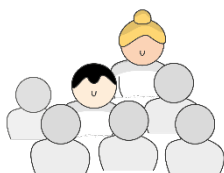




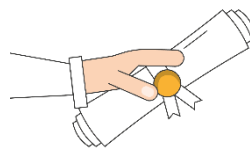
APPLICATION PACK

Practice and Policy Advisor

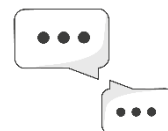
Recruiting



Training



Supporting



Improving outcomes for children and young people

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INTRODUCTION FROM THE NATIONAL CONVENER



Dear applicant,

Thank you for expressing an interest in working with Children's Hearings Scotland.

As an organisation that works within the Children's Hearings System, we are passionate about making a positive contribution to improving the outcomes of Scotland's children and young people.

Our vision is of a hearings system where everyone works together. This makes sure that all children and young people are loved, cared for and protected and that their views are heard, respected and valued. In the coming year, we will be rolling out a range of projects that will see us transform the way we work, helping us to achieve our vision. It is a truly exciting time to join Children's Hearings Scotland.

It is an enormous privilege to lead this organisation and we are committed to shaping a modern twenty-first century Children's Hearings System that meets the needs of Scotland's children and young people.

Good luck with your application.

Elliot Jackson
National Convener and Chief Executive Officer

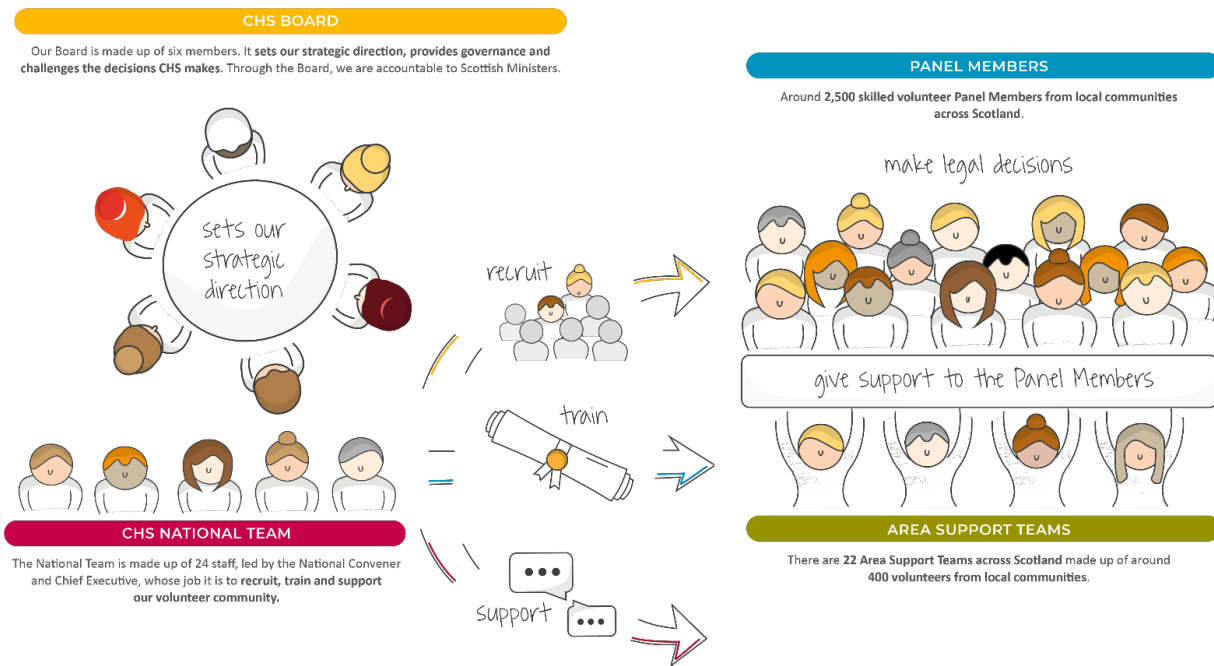


ABOUT US



Children's Hearings Scotland recruits, trains and supports around 2,500 skilled volunteer Panel Members who sit on children's hearings and make decisions with and for vulnerable children and young people across Scotland.

