

Partnership Delivery Manager **(for Scotland's Social Work Education Partnership)**

Dear Candidate,

Thank you for your interest in this post.

In 2019 a National Strategic Partnership Group, referred to as the Social Work Education Partnership ("the Partnership"), was established by the Scottish Government and key stakeholders to focus on social work education. Its overarching objective is to ensure continued improvement in the quality of social work education in Scotland.

It will do this primarily by:

- ensuring consistency in the development and delivery of social work qualifying programmes;
- improving the availability of high quality practice learning opportunities across Scotland by developing national and regional approaches to practice learning; and
- developing a regional infrastructure to support engagement by providers of social work qualifying programmes and providers of practice learning opportunities.

A Programme Office is being established to support and progress the work of the Partnership, consisting of two posts: a Partnership Delivery Manager and a Partnership Officer. The Programme Office will be hosted by Social Work Scotland.

We are now excited to invite applications for the job of Partnership Delivery Manager. This is an exciting opportunity for an individual to shape the critical work needed to improve and evolve social work education in Scotland. You will report directly to, and take direction from, the Partnership, developing and delivering a workplan, and providing supervision and direction to a Partnership Officer. Specifically, in this role you will:

- Take the lead in establishing the Partnership's infrastructure at both national and local levels, building and ensuring effective working relationships between educators, employers and other key stakeholders;
- Develop a detailed understanding of the issues affecting social work education (and in particular, practice learning);
- With the support of the Partnership Officer, put into action recommendations from the Social Work Education Partnership, using project management skills to plan, deliver, evaluate and report on progress;
- Support members of the Social Work Education Partnership to implement their commitments, ensuring their delivery and impact is monitored;

- Represent the Social Work Education Partnership on other relevant groups and discussions; and
- Manage the Partnership's Programme Office, coordinating secretariat support for the Partnership and providing regularly reports to the Partnership and its Chair.

The post will be a 2 year fixed term contract and would be suitable for a secondment opportunity.

Please find included in this pack:

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

To apply for this post, please submit a completed application form (which can be downloaded from the website separately) to admin@socialworkscotland.org by **Monday 17 February 2020**. Please remember to state in your application form which referees we can contact during the selection process. If you have any queries about the role please don't hesitate to contact Shona MacPherson at the Office of the Chief Social Work Adviser, Scottish Government, on 0131 244 0772 or by email to shona.macpherson@gov.scot.

I very much look forward to hearing from you.

Iona Colvin

The Scottish Government's Chief Social Work Advisor, and Chair of the Social Work Education Partnership

1. KEY INFORMATION

Partnership Delivery Manager	
Employer	Social Work Scotland Ltd.
Work location	Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh, EH3 6BB
Position type	Full time (37 hours per week)
Salary	£40,000 - £45,000 per annum (depending on experience)
Contract	Fixed-term to End March 2022. Secondments welcome. The post is subject to a 3 month probation period.
Pension	Provided by The People's Pension with an employer's contribution of 6% and employee contribution of 5%
Equipment provided	Laptop and docking station Mobile phone and desk phone Other equipment available, as job or individual requires
Benefits	Flexible working arrangements Salary sacrifice schemes for: <ul style="list-style-type: none"> • Bike to Work, including Cycle Miles • Childcare vouchers
Start date	As soon as possible following a formal offer
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 by 09:00 on Monday 17 February 2020.
Selection process	There are four stages to our selection process.

Stage 1: Shortlisting – All applications will be reviewed against the jobs essential and desirable criteria. Five or six candidates will then be invited to interview.

Stage 2: Interviews – 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 at the start. The presentation topic will be emailed to shortlisted candidates by Wednesday 26 February 2020.

Interview will be held at the Social Work Scotland Offices in Edinburgh on Thursday 5 March 2020. If applying for the role, please make sure you are available on this date.

Stage 3: Follow Up conversation & References – Candidates who have had successful interviews will be asked to have a follow up, more informal conversation with a member of the interview panel. The purpose of this will be to follow up on any questions raised at interview, and to give candidates an opportunity to find out more about the role.

At least one employer reference will be sought at this stage. Please indicate on your application form which referees you are happy for us to contact at this stage.

Stage 4: Offer – Following the discussions and information received at Stage 3, we will then decide whether to make a formal offer to one of the remaining candidates.

Contact information

If you have any questions please contact:

Shona MacPherson at the Office of the Chief Social Work Adviser on [0131 244 0772](tel:01312440772) or at shona.macpherson@gov.scot

2. ABOUT THE SOCIAL WORK EDUCATION PARTNERSHIP

Who are we and what do we do?

The Review of Social Work Education published a number of recommendations including the establishment of a partnership approach to encourage and enable the full engagement of employers, educators and other key stakeholders to ensure continued improvement in quality and consistency of social work qualifying programmes.

The Review Group recommended the development of a formal partnership at national level, with formal regional partnerships to support and enable a shared approach to professional learning and to ensure shared ownership, understanding and accountability across key partners.

A national Social Work Education Partnership has now been established to facilitate delivery of this recommendation.

Scottish Government, through the Office of the Chief Social Work Adviser, provide funding to support the Partnership. Funding is provided for two full-time staff located within a Programme Office (hosted by Social Work Scotland) and the support of a part-time Chairperson.

The Chair and the Partnership Delivery Manager will report to the Office of the Chief Social Work Adviser on the delivery of objectives agreed in an annual Business Plan.

