

**SCOTTISH LEGAL AID BOARD**  
Person Specification and Job description for applicants

**POLICY & DEVELOPMENT**

**Corporate Policy Officer (Equalities)**

**Edinburgh**

**Salary from £31,510 up to £36,640**  
(Pro rata if part-time)

We are currently recruiting for Corporate Policy Officer (Equality) Grade 5 within the Policy & Development Department. This post is permanent on a full-time basis.

If you are applying for full time position on a part-time basis (less than 37 hours per week), please give details of the number of hours and pattern of part-time work you would be interested in. Further information is supplied in the 'General Information for Applicants' document.

**Our organisation**

The Scottish Legal Aid Board (SLAB) was set up in 1987 to manage legal aid in Scotland. We are a non-departmental public body responsible to the Scottish Government. Our mission is to fund and deliver services that enable people to enforce and protect their rights, defend themselves and manage their personal affairs and relationships.

We welcome and encourage applications from diverse backgrounds, including groups currently underrepresented in our workforce. We pride ourselves as being an employer of choice.

We are a highly ethical organisation, carrying out rewarding work that may have a considerable impact on clients' lives. With a low staff rotation ratio, as a business, SLAB can offer a stable and secure employment package. Our total reward package includes the following: flexible working hours, including occasional remote working from home, a competitive holiday entitlement of 34 days per year (inclusive of public and privilege holidays) increasing after five years of continuous service, and a 6% contributory defined-benefit pension scheme. In some cases, we may financially contribute to relocation expenses for roles out with the Central Belt.

If you wish to learn more about the Scottish Legal Aid Board (SLAB) and our other direct services, please visit the [SLAB website](#).

**The Job**

To contribute to the delivery of SLAB's policy development programme, which assists the organisation in delivering its mission and strategic objectives.

As a member of our established equalities function, you will assist the organisation with undertaking Equality Impact Assessments, working across the organisation with teams ranging from Human Resources to our solicitors who deliver legal advice to the public. This support may vary from light touch advice to delivering training or working directly with colleagues as part of a project team.

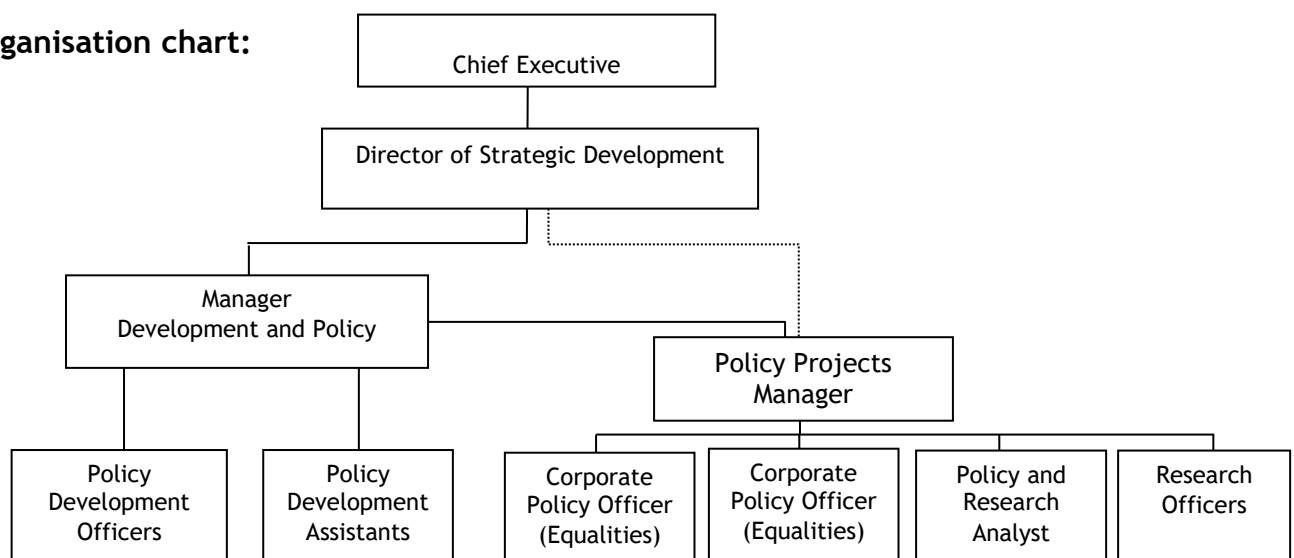
Being part of the Policy and Development department, you will work in a supportive team environment alongside colleagues who are also engaged in collaborative work internally and externally. You will have frequent contact with senior colleagues, including the Policy Projects Manager and Manager of Policy and Development, regular contact with the Director of Strategic Development, who oversee the equalities function, and occasional contact with the Chief Executive and other Directors.

