



Role Profile

SOCIAL WORKER (Criminal Justice Services)

Reference No:	A5056		
Service:	Criminal Justice Services		
Job Family:	Social Services/Social Work/Social Care	Grade:	FC8

Purpose

Reducing the unnecessary use of custody where it is used for a lack of a suitable community disposal and to provide credible services that maintain public and community safety.

Supervision of offenders including persons convicted of sexual offences and those who pose a high risk to the community and ensure that regular assessments are conducted.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Undertaking offender risk assessments and associated liaison tasks with Police and Social Work colleagues.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E **D**

Social Workers must be qualified with a BA (Hons) Social Work prior to applying. The degree can only be achieved when the applicant is a social work student. A SW student must be registered with the SSSC on the **Social Worker Student** register and will transfer to the **Social Worker** register when qualified. To ensure you achieve registration within 6 months of starting in the role, you must apply to register within 3 months of your start date.

✓

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
	Knowledge and understanding of Criminal Justice Social Work Previous experience of working in a social work Knowledge of National Outcomes and Standards	✓ ✓	
Prepare reports for Parole Board, Scottish Courts Service, MAPPA, Scottish Executive Justice Department and Scottish Prisons Service.	Significant post qualifying experience in a Criminal Justice Social Work setting. Knowledge of what works and Effective Practice literature would be advantageous		✓ ✓
Prepare risk assessments and risk management plans as per service policy and to ensure that these are rigorously implemented	Diploma in Social Work or equivalent. Registration with the Scottish Social Services Council	✓	
Supervision of offenders which include persons convicted of sexual offences and those who pose a high risk to the community. Ensure that those supervised are subject to regular review as per NOSSWSCJS and where appropriate chair these reviews	Training in Criminal Justice Social Work Group work or case manager training VISOR trained Training in the relevant risk assessment tools e.g. Level of Service/Case Management Inventory; Risk Matrix 2000 Stable and Acute 2007		✓ ✓ ✓ ✓ ✓ ✓
Apply best practice principles to the development, implementation and review of individual risk management and supervision action plans that address offending behaviour.	Ability to work in multi-disciplinary setting and operating in a 'case manager' role. Ability to organise and prioritise workload Knowledge and understanding of social work values Ability to travel throughout Fife	✓ ✓ ✓ ✓	
	Knowledge of social inclusion issues		✓

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:		Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
		Knowledge of current developments in effective work with High Risk Offenders and Sex Offenders IT Skills		✓
		Good communication skills including experience of delivering presentations	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.				

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:		Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D

Type of Protecting Vulnerable Groups (PVG) Scheme, Disclosure Check or Non-Police Personnel Vetting (NPPV) required:				
Before appointment is confirmed: You may be required to obtain PVG scheme membership, a Disclosure check, or NPPV at a minimum of Level 2. Please refer to the job advert for the specific requirement.				

Role Profile

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.

Version: 1.5

Issue date: July 2026