
<b>Service Focus</b>	<ul style="list-style-type: none"> <li>• Maintains a helpful and courteous approach when dealing with others.</li> <li>• Clarifies expectations when providing a service and keeps client informed of progress.</li> <li>• Anticipates the needs/concerns of those to whom a service is being provided.</li> <li>• Prioritises and balances the needs of others in overall service provision.</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>• Identifies and weighs up risk appropriately before taking action.</li> <li>• Discusses options with manager where appropriate.</li> <li>• Makes use of relevant and available information and consults others when developing workable solutions.</li> <li>• Recognises the importance of IOM and its impact on analysis and development of options.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Listens to others and asks questions to clarify own understanding.</li> <li>• Responds politely and sensitively to queries and alternative points of view.</li> <li>• Is prepared to take on board others' ideas and suggestions.</li> <li>• Produces written communication that is clear, concise, logical and understood by the reader.</li> <li>• Communicates in a style appropriate to the recipient or audience.</li> </ul>
<b>Commitment</b>	<ul style="list-style-type: none"> <li>• Shares the responsibility to maintain a safe and healthy workplace, carries out work-related activities in accordance with safe procedures and reports all hazards, accidents and incidents.</li> <li>• Is familiar with the Code of Conduct and statutory confidentiality requirements.</li> <li>• Acts with integrity at all times.</li> <li>• Supports and models the organisation's values, taking responsibility for their own actions and decisions.</li> </ul>
<b>Responsiveness</b>	<ul style="list-style-type: none"> <li>• Acts fairly and impartially in all dealings with others, respecting their rights and needs.</li> <li>• Demonstrates an understanding and respect for Maori, Pacific peoples' and ethnic minorities' values and beliefs.</li> <li>• Incorporates cultural responsiveness, and EEO principles into work practices.</li> <li>• Promotes EEO policy to peers and others.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Proactively shares information, ideas and experience with managers and peers.</li> <li>• Encourages and supports team members and others they are working with.</li> </ul>

	<ul style="list-style-type: none"> <li>• Promotes a work environment where others can exchange opinions and ideas.</li> <li>• Co-operates with other staff outside their own service or group.</li> </ul>
<b>Self Management</b>	<ul style="list-style-type: none"> <li>• Proactively obtains feedback about their own performance from peers and managers so that they can improve their performance.</li> <li>• Accepts constructive criticism without becoming defensive.</li> <li>• Alerts manager when overloaded, stressed, or having difficulty with specific tasks or areas of responsibility.</li> <li>• Identifies and commits to learning and development opportunities.</li> </ul>
<b>Work Management</b>	<ul style="list-style-type: none"> <li>• Processes work to the required standards (quality and timeliness).</li> <li>• Identifies issues and problems and communicates these to manager in a timely fashion.</li> <li>• Focuses on the task at hand and the work that needs doing without losing track of priorities.</li> <li>• Is alert to connections and interrelationships between own workload and that of others and consults as appropriate.</li> </ul>