

Our Ref FOI HQ 18074

Dear

11 July 2018

Thank you for your request dated 13 June 2018 under the Freedom of Information (Scotland) Act 2002 (FOISA) for the information noted below.

Please note for the purposes of this request we have based the information on the parameters of your original request FOI HQ 18035 and therefore interpreted the term senior/executive management to relate to employees within Scottish Prison Service establishment locations at Pay Bands G, H and I. Roles reflect the structure as at 31 March 2018, with the timescale of related movement financial year 2017/2018.

You recently clarified in an request response that any initial employment to and subsequent promotional/selection with the organisation is relative to the position applied for.

RFI 1 - *As such employees are required to evidence essential qualification criteria, therefore under FOISA please supply me with the essential qualification criteria for each role stipulated at https://www.whatdotheyknow.com/request/operational_management_informati#incoming-1173062*

RFI1 Response – See Annex 1

RFI2 - *Please also advise how many leavers there were in this period?*

RFI2 Response – See Annex 1

RFI3 - *Please advise if each leavers position has been replaced or is to be replaced?*

RFI3 Response – See Annex 1

RFI4 - *Please advise how many leavers positions have not been replaced.*

RFI4 Response – See Annex 1

We have now completed our search for the information you request, and a copy is enclosed.

If you are unhappy with this response to your request, you may ask us to carry out an internal review, by writing to The Chief Executive, Calton House, 5 Redheughs Rigg, Edinburgh, EH12 9HW. Your request should explain why you wish a review to be carried out, and should be made within 40 working days of receipt of this letter, and we will reply within 20 working days of receipt.

If you are not satisfied with the result of the review, you then have the right to make a formal complaint to the Scottish Information Commissioner.

Yours sincerely

Communications Manager

Annex 1

ROLE	PAY BAND	Essential Qualification Criteria	Leavers within 2017/18	Leavers position replaced or to be replaced?	Leavers position not been replaced?
GiC	I	<p>Specific qualifications are not required however applicants are required to evidence personal and professional development and how this has prepared and developed them for the role of Governor in Charge. Along with Leadership and Change Management Experience it's essential that applicants also have a breadth and depth of senior operational experience which provides evidence of delivering the corporate agenda successfully within a prison setting. This must include:</p> <ul style="list-style-type: none"> • A minimum of 12 months (consecutive) in a GiC role, either as a substantive H Band (Deputy GiC) or in an acting up capacity to I Band (GiC)); and • Experience in a corporate role and preparation of corporate documents. 	0	N/A	N/A
Deputy GIC	H	<p>Specific qualifications are not required however applicants are required to evidence personal and professional development and how this has prepared and developed them for the role of Deputy Governor. Along with Leadership and Change Management experience, applicants must also have a breadth and depth of operational experience at middle manager level which provides evidence of effective resource, offender and incident management and demonstrates a sound knowledge of SPS policies and procedures.</p>	0	N/A	N/A
Senior Operational Manager	G	<p>Applicants must evidence personal and professional development and how this has prepared and developed them for the role of Senior Operational Manager. Their evidence should include details of attainment or progress towards a formal management qualification or progress towards completion of field based applications (FBAs). It's also essential that applicants have sufficient Operational, Leadership and Change Management experience.</p>	1	Yes	NIL
HR Business Partner	G	<p>Applicants must have Chartered membership of CIPD along with an appropriate range of experience at a senior HR level. This must include experience of leading, directing and empowering people and teams.</p>	2	Yes	NIL
Chaplaincy Advisor	G	<p>Applicants must have appropriate tertiary qualifications, degree or relevant Chaplaincy experience.</p>	0	N/A	N/A
Head of Psychology	G	<p>Applicants must hold a degree in Psychology that confers to Graduate Basis for Registration. They must also be qualified at a postgraduate level in a field of Forensic Psychology. It's essential in addition to these qualifications that applicants have extensive relevant and proven experience of working as a Psychologist within a forensic setting, have experience of treatment management offender behaviour programmes and with management and supervisory experience.</p>	0	N/A	N/A