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| Post: | Evidence and Engagement Co-ordinator (Data) |
| Location: | Flexible\*  We have offices based in Cardiff and St Asaph but are currently supporting all our employees to work from home. |
| Pay Band: | B1 £34,555-£38,813 |
| Contract type: | 12-month fixed term contract, with option to make permanent should budgets allow |
| Reports To: | Research & Evidence Manager |

**Background**

Social Care Wales was established in April 2017, bringing together social care workforce regulation, workforce development and service improvement in one organisation. Our three strategic aims define what we do:

* providing public confidence
* leading and supporting improvement
* developing the workforce

Our remit from Welsh Government is to deliver a programme of work that drives ongoing improvement in the sector and is supported by the delivery of the [*Social Care Research and Development Strategy 2018-23*](https://socialcare.wales/research-and-data/research-strategy-for-wales)*.*

As part of this remit, we have a range of data-related projects and products. These include the development of a [social care data strategy](https://socialcare.wales/research-and-data/strategic-approach-to-data) for Wales; the delivery of the [social care data portal](http://www.socialcaredata.wales/IAS/eng) and population projections; the collection and publication of [data about the workforce](https://socialcare.wales/research-and-data/workforce-reports); and activity to support the sharing and use of data in research and policy.

This role is a fixed term post in a small team of Evidence and Engagement Coordinators, to support engagement with people working in social care in Wales, specifically about our data projects. A main focus for the twelve month term will be to support the development and implementation of the roadmap for the social care data strategy in Wales, as well as the development of a strategic data offer. We aim to take an incusive, co-productive approach to these projects. You will work closely with our Data & Intelligence Manager and Senior Project Lead.

The purpose of the role is not to provide technical support to data projects, but to support engagement. The role will therefore require confidence in communicating with data professionals, rather than extensive data skills.

The role is for a fixed term of twelve months with an option to make permanent should future budgets allow. We will consider secondments from other organisations where appropriate.

**Job purpose**

The post holder will work across the Research, Data and Intelligence team to deliver engagement activity which supports our data projects.

The post holder will assist with the implementation and embedding of our approach to supporting social services and social care organisations and professionals with high quality evidence, and specifically data, by:

* engaging with a broad range of stakeholders through events, workshops, interviews, social media and other digital means to develop the roadmap and implementation plan for the data strategy
* mapping and establishing networks for sharing and learning about social care data and analysis
* working with partner organisations to promote our data projects and help embed data analysis and use across social care in Wales
* making links with academics and data providers and professionals to create effective links between practitioners and data in Wales
* engaging with ‘customers’ in local authorities and Regional Partnership Boards to promote our data solutions and provide support for their use
* identifying sources of information on data analysis and developing content to support our data offer

Key responsibilities:

Engagement

Develop and promote the social care evidence use agenda by mapping and setting up networks and communities of practice to connect professionals working with social care data. This will involve engaging effectively with partners, including:

* national and regional partners including Welsh Government, third, independent and statutory settings
* expert group and networks
* colleagues across Social Care Wales
* unpaid carers and individuals using care and support, citizens
* sister organisations in the other three countries in the UK

Contribute expertise to the organisation and facilitation of conferences, forums, events, focus groups, consultations and networks.

Facilitate the participation of individuals using care and support and their carers in research, data and intelligence initiatives.

**Networks and Partnerships**

Build networks with key statutory, third sector and private organisations and with people with lived experience in order to further the evidence use agenda.

Work with data partners to help embed approaches across the social care sector.

Act as an ambassador for Social Care Wales, representing and promoting the interests of Social Care Wales and the social care, early years and childcare sectors in all external contact.

**Planning, Development and Delivery**

Work with the Research and Evidence Manager and Data and Intelligence Manager to develop project plans.

Analyse information and intelligence from engagement activities to respond to the learning and developments needs of the sector.

Identify sources of information and develop content on data practice, to support people working in social care and social work in Wales:

* building intelligence to support development for the production of data-related content for digital and other channels
* editing and producing content which is in line with our quality standards and language requirements

It is desirable that the post-holder is capable of carrying out all tasks and responsibilities equally competently in Welsh and English.

**Person specification**

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| Post: | Evidence and Engagement Co-ordinator |

We expect all our staff embrace and demonstrate behavior that is in line with our organisational values:

**Respect everyone**

Seeing people as Individuals and treating everyone with dignity and respect

**Professional approach**

Acting responsibly and appropriately, holding each other to account.

**Always learning**

Improving ourselves and supporting others to be the best we can be

**Involve people**

Encourage and enable everyone to work together.

|  | **Essential** | **Desirable** |
| --- | --- | --- |
| **Qualifications** | Professional development, by way of a degree or equivalent vocational qualification | Post-graduate qualification in social sciences, or equivalent experience in an academic or policy research environment  Evidence of ongoing continuing professional development |
| **Knowledge** | Understanding of knowledge mobilisation approaches e.g. networking, product development, engagement activities, dissemination to professionals and the public, co-production, evaluation, etc.  Knowledge of the relevant networks and awareness of key influencers  Understanding of the Welsh policy context and how social services and social care is organised, funded and delivered in Wales  Awareness and understanding of data projects in social care or public sector context |  |
| **Experience** | Communicating and discussing data with people with different levels of data literacy | Experience of managing resources and projects to deliver business objectives  Experience of the social care field as a person who uses care and support, carer, volunteer or employee  Experience as a product manager for knowledge mobilisation, digital or data projects. |
| **Skills & Attributes** | Building and maintaining strong relationships with stakeholders  Good understanding of how data and evidence can be used within social care to promote best practice and service improvement  Conducting projects in co-operation and consultation with community members and partners  Organising, facilitating and evaluating knowledge sharing events such as stakeholder meetings, webinars and community forums  Contributing to web content and social media accounts  Excellent written and verbal communication skills in both plain language and academic style  Translation of user and community requirements into functional specifications  Presentation and group facilitation  Attention to detail and commitment to delivering high quality outputs | Excellent verbal and written communication skills in Welsh  Developing creative knowledge products such as infographics, newsletters, factsheets, lay summaries, presentations and/or video stories  Interpreting and identifying key results from research evidence and succinctly summarising in plain language |

How to apply:

Tell us about your areas of experience and why you’re the right person for us.

