Recruitment pack

***Self-directed Support Project Manager***

Dear Candidate,

Thank you for your interest in this post.

Social Work Scotland is the professional leadership body for social work. We are a membership body with over 400 individual members and over 35 corporate members. Social Work Scotland has two fundamental objectives: to support the development of the social work profession, and to influence and inform policy and legislation affecting social workers and local communities.

We are excited to be appointing a Self-directed Support Project Manager to lead the Scottish Government’s Self-directed Support project, which will be hosted by Social Work Scotland, and to line manage the project team. The post holder will work closely in partnership with Self-directed Support (SDS) leads and other key officers at local authority level, and with all relevant national partners on the following:

1. Develop an implementation framework for the consistent delivery of Self-directed Support. This will firmly link existing written guidance to professional practice on the ground. It is anticipated that the framework will include resource allocation systems, models of assessment and delegation of decision-making, among other aspects.
2. Engage with local leadership and SDS leads in order to actively facilitate the sharing of knowledge and good practice across local partnerships;
3. Develop effective approaches to creative commissioning at a local level along with national third sector partners.
4. Assist local implementers to personalise their processes and systems drawing on existing local expertise and insight from implementation best practice.

 To apply for this post, please submit a completed application form. Please state in your application form which referees we can contact during the selection process.

Please find included in this pack:

1. Key information, including contact details and summary of the recruitment process
2. Information about Social Work Scotland
3. Job description
4. Person specification

Separate to this pack is a background paper describing the SDS project, and the application form.

Completed applications should be sent to: admin@socialworkscotland.org by midnight on Sunday 18/08/19

Please note that you may indicate on the Project Manager application form whether you also wish to be considered for a Project Officer post. You do not need to complete two application forms.

I look forward to hearing from you.

**Dr Jane Kellock**

Head of Strategy, Social Work Scotland

# 1. KEY INFORMATION

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| Self-directed Support Project Manager |
| **Employer** | Social Work Scotland Ltd |
| **Work location** | Social Work Scotland, Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh, EH3 6BB |
| **Position type** | Full time (37 hours per week) |
| **Salary**  | £45,000 - £50,000 per annum (depending on experience) |
| **Contract**  | Fixed-term to End March 2021. Secondments welcome. All posts at Social Work Scotland are subject to a probation period.  |
| **Pension** | Provided by The People’s Pension with an employer’s contribution of 6% based on an employee contribution of 5% |
| **Equipment provided** | Laptop and mobile phoneDocking station and desk phone |
| **Benefits** | * Flexible working arrangements

We also offer salary sacrifice schemes for:* Bike to Work, including Cycle Miles
* Childcare vouchers
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| **Start date** | As soon as possible following a formal offer of the post |
| **Application process**  | To apply, please provide:A completed application form, including details of two work or education related references. **Completed applications should be sent to:** **admin@socialworkscotland.org** **by midnight on Sunday 18/8/19.**  |
| **Selection process** | **There are two stages to the selection process.****Stage 1 - Interviews will be held on Wednesday 28/8/19 and Thursday 29/8/19.** Interviews will be held at the Social Work Scotland offices in Edinburgh.Shortlisted candidates will be invited for a 40-50 min interview (involving a mix of experience and competency based questions), and asked to give a 10 minute presentation beforehand. The presentation topic will be emailed to shortlisted candidates by Thursday 22 August. **Stage 2 – follow up conversation with panel chair**At least one employer reference will be sought for candidates successful at stage 1. Please indicate on your application form which referees you are happy for us to contact at this stage. Candidates who are successful at stage 1, will be asked to have a follow up conversation with the chair of the interview panel.  |
| **Contact information**  | If you have any questions please contact:Corinne Groeneveldt on admin@socialworkscotland.org |

# 2. ABOUT SOCIAL WORK SCOTLAND

**Who are we and what do we do?**

Social Work Scotland is a professional body for social work leaders. It is a membership body with members coming from across all sectors: public, private and voluntary. Social Work Scotland functions to promote and support the development of social work, and to influence and advise on policy and legislation that affects people supported by social work services.

Our vision is of a social work profession across Scotland which is led effectively and creatively; is responsive to the needs of the people we support and protect; is accessible and accountable; and promotes social justice.

Our values are based on professional leadership to achieve social justice and public protection. We value each person we support as an individual, without judgement; we celebrate and actively promote the unique contribution and role of professional social work; we embrace change and encourage collaborative and integrated arrangements to deliver better outcomes for people; and we support and create opportunities for those within and those supporting the profession of social work in order that we can develop effective and creative leaders for the future.

