

RELEASE ON LICENCE PANEL MEMBER – EXPRESSION OF INTEREST

RELEASE ON LICENCE PANEL

LOCATION

Dhekelia / HM Prison

ELIGIBILITY

The position is open to Cypriot Nationals, UK Nationals, UK Family Members with a valid and current status stamp and UKBCs.

You cannot be considered for the role if you:

- Are a serving member of the SBA Police (police officer / civilian).
- Are a serving member of the SBA Probation or Prison Service (police officer / civilian).
- Are a serving member of the SBA Court Service (police officer / civilian).

REMUNATION & ALLOWANCES

€90 per sitting, plus travelling allowance
(approximately 5-6 sittings per year)

NUMBER OF VACANCIES

Two

TERMS AND CONDITIONS

Voluntary posting – 4 year term
(See full Job description at Annex A)

CLOSING DATE

5 November 2025, Midnight, Local Cyprus Time

Late applications will not be accepted.

TO APPLY FOR THIS POSITION: Please provide

Letter and personal statement. You must forward a **letter expressing your interest**, with a **personal statement** of no more than 250 words. Please provide an overview of why you wish to join the Release on Licence Panel. For example, you may wish to identify what it is that interests you about the role, what you feel you could contribute and what you feel you might gain from the role.

Curriculum Vitae where you should:

- Include previous **work experience and activities** such as volunteering, caring responsibilities and educational activities.
- Include evidence of qualifications
- State any **Public Appointments** you hold or have previously held.
- Demonstrate how your skills and experience meet with the following **key qualities**:
 - Working together
 - Seeing the bigger picture
 - Making effective decisions
 - Communicating and Influencing.
 - Developing self and others

Forward your application to Sylvana.Mavrohanna309@mod.gov.uk

ADDITIONAL INFORMATION:

The selection process is a fair and open competition, people will be evaluated on their own merit.

For further information about the role involved please contact the Justice & Home Affairs Secretary by telephone: Tel No: 00357 2596 8054.

Only electronic applications via email in the original word format should be submitted (no handwritten applications will be accepted). No hard copy applications will be accepted.

Any forms that are submitted in any other format e.g. bitmap, jpeg, pdf will not be considered.

Please Note:

You will receive an email to let you know whether or not you have been successful to reach the interview stage. You will only receive feedback of your performance from the interview stage.

SOVEREIGN BASE AREAS ADMINISTRATION RELEASE ON LICENCE PANEL**JOB DESCRIPTION AND SUCCESS PROFILE**

POSITION TITLE:	Release on Licence Panel member
UNIT:	SBA Administration
LOCATION:	SBA's
REMUNERATION:	€90 per sitting, plus travelling allowance (approximately 5-6 times per year)

MISSION STATEMENT:

Protecting the interests of those resident and working in the SBA's.
To ensure the fair, transparent, and effective assessment of prisoners for release, balancing public safety with the rights of individuals.

JOB PURPOSE:

To contribute to the Release on Licence Panel's decision-making and recall process by assessing cases, participating in hearings, and ensuring recommendations are made in accordance with the law, evidence, and public safety considerations.

POST HOLDER'S KEY TASKS AND RESPONSIBILITIES:

Ser	Tasks and Responsibilities (inc % of time spent on each task/responsibility):	Percentage (%)
1	Case review and decision-making: Review case files, assess evidence, and make informed recommendations to the Administrator on prisoner release, ensuring public safety is prioritised.	40%
2	Participation in hearings: Attend oral hearings, question witnesses, and engage in deliberations to reach fair and lawful decisions.	30%
3	Stakeholder engagement: Liaise with stakeholders to gather relevant information and ensure transparency.	15%
4	Continuous development: Stay updated on relevant legislation, policies, and best practices.	10%
5	Reporting and documentation: Ensure accurate and timely documentation of decisions and reasoning, maintaining compliance with legal and procedural standards.	5%

REPORTING CHAIN:

Reporting Officer: Justice and Home Affairs Secretary

Counter Signing Officer: Administrator

BEHAVIOURS AND QUALIFICATIONS REQUIRED FOR THE POST:

Core Competences: (skills, at the appropriate level, that are key to effective performance; desirable skills may be listed but clearly shown as such)

Ser	Behaviours Required
Essential:	
1	Making effective decisions: Use evidence and sound judgement to make fair and lawful decisions.
2	Seeing the bigger picture: Understand the broader implications of decisions on public safety and rehabilitation.
3	Working together: Collaborate effectively with colleagues and stakeholders to ensure robust decision-making.
4	Communicating and influencing: Clearly articulate decisions and reasoning to a range of

	audiences.
5	Developing self and others: Commit to continuous learning and development to maintain high standards of decision-making.
Desirable:	
6	Delivering at pace: Take responsibility for delivering timely and quality results with focus and drive.

Qualifications required:	
Ser	Functional Competencies Required
1	A recognised professional background in one or more of the following fields: <ul style="list-style-type: none"> ▪ Law (e.g., judge, lawyer, or legal academic). ▪ Psychology or Psychiatry. ▪ Criminology or Sociology. ▪ Social Work or Probation Services. ▪ Policing or Security Services.
2	Proficient in English language, both written and oral.
Desirable:	
1	Experience in risk assessment, offender management, or related fields.
2	Knowledge of victim support and safeguarding principles.
3	IT literacy