If you’re interested in applying for this opportunity, please send us your CV with a covering letter evidencing how you meet the requirements of the role in the job description and person specification.

Please return your CV and letter to [hrteam@socialcare.wales](mailto:hrteam@socialcare.wales)

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**Confidential**

**Application form**

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| Post applied for: |  |

For HR use only:

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| Candidate Reference Number |  |

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The information you provide in pages 1 to 4 of this application will only seen by our HR Team.

Only pages 5 onwards will be seen and used by the recruitment panel for shortlisting and interviewing.

**Personal details**

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| --- | --- |
| **Surname** |  |
| **First name (s)** |  |
| **Pre-fix**  Mr/Mrs/Ms/Miss etc |  |
|  |  |
| **Home address** |  |
| **Telephone number** |  |
| **e-mail address** |  |

**References**

Please give details of two people to whom we may apply for a reference. One of these must be your present or most recent employer if applicable.

References will not be sought until after interview.

|  |  |
| --- | --- |
| 1. Name: | 2. Name: |
| Job Title: | Job Title |
| Capacity: | Capacity: |
| Address: | Address: |
| Postcode: | Postcode: |
| Telephone: | Telephone: |
| e-mail: | e-mail: |

**Relationships**

Have you any friends or relatives employed by the Social Care Wales? If so, please provide name(s) and relationships with those named.

*We us this information to make sure there are no conflicts of interest on our shortlist and interview panels.*

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**Legal status to work in the UK**

Do you have the legal right to work in the UK? (delete as appropriate)\* Yes/No\*

If ‘Yes’ but there are conditions attached, for example start or finish dates, please give details:

If ‘No’ please provide details of what type of permit you require

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**Please note:** If appointed, evidence of eligibility to work in the UK will need to be provided.

**Availability**

Are there any dates during the next two months when you cannot attend for interview?

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**Disability Confident**

We are a Disability Confident Committed employer. We will guarantee an interview to disabled people if they meet the minimum criteria for the post applied for.

I have a disability and would like to be given a guaranteed interview under scheme:

Yes No

**Assistance at interview**

Please provide details of any specific assistance, needs or equipment you may require to support you to attend an interview

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**Language choice**

Would you like to receive any elements of the interview process in Welsh?

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How did you hear about this position?

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**Education/qualifications**

Please give name and type of establishment and list qualifications gained.

Please note that you only need to list qualifications that link to the requirements outlined in the job description and person specification.

| **Establishment** | **Qualifications** |
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**Membership of professional bodies and professional qualifications**

Please give details of your membership of professional bodies and the level of qualification attained.

| **Professional Organisation** | **Level of membership attained** |
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**Employment**

If you are a school/college leaver please include details of holiday jobs where applicable.

**Present or last employer**

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| Name, address and nature of business: |
| Position held and responsibilities: |
| Dates (Month and Year) From: To: |
| Salary (now or on leaving): |
| Notice Period: |
| Reason for leaving: |

**Previous employers**

Starting with the most recent. Add more rows if necessary.

| **Name and nature of business** | **Position held and main responsibilities** | **Duration - months and years** |
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**Supporting statement**

Taking into account the essential criteria outlined in the job description, please write below a supporting statement outlining how you feel your skills, knowledge and experience make you a suitable candidate for this role. Please include examples where possible. (We recommend between 500 – 1,000 words).

*Please note that the box will expand as you write in it if you require more space.*

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**Welsh language skills**

Please tell us about your Welsh language skills by putting an **x** in the box next to the statement that best suits your level of ability.

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| **Reading** | x |
| No skills |  |
| Can read some basic words and phrases with understanding |  |
| Can read simple material on everyday topics with understanding |  |
| Can read some routine work-related material with support e.g. dictionary |  |
| Can read most work-related material |  |
| Full understanding of all work-related material |  |
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| **Listening** |  |
| No skills |  |
| Can understand parts of a basic conversation |  |
| Can understand basic conversations about everyday topics |  |
| Can understand routine work-related conversations |  |
| Can understand most work-related conversations |  |
| Can understand all work-related conversations |  |
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| **Writing** |  |
| No skills |  |
| Can write basic messages on everyday topics |  |
| Can write simple work-related correspondence |  |
| Can prepare routine work-related material with checking |  |
| Can prepare most written work in Welsh |  |
| Can prepare written material for all work related matters |  |
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| **Speaking** |  |
| No skills |  |
| Can hold a basic conversation in Welsh |  |
| Can converse in simple work related conversations |  |
| Can converse in some work related conversations |  |
| Can converse in most work related conversations |  |
| Fluent |  |
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**Declaration**

I confirm that the details of this application and the evidence of competency provided in support of it, are to the best of my knowledge true and accurate; and I consent to Social Care Wales processing, by means of a computer database or otherwise, any information I have provided for the purposes of employment with Social Care Wales.

You can read our [privacy notice in full here](https://socialcare.wales/generic-content/privacy-notice).

Signature**:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return your completed application form to [HRTeam@socialcare.wales](mailto:HRTeam@socialcare.wales)