

# Learning Strategy 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	Administrative and Professional	Reference No	313311
Reports To	Head of Central Services	Grade:	8
Salary Range:	£41,526 - £51,034	Contract Type:	Fixed Term (Until 31 March 2021)
FTE	1 (35 hours/week)	Closing Date	20/08/2020

## Job Advert

CELCIS is a leading improvement and innovation centre in Scotland, based at the University of Strathclyde, Glasgow.

We improve children's lives by supporting people and organisations to drive long-lasting change in the services they need, and the practices and skills applied by people responsible for their care. Our focus is on children and young people in need of care and protection and actively working to help realise The Promise of the recently concluded Independent Care Review.

This new role will work at the heart of CELCIS and support the CELCIS Strategic Management Team to ensure CELCIS continues to strengthen its learning offer both internally and externally to the child care sector.

We are evidence-based and practice-focused, and the successful candidate will provide leadership in the development of CELCIS learning offers, including the design, delivery and deployment of creative, strategic learning opportunities online.

CELCIS is looking for an experienced professional to be the strategic lead for CELCIS learning and development offers, identifying the learning needs and support needs of practitioners and partners across the children's sector, and then working in collaboration to address those needs in effective, evidence-informed ways. You will be experienced in identifying business opportunities and you will know how to ensure that any new prospects have fidelity with the overall strategic direction of CELCIS.

The successful candidate will be based within the Central Services Hub and will be responsible for and contribute to a range of strategic and operational learning projects/deliverables.

You would be based at home until CELCIS and the University has ensured it is safe and essential to work in the office (which is based in the Curran building at the University of Strathclyde).

**As with all posts in the team, the post is initially funded to March 2021, with indicative funding for a further 2 years.**

## Job Description

### Brief Outline of Job:

You will oversee the development and delivery of CELCIS' learning and development offer (including online), working in close partnership with colleagues to identify and realise opportunities for building capacity in the health, social care and child care sector, providing evidence-informed learning based on identified needs. You will work with key stakeholders on the implementation of learning and development frameworks, enhancing practice and improving systems. You will play a key leadership role in securing the sustainability and value-add of CELCIS, identifying and managing a range of income generation projects in an efficient, effective and collaborative way, aligned with CELCIS' strategic aims and objectives.

This role is about responding to needs, particularly important at this time of a worldwide pandemic which has seen so many people working and learning remotely. You will assist CELCIS to deliver learning support which captures what has worked for internal and external stakeholders during COVID-19 and build unique and relevant learning programmes from that knowledge, including traditional methods of learning along with developing new ways to offer learning support. You will lead the implementation of these programmes ensuring that any plans include ways to measure impact and ways to ensure continued improvement.

You will do this in a way which is informed by the best available evidence about how to support and sustain change, incorporates the voice and experience of care experienced children, young people and families/carers and with an in-depth understanding of how different individuals learn. You will manage projects transparently and systematically, ensuring costs are kept within budget.

### Main Activities/Responsibilities:

1.	Work with colleagues to identify organisational and individual learning and support needs, and develop effective, evidence-informed responses.
2.	Lead on the ongoing development, delivery and evaluation of CELCIS' learning and development offer aligned to CELCIS' overall strategic direction. Providing oversight of learning and development activities, management of relevant budgets, income generating and evaluating newly funded prospects.
3.	Lead on the identification of internal and external learning needs and development of learning plans and programmes which fit with the strategic intent of CELCIS. This will include support work with CELCIS staff to ensure they can continue to learn and to develop effectively online and through more traditional methods.
4.	Lead on the identification, development and promotion of CELCIS' online and face-to-face learning offers which are based on person-centred principles and best practice in adult learning and using knowledge of how learning can positively impact on achieving improved outcomes for children, young people and their families. These offers will include the development of learning pathways for the sector.
5.	Participate, contribute to, and advocate for learning, engagement and networking activities across CELCIS and the public and voluntary sector services we work with, including by preparing and delivering presentations, briefings, guidance and standards as appropriate.
6.	Provide leadership, line management support and coaching to colleagues, as required.
7.	Promote CELCIS' mission, vision, values and principles of governance 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 degree in a relevant subject, or appropriate professional experience.

D1 Relevant Postgraduate degree or professional qualification.

### Experience

E2 Extensive experience of designing, delivering and coordinating online and traditional learning and development opportunities within the child care sector. This includes experience of developing or managing online/digital learning tools and approaches.

E3 Demonstrable experience of supporting the assessment of learning, development and support needs of organisations and groups of practitioners.

E4 Broad understanding and experience of applying relevant adult learning principles and theory to online and traditional learning and development projects.

E5 Experience of evaluating the impact of online and traditional learning and development projects, programmes and portfolios through both qualitative and quantitative measures. This experience will be underpinned by acute understanding of effective ways to support the development of improved practice which leads to improved outcomes for children and their families.

E6 Knowledge and operational experience of creating new learning prospects and income generation. Knowledge of the key principles of effective budget management.

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- E7 Experience of working with the child care sector to prepare practice guidance, standards, and learning and development frameworks.
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- D2 Knowledge and understanding of child development, and its relationship to attachment and adverse childhood experiences.
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### **Job Related Skills and Achievements**

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- E8 Skills in the development of online and traditional learning programmes and curriculums including the utilisation of online/digital technologies for learning and development.
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- E9 Good facilitation and engagement skills with the ability to see things from the perspectives of a variety of different learners with different learning needs.
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- E10 Good project management skills, from project initiation through to conclusion (including income generation and budget management, and stakeholder management).
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- E11 Line management and leadership skills, including experience of coaching and mentoring staff, and supporting and holding staff to account for the delivery of projects and programmes of work which are delivered within the budget, the agreed timescale and which are of high quality.
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- E12 Experience of applying strategic oversight, and organisational fit, to newly developing programmes and projects of online and traditional learning.
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- E13 Track record of involving a range of perspectives in the development and delivery of learning and development, and in particular voice and engagement of those with direct/lived experience.
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### **Personal Attributes**

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- E14 Good interpersonal skills, making connections and relationships.
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- E15 Reflective on own practice, actively seeking feedback to improve.
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- E16 Ability to plan and organise own workload independently, ensuring that deadlines and standards are met.
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- E17 Ability to work as part of a multi-professional team, collaborating with others.
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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 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 Liz Brabender, Consultant, Central Services (liz.brabender@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](#).

### **PVG Check**

This position involves regulated work, making it a legislative requirement that the successful candidate becomes a member of the Protection of Vulnerable Groups Scheme. If appointed, employment with the University will not be confirmed, until membership of the Scheme has been received. The successful applicant will be precluded from working with protected groups until that time.

### 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 10/09/2020.

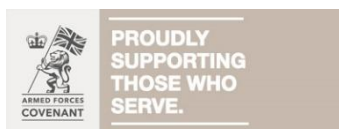
### Equality and Diversity

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

## 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](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 [www.strath.ac.uk/hr](http://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](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 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](http://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](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 9.6% 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 [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 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 2019