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| Post: | Knowledge Translation Officer |
| Location: | Cardiff/St Asaph/Flexible |
| Pay Band: | A3 £28,094 - £31,562 |
| Contract type: | 6-month fixed term |
| Line Manages: | n/a |
| Reports To: | Research and 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 work aims to support the priorities for the well-being of future generations for the sector, the public and Welsh Government. 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 which is

underpinned by a robust evidence base and to drive ongoing improvement in the sector, supported by the delivery of the *Social care research and development strategy 2018-23*.

The Knowledge Translation Officer is a new position within the Research, Data and Intelligence team.

**Role description**

The purpose of the job is to:

* Liaise with academics and policy researchers to secure commitment to deliver research and evidence-related content for the Social Care Wales website and other channels
* Support external researchers to translate research into easy-to-understand and appealing content for both internal and external audiences, most importantly for people working in social services and social care in Wales.
* Deliver 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.

Main Duties:

1. Liaise with academics and policy researchers to secure commitment to deliver research and evidence-related content for the Social Care Wales website and other channels

* Liaise with authors to request a selection of blog posts and other content on topics agreed with the Research and Evidence Manager
* Communicate and agree the style and content of blog posts with authors
* Identify and agree topics for additional content with the Research and Evidence Manager

1. Support authors and other stakeholders to produce posts and translate research into easy-to-understand and appealing content

* Create content that is easily understood, accessible and usable
* Provide advice and support to help others write user-focused content of a publishable quality
* Conduct editing and proof-reading and provide constructive feedback on drafts to authors
* Help authors with feedback and suggestions to simplify complex language where appropriate

1. Deliver content which is in line with our quality standards and language requirements

* Deliver content to the Research and Evidence Manager which is ready for publication
* Ensure that content complies to our house writing style
* Ensure that all content is produced in both English and Welsh (preferably independently, or alternatively with assistance from translation services)

**Person specification**

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| Post: | Knowledge Translation Officer |

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.

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|  | **Essential** | **Desirable** |
| **Qualifications** | Undergraduate degree | Postgraduate qualification in social sciences |
| **Knowledge** | Understanding of academic and policy research environment, and how research is produced  Familiarity with the ‘language’ of social sciences research and research methods |  |
| **Experience** | Translating research for a non-academic audience  Experience with writing for social media, websites and other media sources |  |
| **Skills & Attributes** | Excellent verbal and written communication skills in English, including ‘translating’ research for a non-academic audience  Excellent relationship-building and influencing skills, including the ability to give critical feedback to authors and other partners in a constructive and productive way  Excellent project management and team-working  Excellent editing and proofreading skills and commitment to delivering high quality outputs | Excellent verbal and written communication skills in Welsh |

How to apply:

Moving away from the traditional application form, we’d like you to 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 [Amy.Locke@socialcare.wales](mailto:Amy.Locke@socialcare.wales)