

# International 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	Knowledge Exchange	Reference No	246343
Reports To	Head of Evidence and Innovation	Grade:	8
Salary Range:	£40792 - £50132 per annum	Contract Type:	Fixed Term (Until 31 March 2020)
FTE	1 (35 hours/week)	Closing Date	07 October 2019

## Job Advert

This role offers an excellent opportunity to lead and coordinate CELCIS's work with international partners. The post holder will play a pivotal role in working with overseas partners and agencies to provide knowledge and expertise on the development and support of initiatives aimed at improving the rights, experiences and outcomes for children and young people who are in need of care and protection.

The successful applicant will be diplomatic and strategic, and work confidently and independently with the support of the CELCIS Strategic Management Team to develop CELCIS' growing international profile and credibility in the field of international children's services. You will have a PhD/appropriate professional qualification or equivalent professional experience. You will have excellent knowledge of international policy frameworks and practice contexts in relation to children's rights, family support and child protection, and care reform. You will have a broad understanding of the challenges for policy implementation and practice improvement, and you will have experience of working in policy advocacy and the provision of technical assistance to support the enhanced delivery of preventative services and alternative care reform internationally. You will have experience of effective leadership of people and projects. This will enable you to coordinate and manage a growing portfolio of projects alongside international senior leaders in governments, NGOs, and other civil society and academic partners.

The post is initially funded to March 2020, with indicative funding for a further 2 years.

### About CELCIS

CELCIS is a leading improvement and innovation centre in Scotland. We improve children's lives by supporting people and organisations to drive long-lasting change in the services they need, and the practices used by people responsible for their care.

We want to see a world where children and young people at risk of harm or in need of care and protection have safe, healthy, happy, and loving childhoods, and are supported to be all they hope to be.

We work alongside the people and organisations involved in providing care, protection and support through public, private, and voluntary services including child protection committees, social work, education, health, justice, and housing, across Scotland and around the globe. Together we take bold steps to improve the lives of the most vulnerable babies, children, young people, and their families.

Our real strength is in our people. Team CELCIS is a friendly and skilled group of people who share a commitment to making a real and lasting difference in young lives.

<https://www.celcis.org>

## Job Description

### Brief Outline of Job:

The post holder will play a critical role in working with overseas partners and agencies to provide knowledge and expertise on the development and support of initiatives aimed at realising the rights and improving the experiences and outcomes for children and young people who are in need of care and protection. This will include attention to relevant global policy frameworks and instruments that promote children's rights, in particular their right to participation, protection, and suitable alternative care and it will also include attention to the provision of technical assistance that will support the enhanced delivery of preventative services and alternative care reform internationally. The post holder will have a pivotal, leading role in developing new strategic partnerships and hold the responsibility and oversight of CELCIS' international activities, including engaging with senior cross-sector leaders (governments, UN, EU and other regional bodies, NGOs, professional networks, and academics) globally, assessing and establishing contracts, and delivering technical assistance within international partnership projects. The post holder will build, coordinate and manage CELCIS's portfolio of projects designed with and delivered alongside international partners.

This post will report to the Head of Evidence and Innovation.

### Main Activities/Responsibilities

1.	Identify, secure, develop and manage a growing portfolio of projects through engagement and collaboration with international partners (especially governments, NGOs, support or aid agencies). Specialist knowledge will be required to determine which opportunities to address, co-authoring project proposals and funding bids with colleagues, and ensuring agreed deliverables and milestones are met to a high quality.
2.	Articulate and demonstrate a commitment to a nuanced understanding of a rights-based approach to children's services within the context of the family and community. The value and importance of children's participation will inform your work and strategic priorities.
3.	Foster positive relationships and collaborative partnerships with strategic leaders and operational managers occupying roles in intra-governmental bodies (e.g. EU, UN), national and local governments, support agencies and NGOs, and professional and academic networks.
4.	Prioritise accessing, appraising and integrating knowledge generated through international research into the design and delivery of the portfolio of projects (e.g. as part of global advocacy work; informing the focus and approach taken in technical assistance projects).
5.	Lead and support a team of international specialists and coordinate with colleagues across CELCIS to contribute to global policy advocacy work and the provision of technical assistance to support the enhanced delivery of preventative services and alternative care reform internationally.
6.	Plan, and allocate tasks and resources needed as part of managing a portfolio of projects ensuring overall strategic objectives are met.
7.	Write, edit, review and bring to publication standard reports, policy and practice guidance material, learning and development curriculum.
8.	Strategically assess the knowledge attained from international policies, practice and projects undertaken internationally and help support CELCIS colleagues to use and apply this knowledge to our national context where relevant.
9.	Promote and support the mission, vision, values and principles of governance of CELCIS and the University of Strathclyde, and promote 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)

