

# Care and Transitions Lead

Unit	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	513769
Reports To	Head of Improving Care Experiences	Grade:	8
Salary Range:	£43,414 - £53,353	Contract Type:	Fixed Term (12 months) – expected indication of further funding.
FTE	1.0 (35 hours/week)	Closing Date	19/03/2023

## Job Advert

Change-makers sought!

Do you want to help Scotland to keep The Promise?

We're looking for an experienced, innovative, and values-driven Care and Transitions Lead to help us to improve the lives of children and young people and adults.

This is an exciting opportunity to lead on our work to support transitions from care, as well as our work supporting improvements in Kinship Care and Foster Care.

As a leading improvement and innovation centre in Scotland, CELCIS works to improve the lives of children and young people in need of care and protection, their families and carers and care leavers. We achieve this by supporting people and organisations responsible for their care to make changes in services and in the practices and skills they use. We're looking for a new leader to join our Improving Care Experiences team to drive forward our ambitious plan for change. You'll bring the passion and motivation to listen to those with experience of care, and build on what we know matters to children, young people, families, workforces, and carers, through our exciting partnership work with local and national agencies.

You will lead on developing ways of working that enables workforces and carers to build strong relationships, care deeply and prioritise the needs of young people transitioning into adulthood, as well as those cared for in Kinship and Foster Care. You will work closely with Scottish Government and the sector to support improvement and realise the ambitions of The Promise. You will support the development of partnership groups, and forums such as Communities of Practice, to share evidence, best practice, and grapple with and find solutions to complex problems to support the changes we all want to see.

The role would suit candidates who have a strong knowledge of current social work/social care, young people's transitions into adulthood, kinship and foster care, child development and childcare practice, and understand and have experience of working with complexity and genuine co-production.

Are you skilled in supporting change and improvement? Can you demonstrate how your work is informed by experience and knowledge of putting policy into practice? Have you done this by using best evidence, and building on the voice of those with lived experience? Are you experienced at facilitating and supporting the learning of others? If so, this could be the role for you.

You will have an appropriate professional qualification/relevant degree, with significant experience of directly relevant roles, considerable experience of management, leading projects, and of contributing to and realising an organisation's strategic and business objectives too. Does this sound like you?

We are working across the country, at local and national level, to help realise The Promise. Change is happening. Be part of it. Together we can make things better for children, young people and their families and carers.

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.

<https://www.celcis.org>

**This post is open to University of Strathclyde employees only.**

## Job Description

### Brief Outline of Job:

This is an innovative role where you will support local authorities and their partners to improve services for children in need of care and protection with a focus on those children and young people living in residential care, kinship care or foster care. You will part of a team who equip others to embed effective care experiences.

This post will report to CELCIS's Head of Improving Care Experiences.

### Main Activities/Responsibilities:

1.	Lead the CELCIS contribution to the development and implementation of policy and guidance in relation to national and local Continuing Care and Aftercare practice, Kinship Care, and Foster Care. Act in a national advisory role, offering expert advice, guidance and support to key partners and stakeholders.
2.	Lead on CELCIS's ongoing commitment to implementing the aspirations and commitments of the Children and Young People (Scotland) Act 2014. Implement the findings and recommendations, alongside key partners from Phase 1 of the Continuing Care research and make decisions on prioritising these findings in developing practice.
3.	Work pro-actively to help realise the shared commitment we have with The Promise Scotland to the voice of the care experienced community. Collaborate closely with internal and external colleagues to drive forward policy implementation, practice improvement and change ideas across Continuing Care, Kinship Care and Foster Care.
4.	Analyse and generate reports and briefings of findings for high level external and internal audiences (including Scottish Government, Scottish Parliament, and Community Planning Partners) which will be disseminated individually or in collaboration with others.
5.	Participate in high level external networks for Kinship Care, Foster Care, Continuing Care, and Aftercare provision, to share information and ideas to inform change and continuous improvement.
6.	Plan, host, facilitate and lead strategic external multi-agency groups and partnerships.
7.	Lead and support stakeholders to apply policy, legislation and guidance improve practice and service delivery.
8.	Development and sustain positive working relationships across a broad range of agencies and with those who have lived experience to improve delivery of the Continuing Care, Kinship and Foster Care.
9.	Incorporate, apply, and disseminate, relevant evidence and research to expand knowledge and understanding of issues and potential solutions.
10.	Promote and support CELCIS's mission, vision, values, and principles of governance. Lead by personal example and quality of contribution, whilst promoting a culture of continuous improvement.

## 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 post-graduate qualification.

### Experience

E2 Significant knowledge and experience of providing support to children and young people in need of support, care and protection, their families, carers and relevant workforces to secure positive destinations/outcomes.

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E3 Understanding and experience of effective policy implementation with a focus on how to change practice on the ground to improve children and young people's experiences and outcomes.

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E4 A strong track record in defining, implementing, and evaluating successful interventions/ programmes, with experience of leading project teams, and demonstrable project management skills to meet strategic policy goals across a diverse and complex environment.

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

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#### **Job Related Skills and Achievements**

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E6 Knowledge and understanding of relevant legislation, policy and research in relation to Continuing Care, Kinship Care and Foster Care and associated areas.

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E7 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.

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E8 Strong negotiating skills and experience in the application of techniques used to achieve conflict resolution.

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#### **Personal Attributes**

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E9 Ability to provide and to receive constructive feedback.

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E10 Excellent relationship management skills and an ability to work both independently as well as part of a team.

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E11 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 change.

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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 Joanne McMeeking, Head of Improving Care Experiences ([joanne.mcmeeking@strath.ac.uk](mailto:joanne.mcmeeking@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 31/03/2023.

## 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 month's 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