Our organisation is also responsible for supporting a network of 22 volunteer led Area Support Teams. Our Area Support Teams are made up of around 400 people who support Panel Members at a local level.



OUR VISION



Our vision is of a Children's Hearings System where everyone works together, making sure that all children and young people are loved, cared for and protected and their views are heard, respected and valued.

OUR VALUES

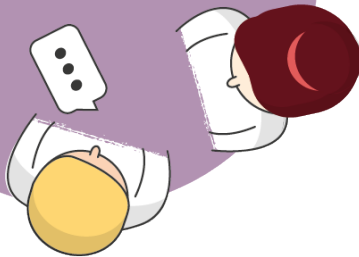


Our values sit alongside our vision and mission and are threaded throughout everything we do.



Child centred

Making sure everything we do is in the best interests of children and young people.



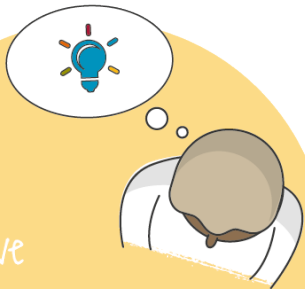
Challenging

Not being complacent, but questioning ourselves and others to help us improve.



Creative

Considering innovative and imaginative ways of approaching the issues we face in the work we do.



Fair

Making sure that everyone is treated with dignity and according to their individual needs; that our information and services are accessible to all; that we provide a consistent level of service to all.



Open

Listening, responding to and learning from feedback; acting honestly; ensuring processes are transparent; sharing information and being accountable for our actions and decisions.



Respectful

Treating children, young people, their families, partners and each other with care and consideration.



COMPLETING YOUR APPLICATION



Thank you for your interest in joining our team at Children's Hearings Scotland. We are also known as CHS.

This application form has been designed to ensure compliance with legislation and best practice. The processing of all information will be in accordance with the requirement of the Data Protection Act 2018. The information you provide on your application form will only be used as part of the selection procedure and for any subsequent employment administration if your application is successful.

For further details on how your information will be handled please refer to our [privacy statement](#). If any part of the form is unclear, please contact us at jobs@chs.gov.scot.

We are striving to be an equal opportunities employer with a diverse workforce which is representative of the population we serve. We are committed to embedding a culture of equality and diversity into our organisation and ensuring that all job applicants and employees are treated fairly, without discrimination because of age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex, sexual orientation or any other factor.

At the end of the application form you will find our Equal Opportunities Monitoring Survey which is intended to assist CHS in maintaining equal opportunities best practice and in identifying equality barriers for job applicants. We would be grateful if you would complete it.

Employees of CHS are required to adhere to a detailed Staff Code of Conduct. Key principles in this are that staff:

- Act in the best interests of CHS
- Are honest
- Are selfless
- Have integrity and respect

Prior to employment, all applicants will undergo pre-employment background checks in line with the Scottish Government's Baseline Personnel Security Standards.

We may contact previous employers, educational providers, fraud prevention bodies, local authorities and government agencies as part of this process. We may also use background screening companies.

Guidance on filling in the online application form

The form has been designed to help both the applicants and our resourcing team process applications quickly, efficiently and on a variety of devices. This application can be accessed on any device.

The application sections are detailed below. We advise you to read over them and have your information prepared on separate document you can cut and paste from, such as your CV or covering letter. Once you start the application, you will not be able to save it and return to complete it at a later stage.

CHS does not accept CVs. Please ensure you include all relevant information on this form.

Section 1

- **Personal Information:** Please note that only your surname is required in full. Give only the initials of your first name(s).

Section 2

- **Education and Training:** This section asks about your education and job-related training. Please give us enough details to assess your attainments in relation to the post for which you are applying.
- Continue using a separate sheet if necessary. We need a minimum of three years' job-related or education history.

Section 3 to 7

- **Work Experience:** This section asks about your work experience with a separate section for each relevant role. We have supplied space for your post recent post as well as four previous roles.
- Please give as much detail as you feel gives us an accurate picture, both about the type of work you are/were doing and the responsibilities you have or have had. Please start with the most recent and share dates where possible.

