



Job Description & Person Specification

Job Title	Forensic Service Manager (Midlands)
Location	Birmingham
Hours	35 per week (5 days)
Accountable to	National Forensic Service Manager
Responsible for	Senior Therapists
Job Band	4 (Manager)

Job Purpose

The Forensic Service Manager will primarily support Midlands Transforming Care Partnerships to enable people who have offended with learning disabilities, autism or both subject to long-stay hospitalisation under the Mental Health Act to return to their local community by providing specialist forensic therapy interventions.

They will oversee the delivery, development and provision of the Midlands forensic service This includes specialist psychotherapy, risk assessments, risk analysis and forensic training based on psychodynamic thinking, and managing non-therapeutic interventions such as the COSA service. They work in close collaboration with other forensic, health and social care service providers in the delivery of the services.

1/ Duties and Key Responsibilities

1.1 Service Delivery

- Ensure forensic services are provided to professional standards to Responds clients in line with agreed objectives.
- Participate and collaborate on enquiries and referrals into Respond.
- Management of forensic referrals
- Ensure assessment and clinical reports addressing aims for therapy and other interventions and review are undertaken in line with Respond's established processes.
- Ensure Respond's case management model is implemented across the service.
- Duty of care for high-risk clients with complex and challenging needs.
- Manage an agreed number of clients using Respond's case management model.
- Provide effective therapy sessions to an agreed caseload of clients
- Provide specialist risk assessments and risk analysis to clients with sexually harmful behaviour who either have offended in the past or are at risk of offending.
- Provide forensic advice and consultation to colleagues as required.
- Coordinate attend and participate regular clinical supervision as agreed.

1.2. Service Development & Budgetary Responsibilities

- Develop and maintain partnerships with key stakeholders.

- Create new opportunities for growth in both commissioned services and grant funded opportunities through the preparation of bids, funding applications and spot-purchase proposals.
- Manage and maintain contracts with commissioners, funders and partnerships.
- Work in partnership with other services across Respond.
- Work closely with the directorate to set annual service budget and income targets.
- Monitor service budget and manage risk in conjunction with the finance manager.
- Provide accurate and timely reports to the directorate, trustees, commissioners, funders and other stakeholders.
- Ensure the development and implementation of evaluation strategies are in place and that there are clear processes for inputting required information to the data base.
- Responsible for Respond's child and adult safeguarding policy and practice within Midlands forensic service.
- Responsibility for gaining all information needed for invoicing, submitting invoices with the help of the admin team in a timely fashion and supporting the finance department to follow up.

1.3 Service Strategy

- Contribute to the strategic direction of the forensic service in the Midlands in conjunction with the directorate, other senior managers and the Board of Trustees.
- Contribute to Respond's business and strategic planning and targets..
- Work in partnership with other services across Respond in alignment with the business plan to agreed objectives including the development of new forms of service delivery.
- Develop and maintain partnerships with key stakeholders while overseeing new projects and commissioned pieces of work as and when appropriate.

1.4 Monitoring & Evaluation

- Ensure therapy, training and workshop interventions are effectively recorded, monitored and evaluated.
- Compile data for commissioners and funders.
- Maintain client records confidentially.
- Undertake training in Respond's CRM and engage in its effective use.
- Collate service delivery information to share with the directorate and trustees.

1.5 Improving Practice

- Develop and deliver training and workshops to professionals.
- Provide specialist supervision and reflective practice to the sector.
- Provide written contributions such as blogs and commentary and publish in relevant publications across the sector.

1.6 Line Management & Team Development

- Line manage direct reports ensuring staff receive appropriate induction, support, supervision and appraisals.
- Support staff in identifying training and development requirements.
- Liaise with the clinical director and/or operations manager on HR matters as necessary including staff recruitment and performance.
- Ensure all staff in the service attend regular clinical supervision and make effective use of it.

- Ensure all staff in the service understand and implement the safeguarding policy and procedures of the organisation.

2/ General Responsibilities

- Access and work within Respond's policies and procedures.
- Ensure all work is undertaken in accordance with child and adult safeguarding guidelines and policies.
- Attend internal cycle of team meetings relevant to this role.
- Engage with line management, supervision, and appraisal process.
- Comply with data protection regulations, ensuring that information on clients, employees, volunteers and other stakeholders remains confidential.
- Take responsibility for personal learning and development with support from line manager.
- Work in a manner that facilitates equal opportunities and inclusion for all.
- Remain professional and respectful at all times, promoting positive relations with all those internally and externally.
- Maintain health and safety and risk awareness for self and others across the organisation.
- Undertake any other duties that Respond may require within the remit of this role.

This job description does not form part of the contract of employment. It is intended as a guide to the general scope of duties and is not definitive or restrictive. It is expected that some duties will change over time and this description will be subject to review with the postholder at their annual appraisal.

Person Specification

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Experience

- Experience of managing clients with multiple needs who present a risk of harm to others and themselves.
- At least three years post-qualifying experience working as a psychotherapist or creative arts therapist.
- At least three years working with people with learning disabilities, autism or both.
- Managing a team or service.
- Responsibility for safeguarding children and young people.
- Partnership working with agencies and statutory services.
- experience of managing psychotherapists and other practitioners.
- Providing therapy to people who have experienced trauma or abuse.
- Providing forensic risk assessment/analyses and/or therapy.
- Experience of working effectively as part of a team.
- Managing complex cases.

Skills & Abilities

- Effective spoken and written communication skills which engage staff, professionals, people with learning disabilities, autism or both and their families.
- Written communication skills that produce clear project and case reports; reports to funders and contribute to funding applications.
- Interpersonal, training and groupwork skills which engage a broad range of participants.
- Able to engage with financial and fundraising processes.
- Troubleshoot and problem solve difficult situations calmly, diplomatically and effectively.
- Manage time and workload effectively in order to meet competing priorities and deadlines.
- Maintain client records and notes accurately.
- Practise in a trauma informed way.
- Manage risk and recognise potential impact of decisions across an organisation.
- Work independently and as part of a team.
- Microsoft 365 including Word, Excel, Outlook and PowerPoint and ability to use internet and customer relationship management (CRM) software.

Knowledge

- Safeguarding and child protection laws and frameworks and their meaningful implementation.
- Understanding the impact of abuse and trauma.
- Understanding of monitoring and evaluation processes.
- Understanding of the challenges of working in the voluntary sector.
- Understanding of trauma and its effect on people with learning disabilities or autism and their families
- Understanding of sexual violence and sexual offending and its effect on people with learning disabilities or autism
- Understanding of different therapeutic modalities and evidence of a willingness to integrate different approaches
- Understanding the underlying issues that may lead to sexually harmful behaviour

Education & Training

- Masters in Psychotherapy or Creative Arts Therapy.
- Registered with appropriate body e.g. BACP, HCPC or UKCP.
- Continuing professional development relevant to the post.

Other requirements

- Commitment to anti-discriminatory practice and equal opportunities and able to apply awareness of diversity issues to all areas of work.
- Able to travel pan Midlands
- Awareness of current limitations and able to seek support when required.
- Travel nationally as and when required and agreed.
- Work some evenings and/or weekends as and when required and agreed.

Legal requirements

- Exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.
- Enhanced DBS check.

Job Description Agreement	
Postholder Name:	Date:
Postholder Signature:	
Line Manager Name:	Date:
Line Manager Signature:	