



SCOTTISH LEGAL AID BOARD
Person Specification and Job description for applicants

Policy and Development Officer
Policy & Development

Edinburgh

Starting salary from £32,150
Pro rata if part-time

We are currently recruiting for Policy Officer Grade 5 within the Policy & Development Directorate. 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 primary purpose is to manage and continuously improve publicly funded legal assistance and to advise Scottish Ministers on its strategic development for the benefit of society.

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, 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 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](#).

Information about the role

The role contributes to the delivery of SLAB's policy development programme, which assists the organisation in meeting its strategic objective of advising Scottish Ministers on the strategic development of legal assistance.

You will be working with colleagues within the Policy and Development Team which has 10 members of staff, within the Strategic Development Directorate. The team has a varied work programme including internal policy development, research, public sector equalities

duties and management of SLAB's grant funding programmes. Your immediate contribution will be on a large scale programme related to the policy and guidance around SLAB's operational decision making on legal aid, including option appraisal for change. This programme contributes directly to SLAB's corporate priorities to deliver high quality and transparent decisions under the legal aid schemes.

You will be working with your colleagues in the Policy Team, with colleagues right across SLAB, with Scottish Government and other stakeholders.

Main Duties and Responsibilities

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

Essential Criteria

You will be asked in your personal statement to provide evidence as to how you meet the essential and desirable criteria listed below:

- Proven ability to analyse information, produce findings and recommendations
- A good level of experience of policy development or project work
- Good interpersonal skills and the ability to work as part of a team
- Persistent, but able to maintain a sensitive and diplomatic approach
- Strong negotiation and group facilitation skills
- Good written and oral communication skills
- Strong customer focus approach
- 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 and administration skills, with a methodical and analytical approach to work and the ability to deliver within agreed deadline.
- Initiative to contribute and apply new ideas to working methods with a “can do” attitude.
- Analytical skills with experience of providing a recommendation based on analysed evidence.
- Good skills in graphical presentation of information
- Good IT skills with working knowledge of the MS Office suite of programmes (especially Word and Excel).

Desirable Criteria

- Experience of work in/with central or local government, non-departmental public body
- Experience of corporate policy implementation

All applicants must have a recent (last 12 months) criminal record check either at the application stage, or following a conditional offer of employment. For this post we are requiring Basic Disclosure Scotland. For more information about types of criminal record checks in Scotland please visit www.mygov.scot/disclosure-types/.

Qualifications

You must hold a minimum of 3 Highers or equivalent educational qualifications. Equivalent relevant work experience may also be acceptable.

A graduate, preferably with an upper second Honours Arts, Law or Social Science degree or equivalent relevant work experience may also be acceptable.

Competency required

In addition to the specific criteria listed above, the following competencies for Grade 5 roles are also required and all SLAB’s applicants will be tested against these during the interview or assessment centre.

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

People Management

- Prioritises and agrees objectives aligned with the Operational Plan to engage staff, maximise adaptability and build capacity to deliver
- Credible with staff, creating conditions to build confident effective teams that empower, value and motivate people, managing workload and equalities

- Raises performance using constructive challenge, feedback and coaching skills, seeking support and advice from HR professionals when needed
- Aware of impact on others and creates a positive environment for innovation, learning, health and wellbeing

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

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

Financial Management

- Uses accurate and relevant financial data to create objectives and targets relevant to budget responsibilities
- Takes responsibility for the monitoring and controlling of expenditure
- Understands & applies the principles of Budgeting, Financial Management & Resource Accounting outlined in the Scottish Public Finance Manual
- Maintains regular contact with relevant finance staff, and knows when to seek advice from audit, risk, and procurement and finance professionals

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 £32,150.

These figures are based on SLAB's current pay position which covers a one year pay period from 1 April 2021. Any future salary increases after 31 March 2022, 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

The standard working week is 37 hours in total with an unpaid lunch break of 36 minutes each day during SLAB opening hours. Flexible working may be available, but should be discussed.

Other information

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.