

Child Protection Learning and Development Consultant

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| Department | Centre for Excellence for Children's Care and Protection (CELCIS) (http://www.celcis.org/) | | |
| Staff Category | Administrative and Professional | Reference No | 469302 |
| Reports To | Child Protection Lead | Grade: | 8 |
| Salary Range: | £42,149 - £51,799 | Contract Type: | Fixed Term (12 months with indicative funding for 24 months) |
| FTE | 1.0 (35 hours/week) | Closing Date | 14/09/2022 |

Job Advert

We are looking for an experienced professional to continue our work in the care and protection of Scotland's children.

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, and their families and carers, by supporting people and organisations responsible for their care to make changes in services and in the practices and skills they use.

We are looking for a national Child Protection Learning and Development Consultant, to support the implementation of the National Guidance for Child Protection in Scotland (2021). Applicants require a comprehensive understanding of the child protection context in Scotland and should have experience of child protection practice. This role requires an understanding of legislation and guidance, policy development, planning and experience in delivering learning to the multi-agency workforce across various platforms, and be confident operating at a national level with multiple strategic stakeholders.

Working closely with the Scottish Government's Child Protection Unit within the Children and Families Directorate, the post holder will support the National Child Protection Implementation Group and associated sub-groups for the new National Guidance (2021). The post holder will work closely with the Training and Workforce Development subgroup of the National Child Protection Implementation Group and other key stakeholders, such as CPCScotland, COSLA and SWS. They will have a key role in supporting local areas to consider workforce learning and skills required to implement change in line with the guidance.

This is a personally and professionally rewarding role which provides a unique opportunity to work with a broad range of internal and external stakeholders to support and influence policy development and implementation. This post will deliver an ambitious workplan in driving forward learning and development aspirations for the child protection workforce in Scotland and play a key role in enhancing working practices by supporting implementation of the National Guidance for Child Protection (2021) across Scotland. This post will be part of the wider Protecting Children team in CELCIS.

Funding for the post: This post is fixed term for 1 year initially with indicative funding for a further 12 months. Secondments are welcome.

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

A suitable Disclosure Scotland certificate is required for this post.

Job Description

Brief Outline of Job:

This post will support Child Protection work nationally. Working in partnership with key stakeholders and networks, this national post will enhance workforce learning and development focusing on the ambition of the new National Guidance for Child Protection in Scotland (2021). This role provides an opportunity to make a positive difference to the lives of infants, children, young people and families in need of care and protection in Scotland.

This post reports to the CELCIS Protecting Children Programme Lead.

Main Activities/Responsibilities:

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| 1. | Lead the design, development and delivery of content, as well as the evaluation of national learning and development materials, to support the implementation of the National Guidance for Child Protection in Scotland. |
| 2. | Develop approaches and formats of delivery to maximise inclusion, for use across the relevant service areas, for example social work, education, health, third sector, police. |
| 3. | Identify learning needs of the multi-agency workforce by working in conjunction with the Training and Workforce Development Group of the National Child Protection Implementation Group, CPCScotland Learning and Development Group, the National Child Protection Guidance Implementation Community of Practice and commission specialist resource as appropriate |
| 4. | Facilitate learning and development opportunities for multi-agency groups which ensures the presentation of materials in an engaging and interactive manner. For example, National Briefings / topic specific toolkits / In-Person Events / Knowledge Hub Sessions, Cascade Learning Models and the development of online resources including video and digital toolkits that can be hosted on several sites. |
| 5. | Play a key role in supporting the work of Child Protection Committees Scotland's National Learning and Development Group as a group member, aligning key priorities with local and national objectives ensuring underpinning national policy objectives are fully reflected to ensure consistency. |
| 6. | Keep up to date with developments in Child Protection and Child Protection Learning at a local and national level and scope current child protection learning and development opportunities, and work in partnership with multi-agency partners to share good practice across local areas. |
| 7. | Participate in, contribute to and advocate for learning, engagement and networking activities across CELCIS and the public and voluntary sector services we work for example, Education, Health, Social Work, Police, Third Sector and other key partners including by preparing and delivering presentations, briefings, guidance and standards as appropriate. |
| 8. | Contribute to reference and working groups in which a child protection practice and policy perspective is necessary and advocate for measures that will enable the aims of the Child Protection Guidance (2021) to be achieved. |
| 9. | Work in partnership with key stakeholders to ensure the development and delivery of learning opportunities that support the implementation of the guidance. |
| 10. | Work actively internally and externally to help realise The Promise and have an unwavering commitment to the voice of the care experienced community. |
| 11. | Represent CELCIS, demonstrating a commitment to our strategic goals and values at all times |

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 or appropriate professional qualification plus significant understanding and relevant experience in children's services, child protection and GIRFEC, policy, practice and improvements.

D1 Relevant child protection postgraduate qualification.

Experience

E2 Significant experience of working in a child protection learning and development context

E3 Current knowledge of child protection services and responses, strengths and challenges and a good understanding of the legislative framework, policies and emerging themes

E4 Knowledge of professional practice models and standards in relation to Child Protection

E5 Experience of designing, delivering and evaluating training and learning and development opportunities to the general, specific and the specialist workforce in Child Protection

E6 Experience of working collaboratively with a range of partners to build robust relationships, in order to influence, negotiate and deliver agreed outcomes

E7 Experience of communicating complex messages to a range of audiences to influence and deliver learning opportunities

E8 Experience of participating in Quality Assurance and Improvement Activities.

E9 Experience of working in professional practice within a child protection context.

E10 Experience of working at a national level with a range of stakeholders

E11 Experience of working collaboratively with Scottish Government policy and professional leads and stakeholders including proactive identification of intersecting responsibilities, risks and opportunities.

D2 Experience of creating digital learning resources

Job Related Skills and Achievements

E12 Demonstrable skills in learning, development and delivery in complex practice areas, making appropriate use of evidence from a range of sources to inform approaches.

E13 Strong facilitation skills and the ability to demonstrate tact and diplomacy in working with groups with divergent views

E14 The ability to analyse information and produce succinct reports

E15 Ability to work on their own initiative and within teams to produce high quality learning and development materials and opportunities

Personal Attributes

E16 Excellent interpersonal skills and the ability to engage and inspire a range of audiences.

E17 Strong foundational values and can demonstrate integrating the voice of lived experience into learning and development opportunities.

E18 The ability to create networks for peer support.

E19 Politically astute and understands the wider national child and public protection landscape.

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 Ruth Sills, Protecting Children Programme Lead (ruth.sills@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](#).

Basic Disclosure

This role requires the satisfactory outcome of a Basic Disclosure Scotland Check. The successful applicant will be asked to carry out a Basic Disclosure Scotland Check. Whether an outcome is satisfactory will be determined by the University.

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 07/10/2022.

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. 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.

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.

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

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.

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). 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

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.

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 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