

Director – Children and Young People’s Centre for Justice (CYCJ)

Section	Children and Young People’s Centre for Justice (www.cycj.org.uk)		
Faculty	Faculty of Humanities and Social Sciences (www.strath.ac.uk/humanities/)		
Staff Category	Administrative and Professional	Reference No	398568
Reports To	Head of School of Social Work and Social Policy / Chair of CYCJ’s Executive Governance Group	Grade:	10
Salary Range:	£61,818 - £65,574	Contract Type:	Fixed term for 3 years, with an extension likely dependent on funding. Secondments and Job Shares welcome.
FTE	1 (35 hours/week)	Closing Date	Sunday 10th October 2021

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 and Engagement.

CYCJ is primarily funded by the Scottish Government and is hosted by 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.

We are seeking an exceptional new Director to lead the next phase of our development which is particularly focused on improving the participation of children and young people in shaping policy and practice developments, and strengthening our academic research contribution. As a boundary spanning organisation you may be an experienced leader from practice, policy, research or participation; or have experience across these domains. We need a leader who can enthuse, motivate and inspire, who genuinely cares about children who are in conflict with the law, is strategic in their thinking, who is determined and resilient, and can work with children and young people, families, practitioners, policy makers and researchers to change things.

Please note this is a fixed term appointment for 3 years, with an extension likely dependent on funding.

Job Description

Brief Outline of Job:

This post will involve leading and overseeing all aspects of the work of the Children and Young People's Centre for Justice, with specific responsibilities for: strategy development and organisational direction; governance; income generation; finance and resource management. This involves overall responsibility for a staff team of 12 people (11.5 FTEs) and managing finances of around £900k per year from across a range of funders, with the Scottish Government being our main funder, funding CYCJ since 2013 (and a previous iteration – the Criminal Justice Development Centre - before then).

The postholder will be expected to be or to become a respected leader for children and young people's justice in Scotland, making a significant contribution to thinking nationally and over time internationally, and often raising difficult issues and concerns with stakeholders. They will work with children and young people, practitioners, policy makers and researchers to achieve change. This will involve engagement with a diverse range of stakeholders within Scotland and internationally, and so requires an ability to bring different people and types of knowledge together in order to improve things.

CYCJ is a brilliant team with a range of expertise from practice, policy, participation, research, communications and administrative backgrounds. It's a passionate and determined group of people who are exciting, creative and supportive. The work can be extremely challenging, looking to change things often is, but there are particular barriers to change when looking to improve the lives and experiences of children in conflict with the law. CYCJ needs a leader who can speak uncomfortable truths and amplify the voices of children in conflict with the law, someone who listens and someone who cares.

Main Activities/Responsibilities:

1.	Provide visible leadership across Scotland for children and young people in conflict with the law and their needs, ensuring their voices and experiences, and evidence from all sources are taken into consideration across policy and practice decisions.
2.	Offer innovative thinking and ideas for those working with children and young people in conflict with the law, constructively challenging policies and practice to support better lives and outcomes.
3.	Lead the development and implementation of CYCJ's strategy, taking account of the needs and perspectives of children and young people, practitioners, policy makers and academia.
4.	Ensure effective governance, supporting the operation of the Executive Governance Group as the ultimate strategic decision making body for CYCJ.
5.	Take overall responsibility for CYCJ's finances and operations, liaising with colleagues across the University of Strathclyde and delegating within CYCJ as appropriate.
6.	Take overall responsibility for performance, delivery and reporting to funders; developing a constructive relationship with the Scottish Government Youth Justice Team, recognising their role as CYCJ's main funder. RE-INSTATE
7.	Develop constructive relationships with all stakeholders: children and young people, practitioners, policy makers, academia. Working closely with the Scottish Government Youth Justice Team to develop an annual workplan for their funding and recognising their role as CYCJ's main funder.
8.	Lead on developing international links across policy, practice and academic communities.
9.	Oversee the work of the three workstreams at CYCJ, supporting and line managing the deputy director and research lead to deliver to the best of their abilities.
10.	Provide leadership for CYCJ's communications function, raising awareness of all CYCJ's work, overseeing the communications strategy and line managing the communications officer.
11.	Lead individual and collaborative research, practice development, participation and/or knowledge exchange projects
12.	Represent CYCJ on relevant committees and boards, delivering expert inputs where needed and requested.
13.	Lead CYCJ by personal example, always demonstrating CYCJ's mission and values, and constantly identifying areas for improvement and how to achieve the greatest impact for children and young people in conflict with the law.

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)

D1 PhD in relevant social science subject

D2 Postgraduate qualification in child or justice related subject

Experience

E1 Demonstrable leadership experience related to children and/or justice in policy, practice, research or participation

E2 Experience of leading partnership working within the child or justice sectors

E3 Significant experience of policy and practice change

D3 Experience of securing funding and leading medium to large scale funding applications

E4 Demonstrable experience of managing significant budgets

E5 An in-depth understanding of the justice issues affecting children

E6 Demonstrable experience of applying evidence to policy and/or practice.

D4 Experience of participation and engagement work with children, young people and families

D5 Experience of or knowledge about working with the Scottish Parliament to achieve change

Job Related Skills and Achievements

E7 Demonstrable skills in strategic thinking and planning.

E8 Excellent skills in developing constructive relationships with children and young people, practitioners, policy makers and researchers

E9 Direct Line management experience

E10 Strong analytical and report writing skills, with the ability to write impactfully for a range of audiences

Personal Attributes

E11 Excellent interpersonal and communication skills, with the ability to listen, engage and persuade, and to present complex information in an accessible way to a range of audiences

E12 Ability to work within a team environment

E13 Has a genuine commitment to and cares about children in conflict with the law

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 Prof Jennifer Davidson, jennifer.davidson@strath.ac.uk, or Sandy Cameron (Chair of CYCJ's Executive Governance Group, cameronsathome@btinternet.com).

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](#).

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 Friday 29th October 2021.

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 gender equality in academia across all academic disciplines and professional and support functions.

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 above Grade 10

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 probation period for posts in this staff category is 12 months. Further guidance on probationary procedures is published at www.strath.ac.uk/hr. 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.

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 arrangement 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 9.6% of pensionable salary. A threshold applies to the maximum salary that counts towards the USS Retirement Income Builder. From 1 April 2021, the threshold is £59,883.65 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/-/media/Project/USSMainSite/Files/For_members/Guides/Your_guide_to_Universities_Superannuation_Scheme.pdf. 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 six 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.

Revised April 2021