



Rehabilitation and  
Retraining Trust

## **Candidate Information Booklet**

### **Police Rehabilitation and Retraining Trust**

**1 x Permanent Part time Cognitive Behavioural  
Psychotherapist/  
Clinical Psychologist/Counselling Psychologist  
28 hours per week  
Aligned to NHS Scale Band 7 salary scale  
£32,893 - £42,616 per annum (pro rata)  
(Pay award pending)**

**And**

**Associate Cognitive Behavioural Psychotherapist,  
Clinical Psychologist and  
Counselling Psychologists for those who are  
interested in being included on PRRT's Associate  
register  
£43.33 per hour for Associate work**

Completed application and monitoring forms must be returned no later than **12 noon** on **Monday 11 January 2021** to [applications@prrt.org](mailto:applications@prrt.org) or via post marked private and confidential to the following address:  
HR Administrator, PRRT, Maryfield Complex, 100 Belfast Road,  
Holywood, Co Down, BT18 9QY.

## Forward

Thank you for your interest in the position of Permanent and/or Associate Cognitive Behavioural Psychotherapist/Clinical Psychologist/Counselling Psychologist at the Police Rehabilitation and Retraining Trust. The full-time position is advertised on a permanent basis. The Associate positions are advertised on a zero hours contract basis.

Included in this information pack is the job description and personal specification for the post of Permanent/Associate Cognitive Behavioural Psychotherapist/Clinical Psychologist /Counselling Psychologist as well as further information about PRRT. You are advised to pay attention to the personal specification and to demonstrate in your application how you meet the essential and desirable criteria for the position (please note that all applications must be made via the application form and CVs will not be considered).

If you have any further queries regarding the post, please do not hesitate to contact us at [recruitment@prrt.org](mailto:recruitment@prrt.org) or on 028 90427788.

Best wishes in your application.

**Claire Murray**  
**Human Resources Manager**

## Information about PRRT

### Who we are

PRRT is an Executive Non Departmental Public Body fully funded by the Department of Justice (DoJ).

### What we do

The Police Rehabilitation and Retraining Trust was established in 1999 to enable members and former members of the Police Service to achieve and sustain a successful transition into civilian life. To achieve this, PRRT assists its clients to recognise their potential, identify opportunities, set and achieve their objectives and enjoy optimum mental and physical wellbeing beyond policing.

We enable clients to achieve their goals by providing the following services:

- Personal Development, Coaching and Training service
- Physiotherapy
- Psychological Therapies

The Trust also provides services (whether directly or on a sub-contract basis) to non-police bodies within, or funded by, the Department of Justice for Northern Ireland.

We support police officers planning to retire from service, or those who have already retired from the Police Service of Northern Ireland (PSNI) or Royal Ulster Constabulary (RUC). We will offer support to partners and immediate family members of eligible clients, in specific circumstances. In addition, our Psychological Therapies department provides a children and young people's service to children of retired police officers.

Our services are also open on a self-funding basis to the following groups:

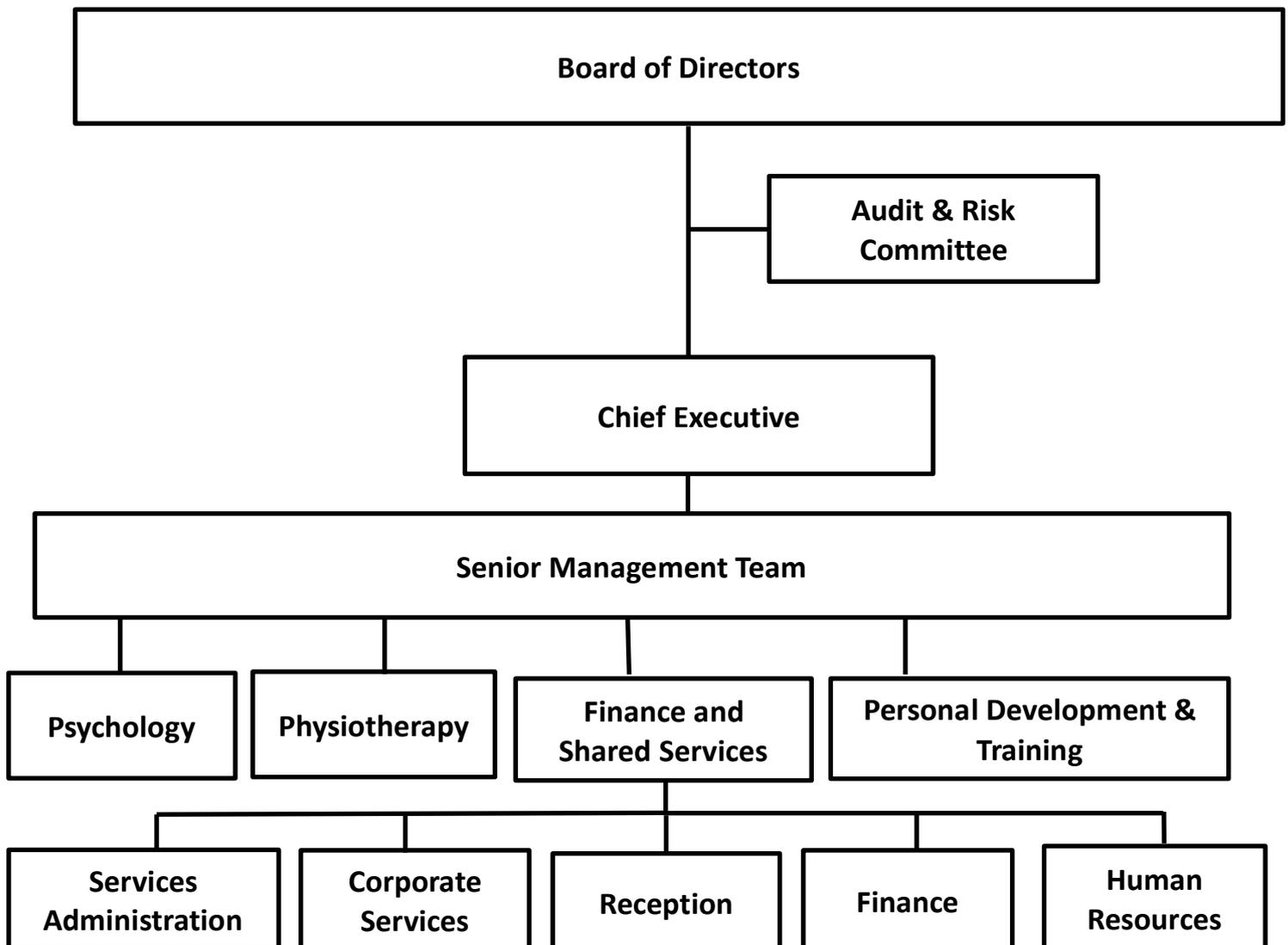
- Police staff
- Immediate family members of serving or retired police officers
- Part Time Reserve Officers
- Serving or retired officers who do not meet the eligibility criteria.