Section 8

- **Supplementary Information:** Please detail any further experience or information relevant to the post for which you are applying, considering the information you have been given about the post, for example the job description or person specification. Try to ensure you are clear about how you meet the essential criteria listed.

Section 9

- **General Information:** You are asked to tell us if you are related to any member of CHS' staff or Board. This is to ensure compliance with CHS' Code of Conduct Policy.

- You are asked to tell us if you are currently eligible for employment in the UK. This is so that we can ensure compliance with the Immigration Act 2014, Asylum and Immigration Act 1996 and Immigration, Asylum and Nationality Act 2006 which requires organisations to ensure individuals, to whom they are offering employment, have permission to work in the UK. Please visit <https://www.gov.uk/check-uk-visa> if you are unsure of your status.
- If you are invited to an interview, you will be required to produce such evidence.
- CHS works with vulnerable people under the age of 18 and we are required by The Protection of Vulnerable Groups (Scotland) Act 2007 to ensure that all of the staff we employ are suitable to work with people under 18 or with their data. CHS is also an exempted body for the purposes of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.
- CHS is required to consider, prior to offering employment, any information of any spent and unspent convictions that may be relevant to the post for which you are applying. No unconditional offer of employment will be made until a satisfactory Protecting Vulnerable Groups (PVG) clearance has been received.
- If you are the successful candidate for the post, you will be asked to complete a pre-employment health questionnaire. This questionnaire will be screened by CHS' Occupational Health Provider, who may ask you to attend for consultation.
- Formal offers of employment will be made once CHS' Occupational Health Provider has assessed the individual as "Fit to work" and where appropriate any reasonable adjustments have been implemented.

Section 10

- **References:** We request three professional references. References will only be taken up if you are shortlisted. Please indicate if you do not wish your referee(s) to be contacted at this stage.
- Please note that no unconditional offer of employment will be made until satisfactory references have been received.

Section 11

- **Declaration:** You are asked to declare the information you provided is true to the best of your knowledge. If you have any questions or concerns please contact us at jobs@chs.gov.scot.

Section 12

- **Equality Monitoring:** The information in this survey will be used for monitoring purposes only. Your responses are voluntary but the more information you supply, the

more effective our monitoring of responses will be.

- This information will only be viewed by the CHS Resourcing Team and is not connected to your application form and will not be used to identify you. It will not be seen by anyone involved in interviewing or shortlisting and will be stored securely in line with the principles of the Data Protection Act 2018.
- Monitoring will help to improve our recruitment processes and enable us to be as inclusive an employer as possible.
- Please select the most applicable option in the questions and complete the open boxes where relevant. We would be grateful if you would fill in this survey.

APPLICATION FORM

<https://forms.office.com/e/iqTCfLRmjX>

JOB DESCRIPTION



Reports to:	Practice and Policy Team Manager
Direct Reports	None
JD Last Updated	April 2024
Role Last Evaluated	April 2024

OVERVIEW OF ROLE

As a practice and policy advisor, reporting to the practice and policy team manager you will provide advice, support, and guidance on Panel Member practice matters to the National Convener, CHS staff, Panel and AST Members, the Children's Hearings Scotland Learning Academy, and other key stakeholders. The role holder will also work closely with the Scottish Children's Reporter Administration (SCRA), the Scottish Government and other external stakeholders in relation to practice improvement across the Children's Hearings System.

The postholder will develop and implement effective practice information and resources for Panel Members and work with the National Training Lead to ensure that training materials are developed and maintained in line with current legislation and the National Convener's practice advice for Panel Members.

In addition, the role holder will support the development and provision of accurate and effective information and advice to improve the practice of Panel Members to ensure high quality decision making in children's hearings and better outcomes for children and families.

