

# Policy Implementation Lead

Department	Centre for Excellence for Children's Care and Protection (CELCIS) ( <a href="http://www.celcis.org/">http://www.celcis.org/</a> )		
Faculty	Faculty of Humanities and Social Sciences ( <a href="http://www.strath.ac.uk/humanities/">www.strath.ac.uk/humanities/</a> )		
Staff Category	Administrative and Professional	Reference No	517157
Reports To	Head of Evidence and Innovation	Grade:	8
Salary Range:	£44,414 - £54,421	Contract Type:	Fixed Term (12 months)
FTE	1.0 (35 hours/week)	Closing Date	16/04/2023

## Job Advert

Change-makers sought!

Do you want to help Scotland to keep The Promise? Are you passionate about improving the experiences and life opportunities of Scotland's children who are in need of support, care and protection?

This is an exciting opportunity to work with CELCIS, the Centre for Excellence for Care and Protection, based at University of Strathclyde.

We're looking for an experienced, innovative, and values-driven policy lead. The post holder will work in partnership with children, young people and adults with lived experience, the Scottish Government, local authorities, health boards, education, the third sector, and other key stakeholders to improve policy development and implementation, services, experiences and outcomes for children in need of care and protection and their families and carers.

The role has a particular focus on understanding and translating evidence, including lived experience, to inform the strengthening of legal frameworks and policies that guide public bodies and public service responsibilities to babies, infants, children and young people who are affected by poverty, family stresses and strains, and who live with kinship, foster, or residential carers.

This will include attention to the Scottish Government's Single Implementation Plan which has a focus on: incorporation of the United Nations Convention on the Rights of the Child; the findings and recommendations of The Promise of the Independent Care Review in Scotland; the development of early family support; and implementation of the new National Child Protection Guidance.

This role is ideal for candidates with a keen interest in how Scotland's law and policy interacts with developments in the UK, Europe and international bodies, such as the United Nations. It requires a strategic, analytical and a compassionate individual, who has the strong inter-personal and writing skills required to lead, support and encourage collaboration on activities that will achieve positive change with and for children, families, carers and workforces.

The role requires the ability to travel throughout Scotland and the post holder may work flexibly with the requirement to travel to CELCIS's office in Glasgow for regular meetings.

We welcome and support applications from a range of backgrounds including lived experience.

Funding for the post: The post is funded for 12 months, with a further year of funding indicated by Scottish Government at this stage.

As a leading improvement and innovation centre in Scotland, at CELCIS we work to improve the lives of children and young people in need of care and protection, and their families and carers. We do this by supporting people and organisations responsible for their care to make changes in services and in the practices and skills they use, all based on the needs and experiences of children and young people.

## Job Description

### Brief Outline of Job:

This post will lead CELCIS's policy function in line with our Strategy and Business Plan. The role will have a particular focus on supporting and influencing the effective formulation and implementation of policy. The post holder will take account of the evidence base, including the voice of children and adults with lived experience, to inform and influence the development of national policy that can be implemented, as well as supporting effective implementation of key policy areas and agendas.

This post will report to CELCIS's Head of Evidence and Innovation.

### Main Activities/Responsibilities:

1.	Leadership and strategic management of CELCIS's policy function, which will include line management and matrix/project management, involving activities that are focused on influencing policy development and policy implementation relating to the rights and wellbeing of children, parents, families and carers, in Scotland, the UK and beyond.
2.	Identify core and priority areas for influencing work, with reference to emerging and existing legislation, policy, research and guidance relevant to the needs, rights, views and experiences of children, young people and their families in need of support, care and protection, and the needs, issues and experiences of the workforces who care for and support them.
3.	Take a lead role in facilitating and co-ordinating policy work internally across CELCIS, ensuring that relevant staff are supported to identify, and progress opportunities for policy development and implementation in line with CELCIS's strategy, business plan and policy priorities.
4.	Represent CELCIS and share knowledge and learning drawn from our work at external and internal meetings, forums and events (e.g. at policy forums and working groups focused on particular goals or issues with key strategic stakeholders including Scottish Government, Scottish Parliament, MSPs, MPs, and local authority elected members).
5.	Lead on key areas of strategic stakeholder engagement, developing collaborative relationships throughout the sector (including other policy related roles) and create effective partnerships that will maximise improvements for children and their families.
6.	Ensure CELCIS's policy activity is grounded in a robust evidence base, including the lived experiences of children, young people and families.
7.	Lead on analysing and synthesising relevant legislation, policy and guidance, advising on the implications and making appropriate recommendations for a range of audiences including Scottish Government and the Scottish Parliament.
8.	In collaboration with the Communications team, lead on, oversee and actively contribute to the production of high quality, evidence-informed policy outputs which help to raise profile of policy related issues and developments, and help to tell the story of our research, data, policy and programme work and contribute to building impact.
9.	Contribute to the review, edit and proofing of any research, policy or data briefings generated by colleagues in the Evidence and Innovation hub.
10.	Actively support strategic analysis of political and policy directions of travel, through Parliamentary monitoring (Scottish Parliament and Westminster) and policy horizon-scanning (Scottish Government, Whitehall, local government and third sector).
11.	Oversee the development and delivery of high quality written and oral evidence to inform and support Scottish Government, Scottish Parliament, UK Government, Commissions and others consulting and issuing calls for evidence (as relevant) and other relevant bodies (e.g. Care Inspectorate) as deemed critical to CELCIS.

## Person Specification

### Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 A relevant degree and/or appropriate professional qualification and relevant experience in the appropriate field.

D1 A relevant postgraduate qualification.

