

Head of Quality, Safeguarding and Improvement – 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.

Our services cover a wide range of offerings including residential children's homes, residential and short breaks disability services, community based intensive family support, residential and community support for families affected by drug use, fostering services, guardianship support for unaccompanied young people seeking asylum, youth service and much more.

Some services are covered by registration with the Care Inspectorate.

Checkout our website for more details.

JOB TITLE	Head of Quality, Safeguarding and Improvement
HOURS	37.5 hours per week
CONTRACT TYPE	Permanent
LOCATION	Scotland wide travel may be required. Work base can be negotiated depending on home address and individual preference between office and home working
SALARY	£57,495 to £61,746 per annum



JOB PURPOSE

This post sits within our children and families management team and heads up the Quality, Safeguarding and Improvement team.

The role will ensure quality assurance systems support best practice, quality improvement and safeguarding in all Aberlour's services.

The role will actively support and coach managers through the quality improvement and safeguarding agenda

PRINCIPAL ACCOUNTABILITIES

- Lead, design and develop Aberlour's approach to Quality (recording/practice/standards), Safeguarding and Improvement
- Lead and embed Quality Assurance systems – ensuring there is clarity of standards and expectation, with clear processes in place for managers, leaders and practitioners
- Have strategic oversight of recording, practice, regulatory and legislative requirements
- Lead our approach to continuous learning and improvement, embedding the Aberlour approach
- Lead on policy review and development, ensuring children's rights are central to our policies, procedures and guidance and our policies are aligned to national policy and practice
- Ensure Aberlour is connected to external developments in relation to quality and safeguarding
- Provide leadership in relation to Quality data (oversight of incidents, thematic issues)
- Lead on audit and review processes, supporting the Children and Families Management Team (C&FMT) with thematic audit and review processes

- Co-ordinate improvement activity across Aberlour, supporting Children and Families, ensuring improvement and implementation programmes are connected and co-ordinated
- Provide reports to C&FMT, Board/ Improvement Audit and Risk committee on Safeguarding, Data and incident reviews, audit and improvement priorities
- Enable and support organisational development in relation to Quality & Safeguarding
- Lead on complaints – including supporting managers to manage service level complaints and leading the complaints process at all levels.

Person Specification

Essential	Means of assessment
QUALIFICATIONS	
A relevant professional qualification at SCQF level 9 or above, plus a management qualification at SCQF level 8 or above (or equivalent knowledge acquired by other means)	Application/CV
EXPERIENCE	
Significant demonstrable experience in the delivery of care, protection and safeguarding of children and vulnerable adults and supervision of practice in these areas	Application/CV
Interaction with regulatory bodies and negotiations at senior level	Application/CV
Development and implementation of quality improvement processes to improve standard of care and reduce risk	Application/CV
Critically identifying, defining, conceptualising and analysing complex professional level problems and issues	Application/CV
Development of training interventions to improve social care practice	Application/CV
Experience of planning and undertaking review-based work and reporting on the findings	Application/CV
KNOWLEDGE AND SKILLS	
Knowledge of legislation, theories, principles, interventions and best practice in respect of care, protection and safeguarding of children and vulnerable adults	Application/CV/interview
Knowledge in the area of professional social care and social work interventions	Application/CV/interview
In depth knowledge of the regulatory and legislative requirements relating to the care and support Aberlour provides	Application/CV/interview
Knowledge of Health and Safety requirements	Application/CV/interview
Strategic, systematic and creative thinking	Application/CV/interview
Coaching Skills	Application/CV/interview

Effective delegation	Application/CV/interview
Networking and partnership working	Application/CV/interview
Evaluating, problem solving and decision-making	Application/CV/interview
Information Management, Analysis and Reporting	Application/CV/interview
Risk management	Application/CV/interview
Oral and written communication, presentations and public speaking	Application/CV/interview
Budget setting, management and review	Application/CV/interview
Proficient IT skills with a willingness to adopt and learn new technologies and systems	Application/CV/interview
Ability to work in other geographical areas when required. This will include travel and overnight stays.	Application/CV/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 Protecting Vulnerable Groups (PVG) scheme 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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We invest in people Platinum