### **Our Board and Senior Management Team**

Our Board is responsible for the control and strategic direction of PRRT. The Chief Executive is accountable to the Board of Directors, and manages the services with a dedicated Senior Management Team accountable to him.

The senior management team is comprised of the Head of Psychological Therapies, Head of Physiotherapy, Head of Personal Development & Training, with responsibility for driving quality initiatives, and Head of Finance and Support Services.

### **Organisation Structure:**



## Information about the Cognitive Behavioural Psychotherapist/Clinical Psychologist/Counselling Psychologist Role



Rehabilitation and  
Retraining Trust

### Role Profile

**Title: Part time/Associate Cognitive Behavioural Psychotherapist/Clinical Psychologist/Counselling Psychologist**

**Aligned to NHS Pay Band 7, £32,893 - £42,616 per annum (pro rata)  
28 hours per week (work pattern to be agreed with Head of Department)**

**Associate Position Rate of Pay: £43.33 per hour**

**Reports to:** Head of Psychological Therapies

**Location:** PRRT Maryfield and throughout the Province

**Role Purpose:** To provide professional assessment and treatment to persons referring to Psychological Therapies at PRRT. The focus is on evidence based therapy. To undertake such other duties as may be agreed with the Head of Psychological therapies.

#### Key responsibilities:

- To undertake specialist psychological assessment, for a range of patients using self-report measures and clinical interviews. To carry out risk assessments. To provide psychological treatment using Cognitive Behavioural Therapy and other evidence based models as appropriate. To deliver evidence based psychological treatments and monitor outcomes.
- To manage own caseload in line with targets agreed with the Head of Psychological Therapies. To liaise with other team members concerning clinical matters as required.
- To work as an autonomous professional within BABCP guidelines and the policies and procedures for the service, taking full responsibility for own work and treatment and discharge decisions. To maintain up to date clinical records consistent with team and Trust policies and procedures. To ensure high standards of professional practice.

#### Core accountabilities:

- To provide assessment and cognitive behavioural therapy in line with evidenced based practice using a short term model.
- To carry out risk assessments and monitor risk as part of the cognitive behavioural therapy intervention and liaise with the Head of Psychological Therapies.
- Modify treatment activities and approaches as needed in order to comply with changes in patients' status.
- Evaluate the effectiveness of treatment and patients' progress in resolving identified problems and moving towards defined objectives.
- To maintain up to date and adequate records of clinical work as agreed within the department