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## Experience

E2 Significant knowledge and experience in a similar policy-related role in Scotland, with a demonstrable track record of delivering strategic policy activity, including policy analysis, actively contributing to informing and influencing policy agendas, policy formulation and policy implementation.

E3 Significant knowledge and experience in the children's policy environment relating to realising the rights and wellbeing of children, young people and families in need of support, care and protection in Scotland.

E4 Experience of leading project teams, and demonstrable project management skills to meet strategic policy goals across a diverse and complex environment.

E5 Experience of providing leadership, line management and support to staff.

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## Job Related Skills and Achievements

D2 Knowledge of current policy-making structures and processes in the UK and Internationally.

E6 Networking and influencing skills with the ability to nurture and sustain good relationships across the full range of relevant stakeholders including people with lived experience.

E7 Strong negotiating skills and experience in the application of techniques used to achieve conflict resolution.

E8 Demonstrable analytical skills, with the ability to read, analyse, synthesise and translate written information into succinct, accessible, focused summaries (e.g. for use in written briefings, presentations, notes for speaking).

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## Personal Attributes

E9 Ability to provide and to receive constructive feedback.

E10 Openness to learn and apply the most effective ways to implement policy to ensure impact.

E11 Excellent relationship management skills and an ability to work both independently as well as part of a team.

E12 Excellent oral and written communication and presentation skills with the ability to share complex information in an accessible way, and with the purpose of informing and influencing changes.

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## Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

## Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Heather Ottaway, Head of Evidence and Innovation ([heather.ottaway@strath.ac.uk](mailto:heather.ottaway@strath.ac.uk)).

## Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

## Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

## PVG Check

This position involves regulated work, making it a legislative requirement that the successful candidate becomes a member of the Protection of Vulnerable Groups Scheme. If appointed, employment with the University will not be confirmed, until membership of the Scheme has been received. The successful applicant will be precluded from working with protected groups until that time.

## Pre-employment health screening

An offer of appointment will be subject to a medical assessment by Occupational Health. An individual who accepts an offer of employment must complete a confidential medical questionnaire and forward it to the Occupational Health Nurse within 5

days of receipt. If further information is required the individual may be contacted by the OHN or a Medical Advisor and a personal appointment with the individual may be arranged. An unconditional contract of employment will not be issued until Human Resources receives confirmation that applicant is fit to undertake the duties of the post.

### **Probation**

Where applicable, the successful applicant will be required to serve a 12 month probationary period.

### **Pension**

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

### **Relocation**

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

### **Interviews**

Formal interviews for this post will be held on 03/05/2023.

### **Equality and Diversity**

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

### **University Values**

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.



# Conditions of Employment

## Administrative and Professional Services Staff Grades 6 and above

### 1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde University and College Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Administrative and Professional Services staff in Grades 6 and above. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at [www.strath.ac.uk/publicinterestdisclosure](http://www.strath.ac.uk/publicinterestdisclosure). Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

### 2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 April each year, when the employee has a minimum of 6 full months of service at the appointed grade, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Arrangements in relation to overtime, additional hours, non-standards and on-call working are published at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr)

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

### 3. HOURS OF WORK

The normal working week is 35 hours. Unless otherwise indicated in an individual's letter of appointment, the normal hours are 9.00am to 5.00pm Monday to Friday with a one hour lunch break. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

Overtime rates do not apply to staff grades 6 and above. Where a Head of Department/School/equivalent requests additional work, above the standard working week to meet the particular requirements of the Department, equivalent time off in lieu may be granted by prior agreement.

### 4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.



## 5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

Period of Continuous Employment at start of absence from work	Full Pay	Half Pay
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr).

## 6. PENSIONS

If you are under age 75 at the date your appointment commences you will automatically become a member of the pension scheme operated by the University — the Universities Superannuation Scheme (USS). You will be admitted to the career revalued benefits scheme called the USS Retirement Income Builder; the contribution rate that currently applies is 9.8% of pensionable salary. A threshold applies to the maximum salary that counts towards the USS Retirement Income Builder. The current threshold from 1 April 2022 is £40,000 per year. Contributions based on salary above the monthly equivalent rate of the threshold are paid to the defined contribution section of the scheme called the USS Investment Builder. Please use the following link to access information, including the USS Member Guide: <https://www.uss.co.uk/for-members/youre-a-new-joiner>. The scheme booklet is called 'Your Guide to the Universities Superannuation Scheme'.

The University operates a salary exchange arrangement, Pensions Plus, for members of the USS. Pensions Plus enables pension contributions to be made in a manner so that both employees and the University can benefit from available National Insurance Contribution savings. You will be automatically included in Pensions Plus, provided it does not adversely affect your take-home pay or your ability to claim certain state benefits. If your earnings fall below the Pension Plus pay protection limit you will be opted out of Pension Plus. This will not affect your membership of the USS.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance ([pensions@strath.ac.uk](mailto:pensions@strath.ac.uk)). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your Normal Pension Age. Regardless of whether you participate in Pensions Plus, if you are a member of the pension scheme for two years or more you are not entitled to a refund of pension contributions on leaving the scheme, you will be entitled to a pension benefit.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in

the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – [www.uss.co.uk](http://www.uss.co.uk)

## 7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

## 8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

## 9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at [www.strath.ac.uk/policies/hr](http://www.strath.ac.uk/policies/hr) or on request from Human Resources.

## 10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months in writing, on either side; except during probationary period when the notice period is one month. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one months' notice in writing. The University is not obliged to continue a fixed term appointment beyond the employment period. For employees appointed above Grade 10, the notice period for both the employer and employee will be 6 months, except during the probationary period when a one month's notice period will apply. One month's notice will also apply for fixed term contracts terminated short of the expiry date.

Revised April 2022