

# Digital Social Work Policy and Practice Advisor

## Recruitment Pack

Dear Candidate,

Thank you for your interest in this post.

Social Work Scotland is the professional body for social work managers and leaders. We are a membership organisation with over 350 individual and corporate members. We exist to promote and support the development of the social work profession, and to inform, influence and improve public policy and public services.

We are excited to be recruiting for a new **Digital Social Work Policy and Practice Advisor**. With support from Scottish Government's Technology Enabled Care (TEC) programme and Office of the Chief Social Work Advisor, and in partnership with a range of national and local partners, the post will lead efforts to strengthen operational social work's involvement in relevant technological developments. The post will build connections between social work teams and the TEC programme, ensuring national plans are shaped by the profession's unique role and responsibilities. And the post will help create the conditions for extending the use of technology and digital services across all domains of social work and social care (i.e. children and families, justice, adults, older people, drugs and alcohol, etc.).

Social Work Scotland exists to promote the unique contribution and role of professional social work, with individual social workers balancing responsibilities to promote social justice and empowerment with those around public protection. This post, combined with our existing work programme, should create opportunities to explore how technology can enhance the profession's work. Through the connection of this post to our membership, committees and sub groups, and with partners such as the Scottish Association of Social Work, our aim is that social work can better shape and direct the ongoing national work in this area, ensuring it is of real relevance and value to the critical roles that social workers hold.

The role of Digital Social Work Policy and Practice Advisor within Social Work Scotland will continue our contribution and strategic influence on the advancement of social work principles and practice in the developing national programme of work around technology and digital solutions to strengthen the introduction and mainstreaming of these areas within social work and social care.

If successful in securing the post, you will have the opportunity to build relationships with the leadership of social work in Scotland, across operations, regulation, advocacy, policy making, education and academia. You'll also build or strengthen links with Scottish Government, voluntary sector and private sector colleagues, within Scotland, the UK and internationally. You will be a visible representative of the profession, and you will help Social Work Scotland's members to realise opportunities and resolve challenges. At the core of Social Work Scotland is a commitment to assist the profession be the best it can be for the individuals, families and communities who

need social work or social care support; the Digital Social Work Policy and Practice Advisor role will make a valuable contribution to us delivering on that commitment.

To apply for this post, please submit a covering letter/email and a completed application form. Your covering letter should be between 800 and 1000 words and should set out why you want the job, summarise your relevant experience, and explain how you meet the job's 'Person Specification'. Please state in your application form if you do not want us to contact references prior to interview. Secondments welcome.

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

Completed application forms and covering letters should be sent to [admin@socialworkscotland.org](mailto:admin@socialworkscotland.org) by **8:00am on 27 June 2022**

I look forward to hearing from you.

**Ben Farrugia**

Director, Social Work Scotland

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## 1. KEY INFORMATION

<b>Digital Social Work Policy and Practice Advisor</b>	
<b>Employer</b>	Social Work Scotland Ltd
<b>Work location</b>	Mix of working from home and office-based (COVID-19 restrictions permitting)  Social Work Scotland office is based at the Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh, EH3 6BB
<b>Position type</b>	Full time (35 hours per week)
<b>Salary</b>	Within the range £50,000 to £60,000 per annum (depending on experience).  An annual 'cost of living' uplift to salary is normally paid, depending on inflation levels and Social Work Scotland finances.
<b>Contract</b>	24 months (in first instance – discussions with Scottish Government may lead to contract extensions)  Secondments welcome.  All posts at Social Work Scotland are subject to a probation period, the precise length of which will be indicated in an offer letter.
<b>Pension</b>	Auto enrolment pension provided by The People's Pension, with an employer's contribution of 6% and an employee contribution of 5% as standard. (Pension contributions may be made to existing pension schemes on request.)
<b>Equipment provided</b>	Mobile phone and laptop, Docking station and monitor (as required, for home working)
<b>Benefits</b>	Flexible working arrangements, in respect of the structure of your working week.  We also offer salary sacrifice schemes for: <ul style="list-style-type: none"> <li>• Bike to Work, including Cycle Miles</li> <li>• Childcare vouchers</li> </ul>
<b>Start date</b>	As soon as possible following a formal offer of the post. No later than beginning of October 2022.

