

Disability Lead Officer – Recruitment pack



ABERLOUR

Working for Aberlour is more than just a job, it's about knowing that your commitment is supporting babies, children, young people and families to give them the best chance to thrive. We've been doing this for over 150 years and are recognised as a Top 100 Best Places to Work by the Sunday Times, and an Investors in People Platinum organisation.

At Aberlour, we are committed to creating an environment and culture that promotes equality, diversity and inclusion; making sure Aberlour is a place for people to be their best, authentic selves. Our values of respect, integrity, innovation and challenge reflect who we are, how we do things and where we want to be.

We currently have over 50 services spread across almost every local authority in Scotland. Checkout our website for more details.

Our service provision includes residential homes and short break services for children with a disability. These services are currently on South Ayrshire, Scottish Borders, Fife, Lothian, Aberdeen and Moray.

JOB TITLE	Disability Lead Officer
HOURS	37.5 hours per week
CONTRACT TYPE	Permanent
LOCATION	Scotland wide travel is required. Work base can be negotiated depending on home address and individual preference between office and home working
SALARY	£43,114 to £46,255 per annum

JOB PURPOSE

This brand-new post will sit within our Quality and Safeguarding Team and provide strategic oversight and leadership for the development, implementation and continuous improvement of disability practice, data and insights across Aberlour.

The role will support progressive practice and service development, be part of and contribute to our Disability Leaders Group and help managers implement consistent standards of practice across services with children's rights at the centre.

The post will also build Aberlour's organisational capacity to be a leading children's organisation in relation to disability, helping to improve the quality of care, reduce risk and support sustainable service growth.

PRINCIPAL ACCOUNTABILITIES

- Support the development of Aberlour's strategic approach to disability practice, service improvement, data and insights.
- Contribute to the Disability Leaders Group through practice expertise, organisational insight and evidence-informed improvement recommendations.
- Develop, embed and strengthen organisational practice to create the best care environments and staffing models, that uphold children's rights and help children to thrive
- Use data, evidence and service insights to identify themes, monitor outcomes, highlight risks, and evidence opportunities for improvement.
- Support managers to implement consistent standards of practice, change activity and improvement plans across disability services.
- Providing strategic oversight of the environments, staffing models, practice, children's rights and wellbeing assessment considerations.
- Build organisational capacity, confidence and consistency in disability practice across Aberlour disability services and others working with children with disabilities.
- Strengthening quality assurance, safeguarding, risk management and continuous improvement through organisational reporting and learning.
- Promoting inclusive, collaborative and progressive practice that improves quality of care and supports sustainable service development.

Person Specification

Essential	Method of assessment
QUALIFICATIONS	
A relevant professional qualification at SCQF level 9 or above	Application form
EXPERIENCE	
Senior or specialist leadership experience in children's social care, disability services or a closely related setting	Application form
Experience working across health, social care, education, voluntary sector or multi-agency environments	Application form

Experience in quality assurance, reporting, evaluation and improvement planning	Application form
Experience of coaching, mentoring, facilitation or supporting practice development	Application form
Involvement in service design, development, review or change implementation	Application form
KNOWLEDGE	
Strong knowledge of relevant disability legislation, children's rights, wellbeing, safeguarding, equality and inclusion	Application form/Interview
Knowledge of systems, standards and approaches that promote and protect the welfare of children, young people and families	Application form/Interview
SKILLS	
Strategic planning, practice development, improvement and change leadership skills	Interview
Strong communication, influencing, facilitation and relationship-building skills	Interview
Information management, analysis and reporting, e.g. use of information technology including communications and Microsoft office applications	Interview
Facilitation, negotiation and consensus-building skills across internal and external stakeholders	Interview
Commitment to reflective practice, continuous learning and professional development	Interview
ABILITY TO:	
Use data, evidence and service intelligence to inform planning, prioritisation and improvement	Interview
Support, influence and build confidence among managers and practitioners across services	Interview
Provide guidance on complex practice issues, risk, safeguarding and professional standards	Interview
Travel across Scotland with possible overnight stays	Interview

TERMS AND CONDITIONS PLUS BENEFITS

Salary - Aberlour's current terms and conditions operate a fixed point salary scale for each post with an opportunity to rise to top point after 3 years' service.

Annual Leave entitlement

Full-time employees are entitled to 35 days' leave per year which will increase on an incremental basis over 5 years to 40 days' leave. Leave entitlement includes an allowance for public holidays.

Occupational Sick Pay

We have an occupational sick pay scheme which offers paid sick leave based on your length of service starting at 3 weeks full pay and 3 weeks half pay from day one and increasing to a maximum of 26 weeks full pay and 26 weeks half pay.

Pension

Aberlour offers its employees immediate access to a Group Personal Pension Scheme. This is a defined contribution scheme with Scottish Widows. The employer contribution is 7% for the first 5 years and then increases to 10%. Employees can decide what they want to pay with a minimum requirement of 3%.

Safer Recruitment

Aberlour is committed to the safeguarding and welfare of all its children, young people and families and will therefore pursue a thorough and rigorous recruitment and selection process to ensure that this commitment is not compromised and that the services which Aberlour provides are of the highest standard and enable all service users to achieve positive outcomes in their lives.

For this post checks will include two references, a criminal convictions declaration form and a level 1 disclosure check.

Guaranteed Interview Scheme

The aim of the Guaranteed Interview Scheme (GIS) is to provide disabled applicants with an opportunity to demonstrate their abilities beyond the initial application stage. Disabled applicants will be offered an interview providing they meet the minimum criteria for the job.

By 'minimum criteria' we mean that you must provide us with evidence in your application form which demonstrates that you generally meet the level of competence required for each essential criteria, as well as meeting any of the qualifications, skills or experience defined as essential.

To be eligible for the Guaranteed Interview Scheme you must be considered as disabled under the Equality Act 2010.

Please note that declaring a disability for the purpose of qualifying for the GIS is your decision and is entirely voluntary.

OTHER ABERLOUR BENEFITS

- **Life assurance** – all employees, regardless of the pension scheme used, or whether they are enrolled in a pension scheme are covered with death in service life assurance of 3 times annual earnings.

- **Enhanced maternity and adoption pay** – for eligible employees this covers full pay for 20 weeks, and then half pay for 20 weeks.
- **Paternity Leave** – 4 weeks' full paid leave for partners to be taken within the first 12 months of birth or adoption.
- **Parental Leave** – eligible employees are entitled to 18 weeks unpaid leave to be taken by the child's 18th birthday
- **Shared Parental Leave** – eligible employees can share up to a maximum of 50 weeks leave following the birth/adoption of child.
- **Additional Leave** such as carer's, bereavement, foster carer or domestic leave is available.
- **Employee Assistance Programme** is a health and wellbeing benefit available to Aberlour employees and their families. It offers access to a variety of confidential services including telephone and online counselling and legal and financial information services.
- **Financial Wellbeing Stream App** – this app offers support to check benefits, offers financial coaching and allows you early access to your monthly salary for emergency needs before pay day
- **Cycle to Work Scheme** – buy a bike and/or safety equipment on a tax efficient basis.
- **Voluntary health care cash plans** provided by Healthshield
- **Excellent training** – each role has a specific list of mandatory training which is delivered during the induction period. Ongoing opportunities to develop staff skills and meet emerging needs are assessed annually

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