

Restorative Justice Practice Development Advisor

Department	Social Work and Social Policy (http://www.strath.ac.uk/humanities/schoolsofsocialworksocialpolicy/)		
Faculty	Faculty of Humanities and Social Sciences (www.strath.ac.uk/humanities/)		
Staff Category	Knowledge Exchange	Reference No	469275
Reports To	Deputy Director	Grade:	8
Salary Range:	£42,149 - £51,799	Contract Type:	Fixed Term (12 months)
FTE	1 (35 hours/week)	Closing Date	23/08/2022

Job Advert

The Children and Young People’s Centre for Justice (CYCJ) works towards ensuring that Scotland’s approach to children and young people in conflict with the law is [rights-respecting](#); contributing to better outcomes for our children, young people and communities. We produce robust ground-breaking work by bringing together children and young people’s contributions, research evidence, practice wisdom and system know-how to operate as a leader for child and youth justice thinking in Scotland and beyond.

CYCJ is looking to recruit a full-time Restorative Justice practice development advisor to work alongside the part-time practice development advisor. The post is fixed-term for one year; for someone with expertise in developing, supporting and understanding children and young people on the cusp of or involved in offending behaviour, with a particular focus on Restorative Justice.

The Scottish Government have committed to making restorative justice consistently available across Scotland by 2023. The role of Restorative Justice Practice Development Advisor presents an exciting opportunity to contribute to a hybrid national and local hub model for restorative justice. This is to be achieved by first demonstrating its success through soft roll out of effective approaches, monitoring and evaluating this and designing a strategy for Scotland-wide implementation by December 2023.

Find out more on the delivery of restorative justice in Scotland: [Restorative justice: action plan - gov.scot \(www.gov.scot\)](http://www.gov.scot/resources/documents/2021/06/Restorative_justice_action_plan_-_gov.scot)

Please note this is a fixed term appointment (12 months)

Job Description

Brief Outline of Job:

This post holder will join the practice and policy work stream within the CYCJ to provide a national restorative justice project-management role for children & young people as part of the Scottish Governments Restorative Justice Action Plan. The main focus of this role is to lead on all aspects of the Scottish Government Restorative Justice Action Plan for children in conflict with the law, and more broadly within education. This post includes working closely with all stakeholders, including the Scottish Government and Community Justice Scotland who lead on this work for adults. The post holder will work alongside the part-time advisor to contribute to the development and roll-out of restorative justice practices across Scotland; splitting the Country into 3 areas – and supporting 2 of these; support the work of the stakeholder group; work with

colleagues to develop a project plan; representing the CYCJ at meetings, events and conferences; and leading on the development of knowledge exchange resources, activities and publications.

The post holder will also work with a CYCJ participation worker to form a group of children and young people engaging with a current restorative justice service; including children and young people who have been harmed and those who have harmed; working with them to co-produce information on communication and processes/approaches.

This post reports to the Deputy Director within the Children and Young People's Centre for Justice.

Main Activities/Responsibilities:

1.	Alongside the part-time advisor, jointly lead on the Scottish Governments Restorative Justice Action Plan for children and young people; attending all stakeholder events; liaising with stakeholders; chairing sub-groups and producing regular high quality reports.
2.	Represent CYCJ and the Scottish Government work by speaking/presenting at Conferences and Events; creating opportunity to engage to professionals and children/young people and their families.
3.	Identify, develop and promote to stakeholders relevant research and good practice models in restorative justice through planning and implementing national and local events, training and conferences, and formal communications. This will include identifying and developing relevant themes for those working in the youth and criminal justice sector, and communication through a range of knowledge exchange publications and resources, which will engage and inform others in the field.
4.	Lead on the promotion, communication and dissemination of resources and information with all relevant professional bodies across Scotland, Britain and internationally to advance knowledge exchange of restorative justice in Scotland.
5.	Ensure effective communications internally and externally through networks, written reports, publications and a range of media; liaise with Local Authorities, Scottish Government and other relevant organisations and professional bodies to promote the work of the CYCJ and the Restorative Justice Action Plan and ensure all project deliverables are achieved in order to improve practice for children and young people.
6.	Ensure that the work of the CYCJ practice and policy work stream is underpinned by research and evidence based practice, through keeping up-to-date with all new research and publications.
7.	Lead on and work in partnership with colleagues to communicate and engage with all youth justice stakeholders to ensure restorative practices for children are compliant with the UNCRC.
8.	Assess and evaluate outcomes of projects and activities within the practice and policy work stream and in collaboration with colleagues in research and knowledge exchange, reflecting on practice and processes to inform the development of new initiatives to improve youth and criminal justice practice, with a specific focus on restorative justice.
9.	Lead on the provision of detailed reporting of CYCJ activities to enable activity and impact reporting of work within the practice work stream and the sector to the relevant governance body and funders.
10.	Promote and support the mission, vision, values and principles of governance of the CYCJ and by personal example and quality of contribution, promote a culture across the youth justice sector of reflective, evidence- based practice.
	Work with a participation worker to form a group of young people/engaging with a current RJ service; including young people who have been harmed and those who have harmed; working with them to co-produce information on communication and processes/approaches.

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 social work degree or PhD or equivalent relevant professional experience in youth justice services.

D1 Membership of relevant Chartered/professional bodies

Experience

E2 Established personal track record in carrying out knowledge exchange / change projects

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- E3 Relevant and recent knowledge and experience of the youth justice social work and/or youth justice sector of the breadth and impact of issues affecting children and young people on the cusp of or involved in offending behaviour, with a specific focus on restorative justice.
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- E4 Experience of project management activities within the youth justice sector including evaluation methodologies.
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- E5 Knowledge and understanding of relevant Scottish Government legislation, including restorative justice and policy areas and the complexities of effective implementation.
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- E6 Experience of managing politically sensitive policy or situations.
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- E7 Ability to communicate complex ideas concisely in engaging and compelling ways
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Job Related Skills and Achievements

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- E8 A strong track record of supporting and influencing the work of others through a range of workforce development and knowledge exchange activities.
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- E9 Demonstrable track record in defining, implementing and managing programmes of activities across a diverse and complex environment including planning and monitoring resources.
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- E10 Ability to plan and organise knowledge exchange programmes, and work with others, to ensure project delivery.
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- E11 Demonstrate a strong track record of leading on and working with a range of stakeholders at all levels within and across sectors
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- E12 Experience of service evaluation.
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Personal Attributes

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- E13 Excellent relationship management skills including strong team work, negotiating and conflict resolution skills.
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- E14 Excellent oral and written communication skills, particularly in presenting information on complex or sensitive issues.
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- E15 Track record of success in leading and managing multiple areas of activity.
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- E16 Excellent time-keeping skills and ability to work to deadlines
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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 Fiona Dyer, Director 0141 444 8622 or email Fiona.dyer@strath.ac.uk

Conditions of Employment

Conditions of employment relating to the Knowledge Exchange 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](#).

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](#).

Interviews

Formal interviews for this post will be held on 31/08/2022.

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

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. 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.

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.

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 <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 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 2022