

Policy Officer - Job Description

Location: Edinburgh (with occasional travel)

Line Manager: Head of Strategy

Salary: Grade 4, starting salary £42,000 (37 hours per week)

Role summary

This is a high-profile policy role within the children's human rights sector in Scotland. You will be a fierce champion to promote and protect children's human rights. As part of the Strategy Team you will work proactively to identify and address human rights issues and use your skills, knowledge, networks and expertise to influence law, policy and practice.

You will put children and young people at the heart of our work, in order to inform and shape the agenda in Scotland. You will develop positions based on sound human rights principles and communicate them using a wide range of tools including reports, briefings, consultation responses, parliamentary evidence, by producing speeches, and contributing content for online and social media content and external media statements.

Supporting the Head of Strategy, you will be responsible for providing policy advice on human rights issues relating to children and young people in Scotland and working with colleagues in Commissioner's offices across the UK, Europe and internationally.

Key responsibilities

- Providing advice on issues relating to children and young people's human rights.
- Developing, reviewing and advising on positions relating to law, policy and practice affecting children and young people with the aim to produce high-quality reports, briefings, speeches, relevant content for social media, and consultation responses for a range of internal and external audiences.
- Conducting policy research as required across the work of the office.
- Monitoring human rights developments in law and policy.
- Providing advice and support in relation to the exercise of the Commissioner's powers.



- Providing (with other team members where appropriate) proportionate and effective responses to children's rights issues raised with the Commissioner.
- Ensuring that children and young people are fully involved in the strategic work of the office.
- Working collaboratively with all teams and stakeholders to achieve the office's strategic objectives.
- To work with the Head of Strategy in the development and sustainability of our policy function.
- Ensuring the efficient and timely management of an assigned workload.
- Delivering public presentations including giving parliamentary evidence relating to the work as required.
- Providing efficient administration and record keeping in compliance with relevant legislation.
- Any other roles and tasks which are commensurate with the scale and scope of the post.

Knowledge, skills and experience

Essential Criteria

- A degree level qualification in a relevant discipline such as law, social work or social sciences or significant experience in a relevant field.
- A minimum of five years' satisfactory relevant post-qualification experience.
- Experience of developing positions and providing advice in a relevant area of law or policy relating to human rights.
- Sound knowledge of the UN Convention on the Rights of the Child (UNCRC) and other international and regional human rights law and mechanisms and how they impact domestically.
- Good awareness of Scottish and UK political and justice systems and an ability to shape advice based on the external environment.
- An excellent capacity to develop, manage and maintain effective working relationships internally and externally.
- A proven ability to influence and inform key stakeholders including elected members, officials, academics, NGOs, public sector and others. Effective policy research skills.

- A commitment to working closely with children and young people to ensure policy work is informed by their views and experience.
- Sound judgement, good decision-making and proven skills and passion for putting children at the heart of policy development and legal analysis.
- The capacity to undertake high volumes of work and delivering to strict deadlines while working effectively in teams in a fast moving and often reactive multi- disciplinary environment.
- Excellent IT competencies, including working knowledge of Microsoft applications such as SharePoint, Teams and Outlook.
- A proven track record of creating presentations and drafting human rights-based policy advice.
- Excellent written and oral communication skills.
- A commitment to a rights-based approach to work and in particular to the meaningful participation of children and young people. A creative, innovative and flexible approach.

Desirable criteria

- A broad understanding of domestic and international law as it affects children and young people.
- Experience of working in the Scottish political environment.
- An understanding of the public sector in Scotland.
- Experience of working directly with children and young people.
- A working knowledge of an additional language.
- Relevant postgraduate qualification.

The responsibilities outlined in this job description should not be regarded as comprehensive in scope and may be added to, or altered as required, in line with the requirements of the office.

This post is subject to membership of the PVG scheme (Protection of Vulnerable Groups scheme) and satisfactory PVG Scheme records issued by Disclosure Scotland. Where the contents of a PVG Scheme record are not satisfactory, we reserve the right to terminate employment. Candidates will be required to produce original certificates to enable us to verify qualifications.