

Person Specification

Job title:	Policy Officer (Mental Health & Learning Disabilities)
Job Family/ Grade/Level:	BS4, Grade 7
Summary of role:	<p>Working directly to the Policy Manager to the Chief Officer Group for Health and Social Care Scotland, the main function is to support, develop and co-ordinate the group's approach to influencing and implementing mental health policy, learning disability and neurodevelopmental policy and the work of health and social care partnerships. This post will involve close working with the Mental Health and Social Care Directorate at Scottish Government.</p> <p>In terms of location, there is option for the post to be based in Glasgow or to work remotely. The successful candidate will be required at times to work across Scotland.</p> <p>The role will evolve however, the key responsibilities are:</p> <ul style="list-style-type: none"> • Coordinating and facilitating engagement between the Chief Officer Group and Scottish Government to support implementation of the Mental Health strategy, the Transition and Recovery Plan and other related policy areas • Production of policy papers/statements on mental health/learning disability/neurodevelopmental issues relevant to the work of chief officers • Undertaking research e.g. gathering evidence to support best practice; collating information and advising the chief officers • Coordinating and developing responses to consultations from the Scottish Government in relation to mental health/learning disability/neurodevelopmental issues • Monitoring external policy activity and engaging as appropriate with key policy stakeholders on behalf of the Chief Officer Group and to promote the work of HSCPs • Create and sustain useful networks as a platform for advocacy, alliances and intelligence and ensure information is passed to the appropriate chief officer(s) • Develop and maintain an effective personal network of communication with all chief officers

Criteria	Essential	Desirable	Evidence
Education, qualifications & training	Educated to degree level or equivalent and / or possess a qualification/s that support the essential core skills, knowledge and competencies for this post	Other higher qualification which demonstrates ability to deliver strategic and or policy development	Application form Certificate/s
Skills	<p>Possess well developed communication, assessment and analytical skills</p> <p>Possess well developed communication and report writing skills and have the ability to present and engage effectively with chief officers, senior managers and partner organisations</p> <p>Display self-belief and self-awareness. Have the ability to self-manage</p> <p>Able to research, analyse and present disparate information and make appropriate informed decisions</p> <p>Demonstrate commitment and have the ability to lead, motivate and inspire people to improve performance and public services</p> <p>Ability to work effectively with others across all organisations and outside agencies</p> <p>Good collaboration skills to develop and maintain effective partnership working</p>	<p>Experience of working across agencies / partners</p> <p>Experience in research and policy development</p> <p>Have previous experience of managing people and resources</p>	<p>Application form</p> <p>Interview</p> <p>References</p>

	Ability to exert influence to ensure objectives are met		
Knowledge	<p>Knowledge of health and social care legislation and the objectives of Integration</p> <p>Knowledge of Mental Health/LD etc policy and legislation</p>		
Other	Ability to work flexibly		