

# Secretariat Team for the Root and Branch Review of Care Participation Lead

Unit	Centre for Excellence for Looked After Children (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	69309
Reports To	Secretariat Lead	Grade:	8
Salary Range:	£39,324 - £48,327	Contract Type:	Fixed Term
FTE:	1 (35 hours/week)	Closing Date	Tuesday, 18 April 2017
Work pattern:	35 hours per week	Salary scales:	<a href="#">Salary Scales</a>

## Job Advert

CELCIS is the Centre for Excellence for Looked After Children in Scotland (CELCIS). Together with partners, we are working to improve the lives of all looked after children, young people and care leavers in Scotland.

This is an exciting opportunity to join the Secretariat Team supporting the Root and Branch Review of Care as part of the CELCIS secretariat team.

The Root and Branch Review of Care is an independent Review which will ensure that practice, policy, legislation and culture which impacts on vulnerable children, young people and their families across Scotland is improved.

The proposal for the Review's work is underpinned by a strong, clear and dedicated principle of ensuring that care experienced children, young people and their families are right at the heart of the Review's work.

The Participation Lead will have a central role in the development and implementation of imaginative methods to Care review participation, helping to facilitate the engagement of children, young people, families, carers, professionals, politicians, communities, etc. with the Review. The aim of the engagement will be to inform discussion, test out ideas, build consensus, identify solutions, facilitate decision making, and assist the implementation of the review's findings to be centrally focused on the needs of children and young people.

You will play a critical external role in guiding, informing and supporting our partners (local authorities, health boards, etc.) in their development of the cultures, systems and practice which enable children and young people to engage constructively in decisions about their lives, and in broader, strategic planning discussions about services. Through the development, testing and promotion of innovative, child-centered and developmentally appropriate approaches to participation (among all relevant groups), this role will contribute internally directly to the progress, and evolution, of CELCIS programmes and projects.

You will also have a role supporting the sector as well as supporting the development of CELCIS programmes and activity to better engage children young people and their families, as well as wider stakeholders.

This is initially a fixed term post until the end of March 2018. Applications from people with experience of care are particularly welcomed as are secondments.

## Job Description

### Brief Outline of Job:

You will lead on both the identification and development of imaginative means to ensure maximum participation and engagement of children and young people and their families who have been, who are, or who may become looked after in Scotland. You will lead on effective participation across the child care sector to ensure that the Independent Care Review hears as many voices as it possibly can. It is those voices which will determine the direction and outcomes of the Review.

### Main Activities / Responsibilities

1.	Lead on the identification and development of methods which enable children, young people and families to engage constructively in the planning and decision making related to their needs and support. Promote the sharing of these methods across Scotland and beyond through developing and delivering a range of Practice Exchange Workshops.
2.	Lead on the support provided to Community Planning Partners, and other Corporate Parents, in their development and implementation of strategies / methods to ensure strategic planning and decision making (i.e. service design and resourcing) is informed by robust qualitative data, capturing the experiences of service users.
3.	Provide practical guidance and assistance to partners (service providers) looking to improve their systems and/or practice through assisting them to commit to developing ways to ensure that children's voices are heard and that their views are taken on board.
4.	Influence and inform national policy and guidance, to ensure it facilitates an effective, child-centered approach to planning and decision making.
5.	Advise the ongoing implementation and development of CELCIS programmes, projects and Business plan, in relation to the facilitation of service user (child, young people and families), practitioner and manager engagement.
6.	Lead on the support provided to the Care review Group on matters of Review design and delivery (i.e. methods adopted).
7.	Support the analysis, presentation and communication of data generated through the Care review and present this data in various ways to a range of audiences.
8.	Prepare guidance and practical support on the implementation of certain 'system review' methods, for organisations involved in the Care review, in order to support them in improving their care and support offers.

## 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 Degree in an appropriate discipline or equivalent professional experience

### Experience

E2 Knowledge and experience of child and young people and family participation

E3 Experience of informing participation methods in a relevant child care context

D1 Experience of the looked after children and care leaver sector, including working with stakeholders.

D2 Experience of developing robust national guidance on participation.

### Job Related Skills and Achievements

D3 Knowledge of child welfare legislation and implementation

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## Personal Attributes

E4 Ability to work as part of a team

E5 Ability to plan and organise own workload effectively, to ensure that deadlines and standards are met, with some guidance from senior colleagues

E6 Excellent interpersonal and communication skills

E7 Ability to convey complex information to a wide range of audiences

## Other Relevant Factors

D4 Member of relevant professional bodies

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## Application Procedure

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Applicants are required to complete an application form including the names of your referees who will be contacted before interview without permission, unless you state otherwise on your covering letter. Applicants should also complete the Equal Opportunities Monitoring Form. References will not be taken up prior to interview for grades 5 and below. All communications to applicants will be by email. Please check whether an email has sent to your spam folder. Please note that the recommended format for a CV/covering letter is PDF. Please upload the CV and covering letter as one document and in PDF format if possible.

## Other Information

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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, Secretariat Lead on 0141 444 8531

### 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 Friday, 28 April 2017.

### Equality and Diversity

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.

We value diversity and welcome applications from all sections of the community.



# 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, 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:

<b>Period of Continuous Employment at start of absence from work</b>	<b>Full Pay</b>	<b>Half Pay</b>
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

New members of staff, aged under 75, will be admitted automatically to membership of the Universities Superannuation Scheme (USS) on taking up appointment. If you are already in receipt of a USS pension you will join USS in accordance with pension auto-enrolment regulations. USS requires a contribution from the member, currently 8 per cent of pensionable salary. A contribution, currently 18 per cent of pensionable salary, is paid by the University. From 1 April 2016 all members are part of the career revalued benefits scheme called the USS Retirement Income Builder. From 1 October 2016 a threshold, initially of £55,000 a year, will apply to the maximum salary that counts towards the USS Retirement Income Builder. From the same date a new defined contribution section of the scheme called USS Investment Builder will open and any contributions above the threshold will be invested in this section. 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.

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 months' 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 2016