**Our objectives**

* Influence and shape legislation and policy relating to social work and social care.
* Promote the unique role, value and contribution of social work and social care.
* Champion research and evidence informed approaches in our work.
* Provide professional leadership and increase leadership capacity across social work and social care.
* Support and encourage workforce development (with a focus on celebrating success, promoting standards, achieving practice improvement and demonstrating continuous learning).
* Recognise the value of continuous improvement through self-evaluation and performance improvement activities.

As a professional body our members have a key role and to support them to deliver the objectives of the organisation across the range of social work services, we operate a complex system of committees, sub groups and practice networks. We also host the Chief Social Work Officers network.

**Our Team**

We have a small core team consisting of four permanent posts.

* Director
* Head of Strategy
* Administration and Finance Officer
* Communications and Events Manager

We then have a group of policy and project staff who are with us for a fixed time, to work on a funded project or on a specific policy issue. At the moment we have 5 staff in these posts:

* Children and Families Lead
* Social Care in Prisons Lead
* Joint Investigative Interview Team x3

The Self-directed Support Project Team will form an additional team of 4 staff.

# 3. JOB DESCRIPTION

Hosted by Social Work Scotland, the Project Manager will provide leadership for the delivery of the Scottish Government’s SDS project, and line management of the project team. The post holder is responsible for working in partnership with SDS leads and other key officers at local authority level, and with all relevant national partners. The post holder will report to the SWS Head of Strategy and is accountable to a collection of stakeholders through the Scottish Government’s Adult Social Care Reform Programme.

Your key responsibilities will be to:

1. Direct and manage the SDS project team, including line management and supervision, developing and monitoring relevant workplans and ensuring their attainment of key milestones and deliverables.
2. Budget management, ensuring the project’s income and expenditure is allocated appropriately (in delivery of the project outcomes), monitored and reported on regularly, and any issues identified and resolved in a timely manner.
3. Build strong relationships with people who use services (including their carers), service providers and strategic decision makers, with the aim of improving communication and understanding between parts of the social care systems, facilitating problem-solving, and informing ongoing project management.
4. Work with stakeholders (e.g. Health and Social Care Partnerships) to identify, understand and clarify the barriers, enablers and issues relating to SDS implementation and practice, and disseminate these insights widely (including to the general public).
5. Develop strategic / policy solutions which are implementable and sustainable at local level.
6. Overseeing the wider SDS team, provide stakeholders with evidence-based advice and assistance on how to implement the structural, process and practice changes necessary to support delivery of SDS.
7. With partners, identify and develop opportunities for professional development (to enable delivery of SDS), including review and revision of SDS training course and related materials.
8. Bring together learning from local and national stakeholders to create a functional, easily understood, strengths-based SDS Implementation Framework, which can be used realise the policy objectives across a variety of local settings over the medium to long term.
9. Contribute to Scottish Government policy development and activity related to the Adult Social Care Reform programme, including providing regular (and on request) updates on the SDS project to various governance groups.
10. With team members, provide appropriate support to the Social Work Scotland Adult Social Care Standing Committee and relevant sub-groups, and contribute more widely to the work of Social Work Scotland.

# 4. PERSON SPECIFICATION

An experienced project manager, you will have knowledge of policy development, an understanding of how to facilitate professional development, and keen analytical and research skills. You will have a high level of credibility within the social work profession and be able to take on the agenda for national implementation of Self-directed Support within the programme of Adult Social Care reform. You must be confident dealing with high profile issues and stakeholders, and be able to demonstrate a keen understanding of the challenges facing social work and other related professions. You must be able to think through and implement creative ways for Social Work Scotland to support our members and partners to overcome these challenges.

The post holder will have the following attributes:

**Essential Criteria**

1. A professional qualification in a relevant field (i.e. social work, social care, health, etc.)
2. Extensive and varied project management experience, including as a project / programme manager
3. Experience in managing and directing a project or service budget
4. A proven leader, able to work flexibly and proactively, using initiative to manage your (and your teams) diverse workload.
5. Strong interpersonal skills, able to quickly build relationships and trust with colleagues and project partners at all levels.
6. Demonstrable influencing skills, able to resolve conflict and secure agreement on contentious issues
7. Excellent spoken and written communication skills, with a track record of preparing reports, presentations, etc.
8. Robust working knowledge of Scotland’s Self-directed Support policy, and wider legislative framework
9. Experience in managing a team, providing direction, line management support and supervision, and facilitating their ongoing professional development.
10. Embody social work values in all of your work

**Desirable Criteria**

1. Project and / or programme management qualification
2. Qualification in social work
3. Post-graduate qualification
4. Experience managing a team involved in the operational delivery of Self-directed Support
5. Experience working on a national project or programme, with Scottish Government and varied stakeholders
6. Understanding of ‘implementation science’