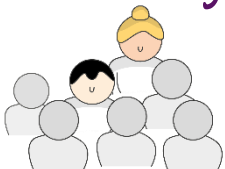


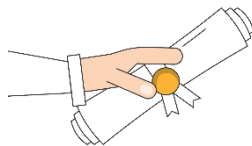
# APPLICATION PACK

## Data and Evidence Officer

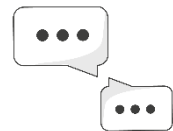
Recruiting



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 Children's Hearings System where everyone works together, making 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 Children's Hearings System that meets the needs of Scotland's children and young people.

Good luck with your application.

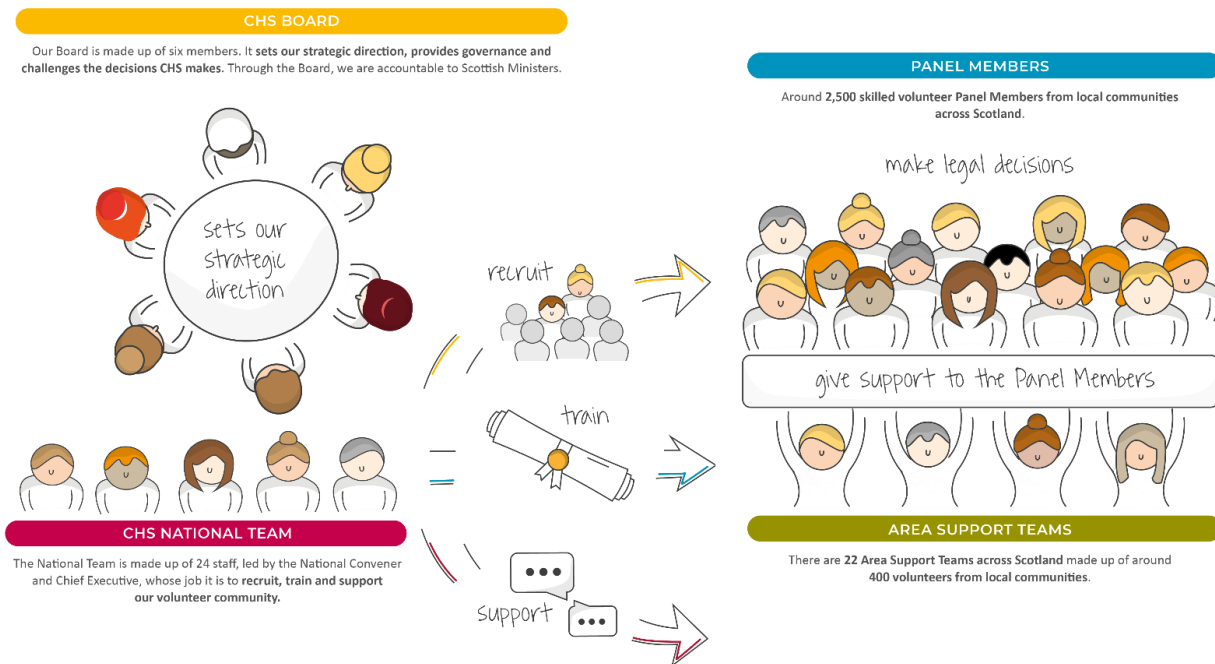
Elliot Jackson  
National Convener/Chief Executive

# 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 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

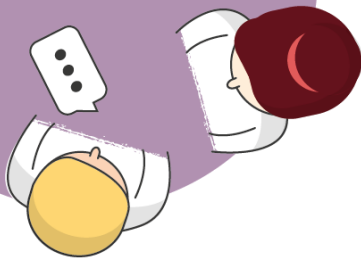


Our values sit alongside our vision and mission and are threaded throughout everything we do.



## Child centred

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



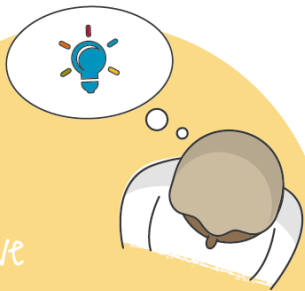
## Challenging

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 (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 requirements of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). 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 for job applicants](#). If any part of the form is unclear, please contact us via: [jobs@chs.gov.scot](mailto: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 set of principals detailed in our 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 would advise you to read over them and have your information prepared on separate document you can cut and paste from (such as your CV and a covering letter) as 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 on a separate sheet if necessary. We need a minimum 3 years' job related/education history.

