

Policy & Public Affairs Advisor

Department	Social Work and Social Policy (www.strath.ac.uk/humanities/socialworksocialpolicy/)		
Faculty	Faculty of Humanities and Social Sciences (www.strath.ac.uk/humanities/)		
Staff Category	Administrative and Professional	Reference No	597464
Reports To	Participation & Policy Lead	Grade:	7
Salary Range:	£36,024 - £44,263	Contract Type:	Fixed Term (12 months)
FTE	1.0 (35 hours/week)	Closing Date	17/03/2024

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. An [evaluation](#) of CYCJ, published in 2020, highlights how our significant contribution stems from our unique role and positioning:

'CYCJ is a boundary-spanning intermediary organisation. Boundary spanners are capable of contributing to system change. Their work to redress the imbalances of information, to connect and share insight across groups, to coordinate people to collaborate on key issues as well as focused interventions on seemingly intractable issues can come together to create paradigm shifts in the system'.

Our focus for 2020-2025 is on supporting Scotland to comply with its international commitments for children and young people in conflict with the law in relation to the United Nations Convention on the Rights of the Child (UNCRC), find our [strategy](#) here.

We work across three workstreams: Practice and Policy Development, Research, and Participation & Engagement.

CYCJ is primarily funded by the Scottish Government and is based within the University of Strathclyde, in the School of Social Work and Social Policy. Our Executive Governance Group has oversight of CYCJ and our strategic direction, and consists of representatives from across policy, practice, research and lived experience.

Job Description

Brief Outline of Job:

This is an exciting new role within CYCJ role for a policy and public affairs professional confident working across a variety of policy areas. You will have experience of working at a high level and be a calm and effective communicator in both written and verbal form. You will have excellent knowledge of the policies that impact children and young people in conflict with the law and/or those with care experience, with experience of developing policy positions, briefings and reports based on robust evidence for both internal and external

audiences.

You will be strongly attuned to the UK's political landscape, have experience in monitoring political developments and be able to advise on the best influencing approach for securing CYCJ's goals according to political party policy positions.

You will also be responsible for overseeing the communications function within CYCJ, managing workload and ensuring a high standard of communication at all levels.

The following activities are not meant to be exhaustive. It describes the main duties and responsibilities of the post. CYCJ is a small, agile organisation and the job description may change in light of developing organisational needs.

Main Activities/Responsibilities:

1.	Contribute to the design, and lead on delivery of policy and public affairs strategies aimed at securing support for CYCJ's goals, including oversight of CYCJ strategic stakeholder engagement ensuring all engagements are joined up and cohesive.
2.	Ensuring CYCJ staff are well prepared for meetings/conferences/parliamentary appearances with briefings on related policy and political topics including summaries of Scottish Parliament committee meetings, parliamentary debates, published research or reports and other relevant evidence.
3.	Develop and adapt a strategic communication framework, including stakeholder and audience management; maintaining appropriate communication channels internally at CYCJ, and University and externally; ensuring language, tone and brand are consistent across the organisation.
4.	Oversee and actively contribute to the production of high quality, evidence-informed policy outputs, including the development of policy positions, which help to raise profile of policy related issues and developments, and help to tell the story of our research, practice, and participation programme of work and contribute to building impact.
5.	Actively support strategic analysis of political and policy directions of travel, through Parliamentary monitoring (Scottish Parliament and Westminster) and policy horizon-scanning (Scottish Government, Whitehall, local government and third sector), providing prompt internal and external briefings to the CYCJ team, mindful of opportunities and challenges.
6.	Managing others who support communications within CYCJ, ensuring all channels /forms of communication (website, bulletins, publications, social media etc) are maintained to a high standard, as well as ensuring CYCJ's communications on topical issues are timely and informed.
7.	Ensure CYCJ's outputs reach those who need to know and can act on the content, developing individual communication plans for key projects. This includes liaising with journalists, Scottish Government officials, policy and practice networks and internally, ensuring wide discussion on our findings and the implications for policy and practice.
8.	Support the facilitation and co-ordination of policy opportunities internally across CYCJ, ensuring that relevant staff and young people are supported to identify, and respond to consultations, in line with CYCJ priorities.
9.	Support the reporting of CYCJ's work through all Governance structures including the Executive Governance Group, University and Scottish Government.
10.	Contribute to the review, edit and proofing of any research, policy or practice papers.
11.	To promote and support the CYCJ's mission, vision, values and principles of governance and by personal example and quality of contribution, 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)

E1 A relevant degree or appropriate professional qualification.

D1 Relevant postgraduate qualification

Experience

E2 Knowledge and experience of developing and implementing communications and/or public affairs strategies

E3 Sound knowledge and experience of using different content formats and managing a campaign or marketing plan across appropriate channels.

D2 Knowledge and interest in UK politics with experience of developing influencing strategies to ensure cross-party support for key issues

D3 Experience of publishing to digital platforms to a high standard and encouraging innovation and a good understanding and experience of the use of video on the web.

D4 Managing or supervisory experience

Job Related Skills and Achievements

E4 Experience and confidence in using website content management systems and all social media platforms

E5 Experience of analysing complex information, thinking strategically about related content and communicating this in methods accessible to a wide range of audiences

E6 Ability to understand and promote CYCJ's objectives and political nuances and develop online campaigns and content to enhance our campaigns, communication and recruitment agenda.

E7 Ability to collaborate across different teams, working together to synthesise a wide range of evidence into strong policy positions

D5 Experience of monitoring and influencing current policy and political developments, including implementation of monitoring and horizon scanning methods

Personal Attributes

E8 Excellent interpersonal and communication skills including writing engaging copy across print, web, email and social media, editing and sub-editing using CYCJ style

E9 Team player, who is flexible and supportive to the requests of others

E10 Ability to prioritise own work, and work independently

E11 Demonstrates a commitment to children's rights and the values of CYCJ

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 Carly Elliott, 0141 444 8622 carly.elliott@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](#).

Probation

Where applicable, the successful applicant will be required to serve a 9 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 27/03/2024.

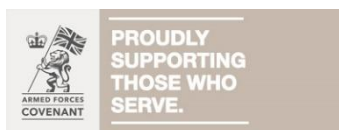
Equality and Diversity

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 6.1% of pensionable salary. A threshold applies to the maximum salary that counts towards the USS Retirement Income Builder. The current threshold from 1 April 2023 is £41,004 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 2023