<b>Application process</b>	<p>To apply, please provide the following</p> <ol style="list-style-type: none"><li>1. A covering letter/email explaining why you want the job, highlighting relevant experience, and explaining how you meet the 'Person Specification' (detailed below). The letter should be between 800 and 1000 words.</li><li>2. A completed application form, including details of two work or education related references. (Please state clearly if you do want us to contact references prior to interview.)</li></ol> <p><b>Completed applications should be sent to:</b> <b><a href="mailto:admin@socialworkscotland.org">admin@socialworkscotland.org</a> by 8am on Monday, 27 June 2022</b></p>
<b>Interviews</b>	<p><b>Interviews will be held in early July, date TBC.</b></p> <p>Shortlisted candidates will be invited for a 45 – 60 min interview (involving a mix of experience and competency based questions) and asked to complete a short exercise (details of which will be provided in advance of the interview).</p> <p>Interviews will be held online.</p> <p>Prior to an offer being made, Social Work Scotland may invite candidates to participate in a second, shorter interview. This will take place at the Social Work Scotland offices in Edinburgh, or online.</p>
<b>Contact information</b>	<p>If you have any questions please contact:</p> <p><a href="mailto:admin@socialworkscotland.org">admin@socialworkscotland.org</a></p>

## 2. ABOUT SOCIAL WORK SCOTLAND

### Who are we and what do we do?

Social Work Scotland is the professional body for social work managers and leaders. We are a membership body, inclusive of members from across the public, private and voluntary sectors. We exist to promote and support the development of the social work profession, and to influence and inform public policy affecting social workers, social services and local communities.

Upholding the values which underpin the social work profession, we promote a human-rights based and person-centred approach to influencing social justice through policy and legislative engagements. We embrace change and encourage collaboration through this lens and we are committed to creating opportunities for our members and team to promote the core values of the social work profession. Working through our membership we are committed to creating the skilled and effective leadership the profession needs now and into the future.

### Our core objectives (as set out in Social Work Scotland's Articles of Association)

- a) Pursue social justice, human rights and equality for all of Scotland's citizens
- b) Promote the unique role, value and contribution of social work
- c) Articulate the expertise and insight of social work managers
- d) Inform the development and implementation of policy, at national and local levels
- e) Support high-quality and effective leadership within social work and social care
- f) Champion research and evidence as the basis of policy and practice
- g) Facilitate collaboration and practice improvement among social work and social care providers
- h) Shape the direction and development of social work in Scotland

To help deliver these objectives we facilitate a large number of committees and sub-groups, populated by our members. Among these is the Chief Social Work Officers' network. Governance is provided primarily by the Social Work Scotland Board, which is made up of company and non-executive directors; it is chaired by Social Work Scotland's Convenor.

### Our Team

We have a core team consisting of:

- Director
- Head of Policy and Workforce
- Senior Administration and Finance Officer
- Communications and Engagement Manager
- Modern Apprentice (Administration and Communications)
- Children and Families Social Work Policy and Practice Lead
- Protecting Children Policy and Practice Advisor
- Adult Social Work Policy and Practice Lead
- Justice Social Work Policy and Practice Lead
- Digital Social Work Policy and Practice Advisor (this role)

We also host a number of other staff who are with us for a fixed time, working on a specific project (usually in partnership with Scottish Government or other national partners). At the moment we have ten staff in these posts:

- Joint Investigative Interviewing of Children Project x 5
- Self-Directed Support Project x 3
- Social Work Education Partnership x 2

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### 3. JOB DESCRIPTION

As Social Work Scotland's Digital Social Work Policy and Practice Advisor you will provide insight and expertise on the application of technology into social work practice. As your role stretches across all areas of social work, you will be a visible representative of the profession in national discussions about digital and technological innovation and development, and provide an authoritative and credible voice on behalf of social work. You will link in directly with Social Work Scotland's Policy and Practice Leads, our Board, local authority Chief Social Work Officers and key partners (including principally the Scottish Government's TEC Programme, and Office of the Chief Social Work Advisor). You will also assist colleagues and Social Work Scotland members to realise our organisation's core objectives.

