# The Health and Social Care Alliance Scotland

## Job Description

**Job title:** Policy and Information Assistant

**Term :** Fixed term until 30 June 2020

**Salary:** £18,031 per annum

**Working hours:** Full-time, 35 hours per week

**Location:** Glasgow

**Employer:** The Health and Social Care Alliance Scotland

**Reporting to:** Director of Strategic Partnerships and Engagement

## Description of Role

The Policy and Information Assistant will primarily support the Carer Voices Project but will also provide support to the wider ALLIANCE team.

This will include:

* Undertaking literature review and background research as appropriate
* Gathering information and evidence to inform preparation of Case Studies and information pack for Carers of People with long term conditions with a view to informing present and future Carer Strategy
* Helping to build information based on evidence of good practice and relevant case studies on the life stories of Carers of People with long term conditions
* Supporting the wider ALLIANCE activity including integration and person centred approaches
* Helping to monitor the Scottish Government, Parliament and appropriate Third Sector data bases with regard to keeping up to date information on policy developments in relation to carers
* Supporting work e.g. draft newsletter items to ensure ALLIANCE members and those they represent are informed about key activities
* Drafting policy briefings, reports and consultation responses as appropriate
* Work in partnership with stakeholders across the third sector
* Support communications activities including updating the ALLIANCE website, preparation of bulletin and using social media to promote events and communications activities.

**Data Protection**

In line with national legislation, and organisational policy, you will ensure that all data is processed in a fair, lawful and transparent way, for the specific registered purpose and will not allow data to be disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

## Terms and Conditions

The post is full time, 35 hours per week and based in Glasgow. This is currently a fixed term contract until 30 June 2020 (dependent on funding). The Policy and Information Assistant will be required to adopt a flexible approach to working hours, and occasional additional hours will be required. However, this will be reimbursed through the organisation’s Time off in Lieu scheme.

## Person Specification

**Essential**

* Excellent communication skills and in particular be able to demonstrate written competencies
* Excellent interpersonal skills
* Interest in policy development in relation to carers, health and social care
* Research experience
* Ability to work effectively as part of a team
* IT skills in word processing, email and internet

**Desirable**

* Understanding of the work of the Third Sector
* Understanding of public policy and politics in Scotland
* Understanding and commitment to equal opportunities, non-discrimination and the principle of people being involved in decisions that affect them