## Section 3 – 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. Again, 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/had. Please start with the most recent, supplying exact 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, person specification etc. 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's 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 interview you will be required to produce such evidence.
- CHS works with vulnerable persons 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 persons 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 take into account, 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 short listed. Please indicate if you do not wish your referee(s) to be contacted at this stage, however, 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](mailto: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 will not be used to identify you. It will not be seen by anyone involved in interviewing or shortlisting and will be stored anonymously and securely in line with the principles of the Data Protection Act 2018 and GDPR. 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/Z9V9hwi677>



# JOB DESCRIPTION



<b>Reports to:</b>	Data and Evidence Officer
<b>Direct Reports</b>	None
<b>JD Last Updated</b>	January 2024
<b>Role Last Evaluated</b>	

## OVERVIEW OF ROLE

The Data and Evidence Officer will provide support for collating, generating and interrogating internal and external data, evidence and information to enable CHS to measure its effectiveness against stated organisational aims and objectives, meet statutory responsibilities and improve its functions.

The post holder will work across the CHS National Team and support our AST volunteer leaders across Scotland by providing high-quality data and evidence services. They will also work closely with the Scottish Children's Reporters Administration (SCRA) our shared services provider.

## MANAGEMENT ACCOUNTABILITIES

N/A

## OPERATIONAL MANAGEMENT ACCOUNTABILITIES

- Provide data, evidence, research and analysis to enable CHS Senior Leadership assurance of organisational effectiveness and progress against identified improvement objectives.
- The role involves using Microsoft Power BI and Excel to deliver regular and one-off data reports and data extracts to staff and volunteers within CHS, support analysis and presentation of data, manage and share other data we collect, and provide support to project teams and colleagues as necessary.

## CORE ACTIVITIES

- Support the work of the CHS National Team through provision of internal and external data and evidence to inform their work.
- Support data and evidence analysis and interpretation to enable CHS Senior Leadership assurance of organisational effectiveness and progress against identified improvement objectives.
- Support the Business Operations and Governance Manager and Information Governance colleagues to ensure necessary security and data protection measures are in place for data reporting.
- Undertake regular reporting and interpretation of data for reports for senior leaders and stakeholders.
- Undertake specific projects as directed by the Business Operations and Governance Manager.

**PERSON SPECIFICATION**

**PERSONAL EFFECTIVENESS COMPETENCIES**

COMPETENCY AREA	KEY SKILLS
<b>Teamwork and Collaboration</b>	<ul style="list-style-type: none"> <li>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</li> <li>Planning and organisation skills to meet deadlines and manage conflicting priorities</li> <li>Effective team member who has the ability to work on own initiative but ensure consistency with national practice</li> <li>Flexible and adaptable approach to situations</li> <li>Creates a supportive team environment by listening and responding to others and creating opportunities for innovation and generation of ideas and actions</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>Ability to communicate and explain complex information in accessible ways</li> <li>Understanding of how best to present and represent data in the best way for different audiences</li> <li>Ability to adjust communication skills to meet the needs of the recipient</li> </ul>
<b>Personal Integrity</b>	<ul style="list-style-type: none"> <li>Excellent interpersonal skills with the ability to quickly establish credibility and build relationships and trust</li> <li>Is motivated by values and getting on with the job</li> <li>Shows resilience that enables the team to perform to the highest standards</li> </ul>

**FUNCTIONAL/TECHNICAL COMPETENCIES**

COMPETENCY AREA	KEY SKILLS
<b>Data analysis and presentation</b>	<ul style="list-style-type: none"> <li>Numerate with the ability to understand and analyse complex information and data, often in large volumes</li> <li>Knowledge of database spreadsheet design</li> <li>Ability to conduct research and evaluation and provide recommendations from data and evidence</li> <li>Knowledge of research methods, particularly surveys</li> <li>Knowledge of data for Quality Improvement, including producing run chart</li> </ul>
<b>Computer literacy</b>	<ul style="list-style-type: none"> <li>Excellent proficiency with Microsoft office (Outlook, Word, Excel, and PowerPoint)</li> <li>Ability to quickly learn to use new software</li> <li>Experience of using MS Power BI is desirable</li> </ul>

**TRACK RECORD/EXPERIENCE**

- Educated to Degree Level (Required)
- Demonstrable experience of collating, analysing and summarising complex data to inform projects and decision-making
- Experience using and engaging critically with a range of evidence types, including published research
- Experience of prioritising workload, delivering to targets and meeting tight deadlines
- Experience of working with sensitive and confidential information.
- Experience of collecting data for improvement and evaluation purposes
- Working in a Non-Departmental Public Body is desirable
- Working in a national organisation is desirable
- Experience of working for or with an organisation that delivers services through the engagement of volunteers is desirable
- Experience of volunteering/working with volunteers is desirable
- Experience of using MS PowerBI is desirable

**EDUCATIONAL ATTAINMENT/ QUALIFICATIONS**

- Educated to degree level, or have equivalent experience.

**PROFESSIONAL BODY MEMBERSHIP**

N/A

**OTHER REQUIREMENTS FOR THE ROLE**

None

Thank you for your interest in this position