You will be line managed by Social Work Scotland's Communications and Engagement Manager.

Your **key responsibilities** will be to:

1. Facilitate engagement of social workers (at all operational levels) with the development and implementation of digital technology into systems and practice.
2. Assist social work leaders to create an enabling context for the adoption and implementation of technology and digital working in local social work and social care settings, ensuring the values and principles and relationship based practice and care are upheld.
3. Facilitate Scottish Government (and other national partners') understanding of current social work-related issues and contexts, and the risks and limitations of technological innovation in social work and social care settings.
4. Build and maintain connections between social work providers and national and local partners (involved in the development and implementation of technology and digital working throughout public services).
5. Secure partnership and funding opportunities to trail technological innovations in social work, and lead collaborative, learning-exchange activities to ensure insight is shared across Scotland.
6. Support Social Work Scotland and national partners in the development of the National Social Work Agency, ensuring priorities around digital and technology are incorporated into its structure and focus.
7. Provide advice and guidance on technology and digital working to colleagues, Social Work Scotland members, Scottish Government officials and delivery partners. Maintain active connections to ensure digital issues are given attention and profile.
8. When required, represent Social Work Scotland's members on national groups and forums, or in collaborative work with national partners.
9. Collaborate with partners and draft responses to consultations and calls for evidence on behalf of Social Work Scotland.

10. Develop and lead briefings and learning opportunities (e.g. seminars, workshops) for Social Work Scotland members and partners, in collaboration with Social Work Scotland's Communications and Engagement Manager.
11. Undertake any other relevant activities Social Work Scotland may identify.

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#### 4. PERSON SPECIFICATION

An experienced and knowledgeable professional, you are passionate about the value of social work and the development of the profession, and social services in general. You have a practical understanding of the applications of digital technology into social work practice, and are committed to supporting the safe adoption of technological innovation by the profession. You are familiar with the policy development and implementation cycle, keen to bring your insight and experience into national discussions. You are a proven leader, able to take people with you, but also provide what support is needed to enable others grow and excel. You are a credible representative of the profession, able to secure the trust and confidence of your peers.

You must be interested in expanding your knowledge base and understanding other's perspectives. Sound research and analytical skills help you do this. You are sensitive to others positions and needs, and able to plan and facilitate strategies which move us, with partners, towards shared goals. You will be confident to reach into a wide network of leadership through SWS, to identify, understand and influence the changes required to maximise the use of technology in the professional social work role.

The post holder will have the following attributes:

##### Essential Criteria

1. Strong interpersonal skills, able to quickly build relationships, credibility and trust.
2. Broad but nuanced understanding of contemporary issues facing social work and social care, at national, local and practice levels, particularly in respect to the application and adoption of technology.
3. Educated to a degree level.
4. Substantial experience delivering (or supporting the delivery of) social work services.
5. Demonstrable experience in leading change at a senior level, influencing colleagues and partners to achieve specific outcomes.
6. Coaching and mentoring skills, able to support colleagues to develop and improve.
7. Demonstrable high-quality spoken and written communication skills, able to synthesise varied information (including research and statistics) to construct coherent, evidence-based positions.
8. Highly organised, able to plan and deliver to specific timescales.
9. An ability to work flexibly and proactively, using initiative to manage a diverse workload.
10. Competent using MS Office (Outlook, Word, Excel, Powerpoint, etc.)

##### Desirable criteria

1. Experience in a senior management position within an organisation which delivers social work services.
2. Experience of working at the national level, engaging with Scottish Government, the Scottish Social Services Council, Care Inspectorate, etc.
3. Experience or knowledge of work across social work's discrete areas.
4. Project management skills and/or experience.
5. Familiarity and knowledge with change methodologies, including specifically quality improvement and implementation science.
6. Demonstrable interest in embedding digital solutions to support the values and principles of good social work practice
7. A track record of written output (including local policies and procedures, consultation responses, etc.)

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