

Work for ADCS

POLICY OFFICER (Maternity Leave Cover)

Summer 2018

The Association of Directors of Children's Services Ltd





Policy Officer (Maternity Leave Cover)

Up to 12 months maternity cover based in Manchester City centre: full or part time contract considered. Secondment or direct employment; mixture of remote & office working possible. Some travel to London will be essential. Salary based on experience and knowledge – call Sarah Caton Chief Officer for a conversation about remuneration on (t) 0161 826 4994.

We are seeking maternity cover for up to 12-months (to October 2019) for the role of Policy Officer at the Association of Directors of Children's Services (ADCS). We believe this presents an unrivalled development opportunity for an experienced policy officer to operate at a national level or could offer someone working in a related role within children's services with a keen interest in this field, an insight into the world of policy.

The successful candidate will support two of the Association's national policy committees - Health, Care & Additional Needs and Resources & Sustainability. This will involve working closely with ADCS members across the country and partners e.g. the LGA and government officials. It is worth noting some travel to London for meetings will be required.

The role is currently full time and based out of our office in central Manchester, however, there is certainly some scope for remote working and part-time options to be explored for the right candidate. A degree of flexibility would also be helpful to ensure attendance around key dates in the ADCS annual calendar, including the Association's annual conference in summer 2019 (3-5 July).

We hope this role and the opportunities it presents to gain new experiences and influence the development of national policies and guidance will be appealing. Ideally, we're looking for someone to start as soon as possible to allow a handover to take place.

A job description and a person specification are available. If you are interested in applying, please send your CV and a cover letter which clearly outlines how you meet the person specification, your current remuneration package and whether you are interested in full or part time working. Email honorary.secretary@adcs.org.uk

Applications should be received no later than 10.00am on Monday 10 September 2018 although prospective applicants should note that applications will be considered throughout the period and interviews can be arranged iteratively. The final date for interviews however, will be Tuesday 25 September.

**Job description
Policy Officer (maternity cover)
August 2018**

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| Post: | Policy Officer |
| Responsible to: | Acting Senior Policy Officer |
| Responsible for: | N/A |
| Hours: | Full time – 35 hours per week, 52 weeks per year (part time considered) |
| Salary: | Salary dependent upon knowledge and experience. Call Sarah Caton Chief Officer for a conversation |
| Other benefits: | Contributory pension scheme 26 days p.a. annual leave (plus bank holidays) |
| Location: | ADCS Ltd Manchester (some remote working possible) |
| Main purpose of post: | Working collaboratively to provide support and advice on the design and implementation of children's services policy in England |

The Association of Directors of Children's Services Ltd (ADCS) is the professional leadership association for all directors of children's services working in local authorities in England and their senior management teams.

Main duties and responsibilities

1. Provide policy support and advice to members of the Association as part of the process of working collaboratively, including with other members of the Association's policy team, to devise and produce policy position statements, including the preparation of briefings and undertaking research.
2. Provide policy support and advice to two of the Association's policy committees, including planning and attending meetings and workshops, preparing papers, and ensuring agreed outputs from policy discussion fora are produced as appropriate. The committees are: Health, Care & Additional Needs; and, Resources & Sustainability.
3. Prepare occasional papers and reports for meetings of the Association's Council of Reference and the Board of Directors.
4. Work collaboratively with ADCS members, regional project officers and other organisations to develop and promote evidence-based policy and practice development in the commissioning and provision of children's services.
5. Contribute to the preparation, organisation and delivery of the Association's Annual Conference.
6. Write promotional copy for the Association's weekly electronic bulletin and the website as required.
7. Dissemination of information to members via close working with the Association's staff team.
8. Working closely with senior staff in all local authorities in England, central government departments, key partners and external stakeholders on behalf of the Association.

9. Undertake other duties or responsibilities as required and as commensurate with the grade of the post and in the context of working as part of a small and busy team.

In the execution of the above duties, the post holder will be required to travel within the UK (usually London) and occasionally to stay away from home overnight for which appropriate expenses will be covered.

Person specification for the post of Policy Officer (maternity cover)

| Attributes | Essential | Desirable |
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| Qualifications and training | 1. Undergraduate degree | 14. Post-graduate qualification in social policy, social work, public administration or relevant subject area |
| Work related experience | 2. A minimum of 2 years' experience working in a children and/or families policy context | 15. Experience of working in a local authority. |
| Specialist knowledge | 3. Demonstrable knowledge of aspects of policy in relation to children's services in England. 4. Understanding of local government in England. | 16. Good awareness of current affairs. |
| Job related skills | 5. High level ability to communicate effectively in writing and verbally, using appropriate language, with members of the Association, partners, senior central and local government officials. 6. Ability to assimilate new and often complex information in a timely way 7. Ability to use Microsoft Office, internet browsers and social media applications 8. Ability to manage sometimes competing priorities | |
| Personal skills | 9. Ability to work under pressure and to tight deadlines. 10. High level of initiative and ability to work equally effectively alone or with colleagues as part of a team. | 17. Persuading and influencing skills. 18. Well organised |

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| | <p>11. Close attention to detail.</p> <p>12. Flexible approach commensurate with working as part of a small team.</p> | |
| Special working conditions | 13. Ability to work outside standard office hours and to work remotely, occasionally staying away from home overnight, as required | |