Our Remit of the Social Work Education Partnership

The Social Work Education Partnership is an unincorporated association of education institutions, employing organisations and relevant regulatory bodies. The remit of the Social Work Education Partnership is to:

- Ensure consistency in the development and delivery of agreed aspects of Social Work qualifying programmes in line with the Framework and Standards in Social Work Education (SiSWE) with the aim of driving further improvements in the quality of Social Work education across Scotland.
- Develop and agree proposals for national and regional approaches to practice learning and other aspects of qualifying programmes, for delivery by HEI providers of social work qualifying programmes and providers of practice learning opportunities.
- Implement agreed national and regional approaches to practice learning and other aspects of qualifying programmes and monitor and review the impacts of their delivery.
- Provide national resources for advice and guidance on the delivery of agreed aspects of qualifying programmes for the use of HEIs offering qualifying programmes and employers offering practice learning opportunities, with the aim of

sharing good practice and facilitating consistent delivery of high quality education across Scotland.

- Work with the SSSC to monitor supply and demand of qualified social workers and contribute to effective workforce planning for social workers at national level, including through a shared approach to student admissions.
- Monitor developments in practice and policy with implications for social work practice and education requirements and facilitate consistent adoption of any changes to social work qualifying programmes that will support these developments.

Our Team

The Social Work Education Partnership team is made up of the Partnership Delivery Manager (this role advertised) and a Partnership Officer. However, the work of the Social Work Education Partnership is also supported by colleagues at the Scottish Social Services Council, and civil servants from the Scottish Government's Office of the Chief Social Work Advisor. Other organisations will also have key roles and responsibilities in delivering on the Partnership's objectives. Together these will constitute the Social Work Education Partnership team.

The Social Work Education Partnership has no formal headquarters, but one of the Partnership's members, Social Work Scotland, has agreed to locate the Partnership Delivery Manager and Partnership Officer alongside its own staff. You will not be part of Social Work Scotland itself, but on a day-to-day basis you will have the informal support of the Social Work Scotland core team, which consists of its Director, Head of Strategy, an Administration and Finance Officer, and a Communications and Events Manager.

3. JOB DESCRIPTION

The Partnership Delivery Manager will provide leadership for the Social Work Education Partnership (the Partnership), including line management of the Partnership Officer, and coordination and direction to Partnership members. The Partnership Delivery Manager is responsible for working closely with key officers at the Scottish Social Services Council, social work employers and the providers of social work education, and maintain strong working relationships with all other relevant partners. The post holder will report to the Chair of the Social Work Education Partnership and is accountable to the Partnership itself.

Your key responsibilities will be to:

1. Lead on the development and administration of the Partnership, working with the Partnership members to develop and implement:
 - SMART¹ objectives, outputs and performance measures for the Partnership.
 - A regional infrastructure to ensure representation and effective engagement of employer and academic partners involved in social work education.
 - A programme/business plan, articulating the contribution of the different components and partners on the Social Work Education Partnership.
2. Collaborate with colleagues at the SSSC and other partnership members to collate, analyse and present relevant information about social work qualifying programmes and employment. This will include developing a suite of measures to evidence the impact and progress of the Partnership and its contribution to national workforce planning.
3. Represent the Partnership at meetings with key groups and organisations (such as employer, education provider and professional associations).
4. Develop and, in collaboration with Partnership members, implement a communications strategy around the objectives and activity of the Partnership.
5. Develop and deliver activities, such as seminars, workshops and consultations, identified in the Partnership's programme plan.
6. Provide professional advice, guidance and support to the Partnership's National Strategic Group, sub-committees and Partnership members, playing a key role in taking forward specific agreed action, and ensuring that members take forward the agreed work of the Partnership (as will be set in the Partnership's programme plan).

¹ Specific, Measurable, Achievable, Realistic and Time-bound

7. Lead on the provision of secretariat support to the National Strategic Partnership Group and sub-committees, supporting the organisation of meetings, preparation of papers and effective project management of the relevant group's tasks (i.e. monitoring and reporting on the delivery of agreed actions).
8. Responsibility for the management of the programme office, including managing the Partnership's budget, ensuring robust and transparent procedures are in place, and submitting quarterly and annual financial reports to the Partnership and Scottish Government.
9. Line manage the Partnership Officer, providing direction, supervision and support.

4. PERSON SPECIFICATION

An experienced project manager, you will have knowledge of social work education, regulation and delivery. You will understand how to support and facilitate a group of distinct partners, providing a structure through which collaboration and delivery is made possible. You will have keen analytical and research skills, as well a strong capacity for building relationships. 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, social work employers and social work educators. You must be able to think through and implement creative ways for the Partnership to overcome these challenges.

The post holder will have the following attributes:

Essential Criteria

- A degree-level qualification in a relevant field (i.e. social work, social care, education, etc.)
- Extensive and varied project management experience, including as a project / programme manager
- Experience in managing and directing a project or service budget
- A proven leader, able to work flexibly and proactively, using initiative to manage your (and your teams) diverse workload.
- Strong interpersonal skills, able to quickly build relationships and trust with colleagues and project partners at all levels.
- Demonstrable influencing skills, able to resolve conflict and secure agreement on contentious issues
- Experience in analysing and presenting quantitative and qualitative data.
- Excellent spoken and written communication skills, with a track record of preparing reports, presentations, etc.
- Robust working knowledge of Scotland's social work education, regulation and employment sectors.
- Experience in management, providing direction, line management support and supervision, and facilitating their ongoing professional development.
- Embody social work values in all of your work

Desirable Criteria

- Project and / or programme management qualification
- Post-graduate qualification
- Direct experience in the coordination or delivery of social work practice learning
- Experience working on a national project or programme, with Scottish Government and varied stakeholders