## Main Duties and Responsibilities

1. Contributing to the development and implementation of policy proposals related to SLAB's policy development programme by supporting Equality Impact Assessments, which may include a focus on internal governance and decision-making, access to justice and/or development of publicly funded legal advice services.
2. Supporting, monitoring and reporting on Equality Impact Assessments across the wider organisation.
3. Developing and delivering equality and diversity related tools, information resources and training for staff.
4. Contributing to the organisation-wide development, implementation and reporting on SLAB's equality outcomes, and other activities in relation to the fulfilment of the Public Sector Equality Duties.
5. Responding to ad hoc policy issues with an equalities focus and managing ad hoc short life reviews and projects linked to SLAB's equalities duties.
6. Identifying, sourcing and analysing relevant information, research and data that contribute to effective decision-making.
7. Liaising with colleagues to identify requirements and coordinate inputs from various internal departments to support options generation and appraisal.
8. Developing and managing effective working relationships with SLAB colleagues and key stakeholders related to programmes of work - including from equalities representative groups, the Scottish Government, the legal profession, the advice sector and solicitors, and the wider public sector.
9. Contributing to reports for SLAB's Board, Committees and the Scottish Government on policy development work and progress of projects.
10. Supporting policy team and other SLAB colleagues on wider development and implementation work as required.

## ORGANISATION

### Organisation chart:



## **Essential Criteria**

The following competencies and experience are key to performing the job successfully:-

- Knowledge of the current and evolving legislative framework for equalities
- A good level of experience of supporting equality impact assessments
- Proven ability to analyse information, produce findings and recommendations
- Good interpersonal skills and the ability to work as part of a team
- Persistent, but able to maintain a sensitive and diplomatic approach
- Strong relationship building skills
- Strong negotiation and group facilitation skills
- Good written and oral communication skills self-motivation, discipline and customer focus
- Adaptability to rapidly changing requirements and the ability to meet tight deadlines
- Strong achievement orientation and an ability to get things done
- Good personal organisation
- Sound IT skills

## **Qualifications**

- For jobs in Grades 4 and 5 you must hold a minimum of 3 Highers or equivalent educational qualifications.
- Equivalent relevant work experience.

## **Desirable Criteria**

- Experience of work in/with central or local government, non-departmental public body
- Knowledge or experience of equalities policy implementation
- Experience of developing and delivering training or other corporate support tools

## **Team work**

- Knows and understands the contribution the team makes to SLAB's performance
- Can be relied on to deliver agreed personal objectives and is aware of how their work connects with the work of others
- Builds networks and maintains good working relationships with colleagues, valuing their diversity and contribution and is open to different points of view
- Contributes views, ideas and experience to improve the team's performance, offering and/or seeking practical help when necessary

## **Self-awareness**

- Responsible for personal behaviour and is accountable for own actions, health and wellbeing
- Aware of personal strengths and takes pride and responsibility for performance at work and is responsive to constructive feedback
- Adaptable and embraces new ways of doing things, contributing ideas and energy to continuous improvement
- Takes control of personal and professional development, actively managing own Personal Learning Plan as well as supporting the development of others when needed

## **Communications and engagement**

- Engages and is credible with stake-holders and is connected to a range of internal and external networks
- Communicates clear & creative ideas that meet the needs of a range of audiences, ensuring objectives & outcomes are achieved
- Produces concise, clear, well-structured written work using SLAB guidance

- Considers and communicates the impact of decisions on wider policies and programmes
- Verbal communication is confident, contributing ideas in a clear and concise way
- Inquisitive and actively listens, responding appropriately, using clarifying questions to test understanding

### **Improving Performance**

- Demonstrates ongoing use of relevant performance improvement tools and techniques including skills development
- Uses Programme and Project Management Principles effectively and proportionately
- Adapts quickly to fit skills and resources to changing circumstances and expectations
- Applies risk management principles to decision making and controls opportunities and threats to achieving objectives

### **Analysis and Use of evidence**

- Use evidence to assess measure and evaluate projects and policies, considering the impact on other policies and government outcomes
- Engages with analytical specialists at appropriate stages of policy and programme development
- Interrogates analytical and management information to draw out key messages and findings to support decisions
- Organises and collates robust information from a variety of sources in decision making, sharing knowledge and information across the wider system

### **Interview Expenses**

Travel and subsistence expenses during the selection process are the responsibility of the applicant. Following current government guidance of social distancing, the interview will be most likely arranged online using video conferencing tools.

### **Starting Salary**

*This job is graded as Grade 5 within SLAB, which currently has a starting salary of £31,510.*

These figures are based on SLAB's current pay position which covers a one year pay period from 1 April 2020. Any future salary increases after 31 March 2021, either as a result of pay progression within grade 5 or other increases to salary points, are subject to Public Sector Pay Policy, Scottish Government approval of an affordable pay remit, SLAB's negotiations with the Union on pay reviews and SLAB's own pay policy.

### **Working Pattern**

Your permanent place of work is at SLAB, Thistle House, 91 Haymarket Terrace, Edinburgh. Please note that due to the current circumstances following the COVID-19 outbreak and government guidance on social distancing measures, as a precautionary measure you are asked to temporarily stay at home and work until further notice. This temporary period of homeworking will be regularly reviewed and will cease when it is no longer deemed to be necessary, at SLAB's discretion, in which case you will be required to return to the permanent workplace.

For information regarding the pre-employment checks and other relevant information please review all documents attached to this job advert available on our recruitment website. Note that this information is provided for guidance only and does not form part of the conditions of employment. Further information about the Scottish Legal Aid Board (SLAB), including who we are and what we do, can be found at [www.slab.org.uk](http://www.slab.org.uk).