EI PhD/appropriate professional qualification or equivalent professional experience

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## Experience

- E2 Experience of leading a team as well as working as part of a wider organisational team
- E3 Strong track record of working as part of an organisational team and the ability to represent an organisation with authenticity and credibility
- E4 Direct experience of global policy/ advocacy work through participation in international policy forums and networks
- E5 Ability to search, appraise and translate research evidence for the purposes of policy and practice improvement
- E6 Direct experience of working with service delivery agencies and workforces to support the strengthening of systems, organisations, and practices in service to the needs of children and families.
- E7 Demonstrable experience in either service redesign, workforce development, evaluative, implementation or improvement work designed to enhance system, service, workforce or carers' support to children and families
- E8 Experience of leading and developing collaborative projects, including securing funding.
- E9 Experience of leading, managing and coordinating on the delivery of collaborative projects, including leading and guiding a team to fulfil project commitments
- E10 Experience of work involving international humanitarian or developmental work, and of undertaking significant, regular overseas travel

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## Job Related Skills and Achievements

- E11 Detailed knowledge of global agendas for the delivery of international children's rights and alternative care reforms
- E12 Excellent interpersonal and communication skills, with the ability to share complex ideas in an accessible way
- E13 Ability to develop funding proposals, prepare action plans, and produce monitoring reports
- E14 Proven diplomacy, negotiating and influencing skills
- E15 Excellent organisational and planning skills, with the ability to work under pressure, prioritise workload and multi-task in order to meet tight deadlines.
- D1 Proficiency in relevant language(s) (e.g. English, Spanish, French, Arabic)

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## Personal Attributes

- E16 Ability to work confidently and independently on own initiative and also as part of a team.
  - E17 Ability to initiate and develop effective working relationships with a diverse group of stakeholders.
  - E18 Excellent attention to detail with a high level of accuracy.
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## Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted before interview 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 Steven Paterson, Head of Business Development, Finance and HR, [steven.paterson@strath.ac.uk](mailto:steven.paterson@strath.ac.uk) 0141 444 8515

## 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](#).

## Conditions of Employment

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

## 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 28 October 2019.

## Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

## 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

## Knowledge Exchange Staff



### 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 Universities 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 Knowledge Exchange Staff. 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 <http://www.strath.ac.uk/staff/policies/hr/>.

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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 the 12 month anniversary of their appointment. Where this is not the first of the month, the increment will be paid on the first of the month directly

after the 12 month anniversary. This allows 1 progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

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

### 3. HOURS OF WORK

Working time is that required to fulfil the duties of the post. The University Court recognises that Knowledge Exchange staff carry out their duties in a variety of ways appropriate to the nature of their role, but expects work to generally be performed during normal working hours on week days. There are exceptions to this pattern which may involve contact at other locations or in the evenings, or at weekends, but these arrangements will be made with the agreement of the member of staff concerned.

Duties may, by arrangement with Head of Department/School/Director, include some teaching associated with the post (up to a maximum of 40 hours per semester) for which no additional payment will be made.

Additional work which does not fall within the scope of that described above may by arrangement attract payment which must be authorised and processed through the payroll.

### 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/Director 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 8.8% of pensionable salary. A threshold applies to the maximum salary that counts towards the USS Retirement Income Builder. From 1 April 2019, the threshold is £58,589.70 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. Information regarding USS can be found in the scheme booklet located on the website: <https://www.uss.co.uk/members/members-home/resources/factsheets-and-member-guides>. The scheme booklet is called 'Your Guide to the Universities Superannuation Scheme'.

The exception to automatic membership of the pension scheme applies if your post is located out with the UK in an EU member state. If this is the case membership of USS is not available to you.

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 retirement date.

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 <http://www.strath.ac.uk/hr> [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 notice 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.

Revised April 2019