

**Children and Families Lead**  
Scottish Government and Social Work Scotland  
*Salary - circa £50k*

This post is a collaboration between the Scottish Government and Social Work Scotland to provide policy support and professional advice to the Child Protection Unit in the Scottish Government; and to lead on policy development and support to the Children and Families Committee within Social Work Scotland. The post holder will be a qualified and registered social worker with significant experience in children and families social work.

Applicants will need to have experience of policy development work and be confident operating at a national level. This post will require someone who can identify key issues and liaise with key stakeholders to articulate solutions that are workable, acceptable and in keeping with social work values and principles.

Application is by CV and covering letter explaining why you feel you are the right person with the right skills, experience and vision to carry out this role. For informal discussions in the first instance, please contact Jane Devine, Director, Social Work Scotland.

Please find included in this pack:

1. Summary information, including the application process and contact details
2. Information about Social Work Scotland
3. Job description
4. Person specification
5. Core competencies

We look forward to hearing from you.

Jane Devine  
Director  
Social Work Scotland

## 1 SUMMARY INFORMATION

<b>Children and Families Lead</b>	
<b>Employer</b>	Social Work Scotland
<b>Work base</b>	Edinburgh / flexible working arrangements considered
<b>Work location</b>	Social Work Scotland, 4 <sup>th</sup> Floor, Hayweight House, 23 Lauriston Street, Edinburgh, EH3 9DQ; and Scottish Government, Victoria Quay, Edinburgh, EH6 6QQ
<b>Salary</b>	Up to £50K depending on experience
<b>Position type</b>	Full time
<b>Contract type</b>	Fixed term 23 months. Secondment or fixed term contract.
<b>Hours per week</b>	37
<b>Application process</b>	Application is by CV and covering letter explaining why you feel you are the right person with the right skills, experience and vision to carry out this role. This should be restricted to 4 sides of A4 for the cv and letter in total.
<b>Contact information</b>	<p>To discuss this post, please contact:</p> <p>Jane Devine, Director, Social Work Scotland 0131 281 0852  <a href="mailto:jane.devine@socialworkscotland.org">jane.devine@socialworkscotland.org</a></p> <p>Judith Ainsley, Head of Child Protection Policy, Scottish Government; <a href="mailto:Judith.ainsley@gov.scot">Judith.ainsley@gov.scot</a></p>
<b>Position start date</b>	August 2018
<b>Position closing date</b>	21 <sup>st</sup> May 12pm
<b>Interview date</b>	Week beginning 28 <sup>th</sup> May

## 2 ABOUT SOCIAL WORK SCOTLAND

### Who are we and what do we do?

Social Work Scotland is the professional leadership body for the social work and social care workforce. It is a membership body with members coming from across all sectors: public, private and voluntary. Social Work Scotland functions to promote and support the development of social work and social care and to influence and advice on policy and legislation that affects people supported by social work services and social workers and social carers themselves.

**Our vision** is of a social work profession across Scotland which is led effectively and creatively; is responsive to the needs of the people we support and protect; is accessible and accountable; and promotes social justice.

**Our values** are based on professional leadership to achieve social justice and public protection. We value each person we support as an individual, without judgement; we celebrate and actively promote the unique contribution and role of professional social work; we embrace change and encourage collaborative and integrated arrangements to deliver better outcomes for people; and we support and create opportunities for those within and those supporting the profession of social work in order that we can develop effective and creative leaders for the future.

### Our objectives

- Influence and shape legislation and policy relating to social work and social care.
- Promote the unique role, value and contribution of social work and social care.
- Champion research and evidence informed approaches in our work.
- Provide professional leadership and increase leadership capacity across social work and social care.
- Support and encourage workforce development (with a focus on celebrating success, promoting standards, achieving practice improvement and demonstrating continuous learning).
- Recognise the value of continuous improvement through self-evaluation and performance improvement activities.

As a professional body our members have a key role and to support them to deliver the objectives of the organisation across the range of social work services, we operate a complex system of committees, sub groups and practice networks. We also host the Chief Social Work Officers committee.

### Our Team

We have a small core team, made up of the Director, the Administration and Finance Officer, the Head of Social Work Strategy and Development, and the Communications and Engagement Officer.

We operate a system whereby we bring in expertise on short term contracts or on secondment to focus on particular high profile pieces of work. As of 1 April the team will comprise of:

- Children and families policy lead
- Justice policy lead
- Researchers working in the areas of self-directed support and health and social care in prisons
- A Researcher working on SDS
- A team of social workers and police officers working on joint investigative interviews

### 3 JOB DESCRIPTION

The post is a mixture of specific projects and ongoing support to the Social Work Scotland Children and Families Standing Committee and the Child Protection Unit in Scottish Government. The post holder will have the skills to project manage and plan their own work and must be comfortable working across two national organisations and managing sensitive information discretely.