<ul style="list-style-type: none"><li>• To communicate skilfully, tactfully, and sensitively, highly complex and sensitive information to patients, and where appropriate, referrers and carers, taking account of physical, psychological and cultural factors involved in communication.</li><li>• To receive regular clinical and professional supervision according to Departmental guidelines. To contribute to the knowledge and skills base within the team by maintaining an active awareness of current developments in psychology and by implementing the knowledge and skills acquired.</li><li>• To adhere to Team and Trust policies.</li><li>• Research, Audit and Evaluation. Utilise theory, current literature and research to support evidence based practice in direct clinical work, supervision and consultation. To monitor outcome of clinical work using agreed measures. To co-operate fully with all research and audit activity. To compile accurate statistical information as required, and maintain records of activity. To contribute to the development of the service through service evaluation and audit. To utilise theory, evidence based literature and research to support evidence based practice in individual work and work with other team members.</li><li>• Assist in the development, maintenance and dissemination of the highest professional standards of practice through active participation in personal CPD.</li><li>• To maintain record keeping as required by the relevant professional body as well as Trust policies and procedures. To examine independently and critically all aspects of work to ensure compliance with professional codes of conduct and Trust policies and procedures.</li></ul>	<ul style="list-style-type: none"><li>• Ensure that all client information is dealt with in a confidential way and that statutory and organisational guidelines are adhered to when handling and storing client information.</li></ul>
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## PERSONNEL SPECIFICATION

### Essential Criteria:

- Recognised qualification, at a minimum of post graduate diploma level, in either:

Cognitive behavioural psychotherapy, which includes substantial emphasis on clinical practice,

or

D. Clin Psy, MSc./ Doctorate in Counselling Psychology or equivalent with an ability to demonstrate skills and expertise in Cognitive-behavioural Psychotherapy.

- Accredited or Accreditable member of BABCP
- Minimum 2 years post qualification experience working with adults providing Cognitive Behavioural Interventions to clients with a wide range of Anxiety Disorders such as PTSD, OCD, phobias and depression.
- Knowledge and experience of assessing risk
- Excellent communication skills
- Experience of writing clinical notes and reports
- Excellent knowledge of Microsoft Word and Outlook

### Desirable criteria:

- Qualified in EMDR
- Experience of developing and delivering Cognitive-behavioural Psychotherapy in a group setting.
- Experience of development of and in delivering self-help techniques
- Experience of delivering training

## **The Selection Process**

- Appointments to PRRT are made under the 'merit principle', where the best person for any given post is selected in fair and open competition.

## **Making your application**

- The application form is designed to ensure that applicants provide the necessary information to determine how they meet the criteria detailed in the personal specification.
- All applications must be made via the standard application form. CVs and late applications will not be accepted.
- The shortlisting panel will base shortlisting decisions on the information contained within the Essential Criteria narrative sections of the application form, however Desirable Criteria may also be used.

## **Interviews**

- It is anticipated that interviews for the post will take place during January 2021. Depending on the government advice in place at the time in relation to COVID-19, it is possible that the interviews will take place remotely. Further information will be provided closer to the time.
- PRRT utilises competence based interviews. The role profile and personal specification detailed above describes what people need to do to be effective in post. Competence is about what people actually do and how an individual applies or demonstrates the knowledge and skills whilst carrying out tasks.
- The selection panel will design questions to test the applicant's knowledge and experience. The role profile and personal specification detailed above will be used as the basis for the interview questions.

## **Communication regarding this recruitment competition**

We will issue electronically as many competition communications as possible, you should therefore check your email account to make sure that you don't miss any important communications in relation to this competition. There may, however, still be a necessity to issue some correspondence by hard copy mail.

## **Disability Requirements**

We will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form any part of the selection process. If you have indicated on your application that you have a disability and are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further please contact [recruitment@prrt.org](mailto:recruitment@prrt.org) or on 028 904227788 or text relay: 18001 028 90427788.

### **Further Important Information relating to this Post**

- **Security Clearance** - Where a position is offered, it will be offered subject to security clearance level 2, Non Police Personnel (NPP) and CTC clearance being confirmed via PSNI. Any offer will be retracted where security clearance has not been successful. A start date in post will only be confirmed upon receipt of security clearance.
- This position is subject to an enhanced Access NI check
- There is a probationary period of six months
- Should further positions in PRRT be identified which are similar to that outlined in the role profile above, a reserve list will be created of candidates who meet the required standard(s) against the interview criteria and who have acquired the necessary pass mark. Should any further vacancies arise, the highest scoring applicant on the reserve list would be allocated to the vacancy. The reserve list will be valid for one year from the date of interview.

### **Additional Benefits of working for PRRT**

- 25 days annual leave (rising to a maximum of 30 days depending on length of service), 11 days customary/public holidays and 2 discretionary days leave (pro rata for part-time staff)
- Healthcare scheme
- Northern Ireland Civil Service Sports Association membership
- A qualifying workplace pension scheme is available into which the Trust makes an employer contribution of 6% of salary
- Generous CPD policy, time off to attend courses where appropriate and payment of relevant professional body membership fees.
- Flexi-time Scheme
- Additional Annual Leave Purchase Scheme
- Generous sick, maternity/paternity/adoptive pay schemes.
- Death in service provision of four times pro rata annual salary
- Use of the Physiotherapy gymnasium at designated times

**CLOSING DATE FOR RECEIPT OF APPLICATIONS IS MONDAY 11 JANUARY 2021**

**AT 12 NOON**

**PRRT is an Equal Opportunities Employer and we welcome applications from all suitably qualified persons**