MANAGEMENT ACCOUNTABILITIES

N/A

OPERATIONAL MANAGEMENT ACCOUNTABILITIES

- You will support work to ensure that the National Convener's legal obligations in respect of children's hearings under the Children's Hearings (Scotland) Act 2011 are met.
- You will support the Practice and Policy team manager in relation to wider strategic developments in policy and partnership work across the Children's Hearings System.
- You will be responsible for co-ordinating the work of a Bank of Independent Report Writers. This involves managing the end-to-end process from the point where an independent report is requested to the production and delivery of the report to the children's hearing, managing a support network for the Bank and continuing to develop the Independent Report Writer's function.

- This includes ensuring that the bank of Independent Report Writers maintains the appropriate number of individuals with the desired skills and experience to reflect the demand for their services.

CORE ACTIVITIES

- Support the Practice and Policy Team manager to develop practice information for Panel Members in response to changes in legislation and internal and external policy.
- Respond effectively and consistently to written requests for practice and policy advice from the CHS volunteer community.
- Alongside your fellow Practice and Policy Advisors, co-ordinate the work of a Bank of Independent Report Writers. Work closely with the National Team and partners to ensure that all national training is developed in accordance with legislation, practice information and policy.
- Work in partnership with other stakeholders on policies to improve practice in the Children's Hearings System leading to better outcomes for children and young people.
- Manage requests and directions arising from children's hearings, as delegated by the Practice and Policy team manager.
- Contribute to national policy development by writing and responding to consultation documents.
- Actively consult with the CHS volunteer community regarding their experience of children's hearings, policy, and the implementation of practice changes.
- Explore ways to continuously improve the effectiveness of your role to support the delivery by the national team of CHS' outcomes.
- To research, develop and write organisational policy and strategy as identified by the Practice and Standards manager or the Senior Leadership team.
- In the spirit of positive team working, willingly lend support to colleagues and members of our volunteer community, when possible, in their times of pressure and demand.

PERSON SPECIFICATION

PERSONAL EFFECTIVENESS COMPETENCIES

COMPETENCY AREA	KEY SKILLS
Teamwork and Collaboration	<ul style="list-style-type: none"> Effectively initiates dialogue across teams, levels, departments recognising that we have a shared responsibility to provide the best experience for our colleagues and wider stakeholders. Recognises the value of every contribution and area of expertise within the organisation. This includes building links and networks across teams (internally and externally). Creates a supportive team environment by listening and responding to others and creating opportunities for innovation and generation of ideas and actions.
Communication	<ul style="list-style-type: none"> Good written and verbal communication skills. Ability to communicate effectively in 1:1 and group settings. Ability to adjust communication skills to meet the needs of the recipient.
Personal Integrity	<ul style="list-style-type: none"> Encourages and supports open two-way communication. Is motivated by values and getting on with the job. Shows resilience that enables the team to perform to the highest standards.

FUNCTIONAL/TECHNICAL COMPETENCIES

COMPETENCY AREA	KEY SKILLS
Project Management	<ul style="list-style-type: none"> Strong project management skills.
Computer literacy	<ul style="list-style-type: none"> Good level of proficiency with Microsoft Office (Outlook, Word, Excel, and PowerPoint).

TRACK RECORD/EXPERIENCE

- Comprehensive knowledge and understanding of the legislation, case law, policy and research concerning children's hearings.
- Experience of working or volunteering within the Children's Hearings System or in other relevant voluntary organisations.
- Experience of effectively working alongside paid staff and volunteers and a good understanding of the differences between the two.
- Experience of coordinating people/programmes.
- Excellent interpersonal skills.
- High level problem solving and analytical skills.
- Excellent communication skills (written, listening and verbal).
- Excellent customer service skills.
- Experienced in Microsoft Office (Outlook, Word, PowerPoint, and Excel).
- Ability to multi-task, deal with work within tight/conflicting deadlines and prioritise work appropriately.
- Ability to work individually on practice and policy issues and as part of a wider team.
- Evidence of relevant Continuous Professional Development.

EDUCATIONAL ATTAINMENT/ QUALIFICATIONS

- Qualified to degree level or equivalent in relevant subject e.g., law, social work.

PROFESSIONAL BODY MEMBERSHIP

N/A

OTHER REQUIREMENTS FOR THE ROLE

None

Thank you for your interest in this position.