

Recruitment pack

Head of social work strategy and development

Dear candidate

Thank you for your interest in this post.

Social Work Scotland is the professional leadership body for social work, with over 300 individual members and over 30 corporate members. Social Work Scotland has two fundamental objectives: to support the development of the social work and care professions; and to influence and to advise on policy and legislation.

You will play a key role in the delivering these key objectives. You will take a strategic approach, analysing policy and legislative developments and matching them to the needs of the workforce. You will design a programme of support and development opportunities for our membership; advise on key issues and solutions; lead on key pieces of work for the organisation around workforce, regulation, inspection and research; line manage and provide professional supervision for our team of policy and project leads; and oversee the development of position papers and responses to key bodies seeking advice and views from Social Work Scotland.

You will present regularly to our Office-Bearers, Executive Committee, Chief Social Work Officer Committee, Standing Committees; and will support and resource the Organisational Development Hub. You will be based at the Social Work Scotland offices in Edinburgh and will report directly to the Director of Social Work Scotland.

To apply for this post, please provide a copy of your CV and a covering letter. For an informal discussion about the role, 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

Please send completed applications to admin@socialworkscotland.org by noon Thursday 19th July 12 noon.

I look forward to hearing from you.

Jane Devine
Director
Social Work Scotland

1 SUMMARY INFORMATION

Head of social work strategy and development	
Employer	Social Work Scotland
Work base	Edinburgh
Work location	Social Work Scotland, Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh, EH3 6BB
Salary	£45-50k, depending on experience
Position type	Full time
Contract type	Permanent
Hours per week	37
Application process	<p>Application is by covering letter and CV. Please send in Microsoft Word format with your name and 'Head SWS' as the file name. The whole document should not exceed 5 pages.</p> <p>For informal discussions in the first instance, please contact Jane Devine, Director, Social Work Scotland.</p> <p>Please submit completed applications to admin@socialworkscotland.org by Thursday 19th July at 12 noon.</p>
Contact information	Jane Devine, Director, Social Work Scotland 0131 281 0852 jane.devine@socialworkscotland.org
Position start date	As soon as possible following an offer of the post.
Position closing date	Thursday 19 th July at 12 noon.
Interview date	Monday 23 rd or Tuesday 24 th July at Social Work Scotland Offices, Edinburgh. Please keep both dates free.

2 ABOUT SOCIAL WORK SCOTLAND

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.

Our vision:

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:

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; a temporary Communications and Engagement Officer; and this post.

We operate a system whereby we bring in expertise on short term contracts or on secondments to focus on particular high profile pieces of work. Currently the team comprises 7 members on a variety of project and policy work:

1. 3 person team working on the Joint Investigative Interviewing of Child Witnesses
2. Children and Families lead
3. Justice Lead
4. Self-directed Support Development Manager
5. Social Care in Prisons Development Manager

3 JOB DESCRIPTION

Social Work Scotland is a dynamic organisation with three core members of staff and currently five policy and project staff. As a key person in this structure you will have a range of duties, including:

1. Analyse and research key issues for the professional development of social work and social care
2. Work with the professional leads and the Organisational Development Hub of Social Work Scotland to identify key learning and development priorities for our membership and our committees
3. Develop a programme of engagement for members of Social Work Scotland which delivers on key objectives
4. Provide professional supervision for social work qualified staff in the Social Work Scotland team
5. Take forward recommendations from engagements and produce or commission materials and resources for members
6. Support the Organisational Development Hub of Social Work Scotland
7. Help to ensure that key professional issues are at the heart of what we do as an organisation
8. Manage multiple projects and research and policy development work to a given budget and within a strict timescale
9. Line manage the project and policy leads
10. Represent Social Work Scotland on national working groups
11. Deputise for the Director
12. Report to Social Work Scotland's committees
13. Support the ongoing development of the organisation
14. Maintain relationships and networks with key partners

4 PERSON SPECIFICATION

An experienced, qualified social worker, you will have experience of policy development, supporting professional development, and in the use of research, as well as keen analytical and research skills.

A passionate professional, you must be both credible and able to take on a national agenda.

You must be confident at dealing with high profile issues and be able to demonstrate a keen understanding of the challenges facing the social work profession as well as being able to think through and implement creative ways for Social Work Scotland to support our members in meeting these challenges.

The post holder will have the following attributes:

1. Educated to degree level with a professional social work qualification and registered with the SSSC.
2. At least 2 years leadership and management experience in a dynamic organisation.
3. Experience of managing and supervising staff across a diverse team.
4. Highly skilled in written communication, including the drafting of board reports.
5. Project management skills and experience of policy development.
6. A good understanding of the public policy landscape in Scotland.
7. Political awareness.
8. Experience of influencing at a senior level and of working at a national level.
9. Knowledge and understanding of the challenges facing social work and able to lead thinking around the possible solutions to them.
10. Excellent networking and negotiation skills.
11. Motivated and enthusiastic, with a drive to deliver.
12. Be able to instil confidence and demonstrate credibility to members and stakeholders alike.
13. Experience of managing, reporting, forecasting and monitoring project budgets.

5 CORE COMPETENCIES

- Accountability

The postholder works under the general direction from the Director and is responsible for overseeing Social Work Scotland's team of policy and project leads. She or he is responsible for the quality of their own work and the achievement of their work objectives. The postholder will have specialised knowledge of work practices and policies around social work and social care and will provide reports and recommendations on the progress of policy and project activities, as required.

- Judgement and decision making

The postholder is responsible for setting the outcomes and objectives for the team of policy and project staff; supporting social work and other staff by providing professional supervision; formulation of position papers; providing high level expertise to the staff team; developing professional support and development opportunities for the membership; and commissioning pieces of work to support the organisation's objectives. She or he will exercise specialised judgement within their prescribed areas of work.

- Leadership and management

Experience in the effective management and supervision of staff, including the ability to support, motivate, develop and mentor staff with the aim of building a culture of teamwork, learning and excellence.

- Communication skills

Highly developed interpersonal skills with a capacity to build rapport and manage relationships with a diverse range of people, using a collaborative approach to engage others and obtain buy-in to new initiatives and directions. The postholder should have the capacity to discuss and explain complex issues and ideas.

- Problem solving

Excellent analytical and problem solving skills are required in order to resolve complex issues and find suitable solutions, demonstrating high levels of initiative, originality and enthusiasm. Problems may be complex, sensitive, high level and involved issues, which require careful analysis and consideration.