



JOB DESCRIPTION: Policy Officer

1. DETAILS

Job Title: Policy Officer

Location: Contracted office base: Norton Park, 57 Albion Road Edinburgh.

CCPS supports hybrid working and flexible approaches which balance our business needs with the life needs of our people. Given the nature of the role, some in-person meetings (internal and external) will be required. CCPS and CJVSF provide a service to our members and actively represent them in Scotland within a Scottish policy / political context. Because of this, we normally expect that staff will have their home base during their working week within a reasonable commuting distance of our main Edinburgh office.

Reporting to: Policy Programmes Lead (Criminal Justice Voluntary Sector Forum)

Terms: Permanent, full time (35 hours per week)
(4 days for the Criminal Justice Voluntary Sector Forum / 1 day for CCPS)

3. OUR VALUES

CCPS puts fairness and integrity at the centre of everything we do. To this end, we always strive to be:

Creative

Focusing on finding solutions; bringing innovation into our work.

Collaborative

Working in partnership; offering our ideas and listening to others.

Credible

Building our work on sound intelligence; valuing member experience.

Courageous

Speaking up for good without fear or favour; using our collective strength.

Kind

Respecting our members, staff and stakeholders; relating with generosity.

3. INTRODUCTION AND BACKGROUND

CJVSF is an active collaboration of voluntary sector organisations working in criminal justice in Scotland and is hosted by CCPS. CCPS is the voice of not-for-profit social care providers

in Scotland. CCPS and CJVSF are membership organisations, and our staff work collaboratively with our members. CCPS also hosts the Housing Support Enabling Unit. Staff in CCPS hosted units are CCPS employees.

4. JOB PURPOSE

Managed by the Policy Programmes Lead (CJVSF), and working closely with the CCPS Policy Manager, the post holder will engage in both CJVSF and CCPS in key priority areas of policy work. Engaging with the members of both, wider staff and key external stakeholders, the post holder will respond to national policy proposals, keep members informed of developments, build new ideas and solutions and support our wider work to influence positive reform for people who need social care and support, in the justice sector and beyond.

5. KEY RESPONSIBILITIES:

a) Knowledge and relationships

- Develop and maintain a strong awareness of relevant initiatives and developments in Scottish (and UK, where appropriate) law, policy and practice.
- Develop and maintain positive, collaborative working relationships with key external stakeholders including Scottish Government, public bodies and other not-for-profit and independent sector organisations.
- Commit to ongoing development as a policy professional.

b) Policy development and advice

Under the direction of the Policy Programmes Lead (CJVSF) or the CCPS Policy Manager, as appropriate:

- Analyse existing relevant documents, statistics, data and intelligence.
- Use appropriate methodology to gather and analyse new data and intelligence.
- Research, write and produce relevant and accurate briefing papers, policy documents and other materials.
- Assist in the organisation of relevant meetings and events, taking specific responsibilities as required.
- Respond to enquiries from members and other stakeholders, providing information or referring to other sources as appropriate.

c) Member engagement and representation

- Under the direction of the Policy Programmes Lead (CJVSF) or the CCPS Policy Manager (as appropriate) ensure that the concerns and interests of CJVSF / CCPS members are understood, communicated and represented at key stages in the development of relevant Scottish (and UK, where appropriate) law, policy and practice by, for example:
 - gathering and analysing member views to inform the development of policy positions, consultation responses and other calls for information and evidence;
 - supporting and, where appropriate, facilitating, member forums;
 - representing CJVSF/CCPS on relevant working groups and advisory committees; and

- attending relevant conferences and events as a CJVSF/CCPS delegate and, where appropriate, a contributor.

d) Monitoring and evaluation

- Support the Policy Programmes Lead (CJVSF) or CCPS Policy Manager (as appropriate) in designing and reporting against indicators for specific areas of policy activity.
- Reflect on lessons learned to support ongoing improvement in policy activity.

e) General

- In CCPS-related work, support the Head of Communications and Engagement in CCPS communications on relevant policy areas, including social media posts, information bulletins, MSP briefings and the CCPS website.
- Stay connected to CCPS' wider policy work, working collaboratively with colleagues where appropriate.
- Provide secretariat support to meetings, if required.
- Ensure that all activity is undertaken in accordance with CCPS policies.
- Uphold the values of CCPS in all activity.
- Undertake any other duties as directed.

6. PERSON SPECIFICATION:

What we're looking for

Successful candidates will be able to evidence their experience and skills and take a strongly values-led approach which is consistent with the social care and support sector. They will demonstrate strong intellectual and organisational capabilities and should be happy working in a small team and deadline-driven environment.

Essential criteria

1. Experience of working in a social policy or influencing role.
2. Experience of engaging in effective research and/or information gathering.
3. Strong written and verbal communication.
4. Ability to understand, analyse and accurately summarise complex information rapidly.
5. Demonstrable knowledge of policy areas relevant to justice and/or social care and support in Scotland.
6. Excellent skills in collaborative working, with knowledge and experience of facilitating groups to understand different perspectives.
7. Confidence to work independently, and aware of when to seek advice or guidance.
8. Excellent organisational skills.
9. Strong IT skills, including ability to learn new systems; confident in using Microsoft 365 (Teams, Excel, Word, PowerPoint and Outlook); and effective in using the web for research.
10. A commitment to CCPS's values.

Desirable criteria

1. Evidence of undertaking professional development relevant to the role.
2. Experience or working knowledge of the of not-for-profit justice and/or social care and support sector in Scotland.

3. Knowledge and understanding of working in a member-led organisation.
4. Experience of multi-agency or inter-agency working.
5. Experience of using survey and/or research software.