Specifically the post holder will:

1. Develop the child trafficking guidance on behalf of the Scottish Government.
2. Provide professional advice to the Scottish Government on social work issues.
3. Support the Scottish Governments child protection improvement programme including development of a Child Abuse Prevention Plan.
4. Support the Scottish Government as the Age of Criminal Responsibility Bill progresses. This is likely to involve preparing evidence for parliamentary committees and producing guidance.
5. Support Social Work Scotland's Children and Families Standing Committee.
6. Develop a clear work plan for the key priorities of the SWS Children and Families Standing Committee and work with members to deliver on it.
7. Highlight key pieces of research to the Standing Committee.
8. Work alongside the Chair and Vice-Chair of the Standing Committee to influence future policy and practice guidance nationally for children and families social work.
9. Provide advice and support nationally to influence consistency in approach in policy and practice implementation.
10. Develop briefings and plan seminars which will support the development of children and families social work across Scotland.
11. Respond to relevant consultations and calls for evidence.

## 4 PERSON SPECIFICATION

### Attributes

#### Qualifications and Experience

- Qualified social worker registered with the SSSC
- Experienced in working at a senior level in children and families social work.

#### Leadership

- Significant experience of leading and influencing policy change and development.
- Experience of working on national projects and / or on national working groups.

#### Context

- Knowledge of legislation and policy within children and families social work.
- Political awareness.

#### Relationships

- Experience of successful partnership working and networking with key stakeholders e.g. people who use services, voluntary sector, local government and public agencies.
- Ability to create networks for peer support.

#### Communication

- High level of written and verbal communication and an understanding of how to communicate complex messages to a varied audience.
- Ability to find common ground within a group who have differing views.

#### Working style

- A self-starter with the ability to work in a small team of people on a national agenda.
- Comfortable managing multiple demands from multiple sources and prioritising.
- Experience of work planning and developing and using achievable work plans.
- Proficient in the use of Microsoft office and able to manage own administration.

## 5 CORE COMPETENCIES

For this joint post, we are using the Scottish Government core competencies for a Band C post.

# SKILLS FOR SUCCESS – Band C Core Skills



<i>Managing and Leading</i>		<i>Delivering Outcomes</i>			
<b>People Management</b>	<b>Leading Others</b>	<b>Communications and Engagement</b>	<b>Improving Performance</b>	<b>Analysis and Use of Evidence</b>	<b>Financial Management</b>
Prioritises and agrees objectives aligned with the Directorate Plans to engage staff. Responsive to change, managing workloads and building capacity to deliver.	Communicates a clear vision which supports actions and engages others.	Contributes to and develops clear, creative and detailed policy communication strategies to achieve SG outcomes.	Uses relevant tools, techniques and skills development to facilitate continuous improvement.	Develops policy options and decisions using a range of evidence and research, to ensure that policies are aligned to outcomes.	Interprets and uses accurate financial data to inform decision-making, investment appraisals and risk management implications.
Credible with staff, creating conditions to build confident and effective teams that empower, value, develop and motivate people.	Takes responsibility to deliver consistent services, managing risk and resources to support continuous improvement.	Manages internal and external relationships, creating positive networks and maintaining trust and credibility.	Understands SG Programme and Project management Principles and uses PPM effectively and proportionately	Uses relevant evidence, recognising validity and limitations, in evaluations & assessment of risks against desired outcomes, engaging analytical specialists appropriately.	Delivers objectives within budget, applying procurement policies & procedures and knows when to seek advice from audit, risk, procurement and finance specialists.
Raises performance issues using constructive challenge, feedback and coaching skills, seeking support and advice from HR professionals when needed.	Promotes collaborative working and is able to respond creatively to tough challenges.	Knows when to engage with Communications specialists and considers the impact on other policies and programmes across SG & wider system.	Adapts quickly to fit skills and resources to changing circumstances and expectations.	Captures and securely organises knowledge & information for wider use across the organisation.	Set targets to improve the value achieved from resources, utilising financial data in business cases for change and monitors outcomes using performance measures.
Self aware, recognises impact on others and creates a positive environment which supports diversity and equality and promotes health and wellbeing.	Actively manages authorising environment, making connections across boundaries to build strong networks and partnerships.	Communicates complex information clearly, presenting strategic ideas in a clear and positive way.	Maintains and promotes risk management processes to improve strategic planning and resource allocation.	Shares knowledge and information across the wider system, to obtain best value from it across the wider public service.	Understands the wider public expenditure and financial decision making environment as outlined in the policies of the Scottish Public Finance Manual.

