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| Host Organisation: | Scottish Government |  | |
| Job Title: | Alcohol and Drugs Quality Assurance Manager | Grade:  Scottish Government B3 level | £34,919 - £42,220 |
| Address of Secondment: | St Andrews House, Regent Road, Edinburgh | Closing Date | 5 November 2019 |

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| **Job Description** |
| This is an exciting opportunity for an enthusiastic and positive individual to develop and take forward our alcohol and drug quality assurance programme.  Rights, Respect and Recovery was published in November 2018 and sets out the national approach to reducing alcohol and drug deaths and harms. Following the publication of the strategy COSLA and the Scottish Government published a Partnership Delivery Framework which sets out shared expectations in developing and delivering responses to alcohol and drug problems at the local level.  The post holder will lead the development and implementation of a programme of national work to improve delivery at a local level. This will involve the development and delivery of discrete projects, working with key stakeholders to set standards and establishing an ongoing process of monitoring and review.  This post will be attached to the Scottish Government Alcohol and Drug National Support Team and will work closely a range of internal and external stakeholders. It will offer an opportunity for someone to gain experience of working within Scottish Government on a high profile and high priority topic for Scottish Ministers. The post will require someone who can work at pace, reflecting the ambition described in the strategy and associated action plans.  The post holder will be involved in the development of complex, strategic and sensitive service delivery improvements. This will involve engagement with a range of stakeholders including senior managers within health and social care services, Scottish Government policy officials, those involved in the strategic planning of health and social are services, health and social care practitioners, individuals with lived experience and family members who will all have a key role in shaping this programme of work. The successful candidate must be able to communicate complex and sensitive information in a clear and unambiguous manner and build meaningful working relationships with stakeholders across the range of sectors.  This is a new post to support the development of a programme of work which is in its early stages, therefore the successful candidate will have an opportunity to shape how this work continues to evolve.  Travel throughout Scotland may also be required for this role.  **Main Duties**   * Lead national projects and initiatives which enable the delivery of priorities within Rights, Respect and Recovery at a local level. * Establish clear expectations and benchmarks to support Alcohol and Drug Partnerships / Integration Authorities in their approaches to implementing national priorities through local strategies. * Develop and coordinate a rolling programme of external expert review of ADP delivery. This will focus on quality assurance of service provision, planning and governance. * Work with the Prison Healthcare Network and other key stakeholders to support the improvement of alcohol and drug treatment in prison settings. * Maintain accurate records and support the overall aims and objectives of the Alcohol and Drug National Support Team |

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| **Competencies/Behaviours** |
| **Self-awareness and Improving Performance**  A self-starter, you must be able to plan and prioritise a varied workload by setting deadlines and applying your own intiative. Key skills of self awareness will be complemented by proven skills and experience in providing developing and improving alcohol services. You will be responsible for supporting delivery on a complex piece of work at pace. In order to deliver, you will need to utilise the skills, experience and knowledge of other people. This will require you to work collaboratively with a broad range of stakeholders across different sectors - making connections, building networks and supporting partnerships. You will have experience of developing and managing new initiatives to a successful conclusion and will be comfortable adapting your approach to accommodate changing circumstances.  **Communications and Engagement**  You will have excellent people skills, and be able to communicate clearly, concisely and positively both in writing and orally. You will foster and manage good relationships with a broad range of stakeholders, building trust, authority, reputation and credibility. You will develop a good understanding of their needs and concerns to enable you to foster support to develop and improve alcohol services. You will also develop good working relationships with key staekholders, supporting them to shape an progress their workstreams.  **Analytical Skills**  You will have excellent analytical skills and be able to use a range of data and information to understand the current challenges and opportunities in improving our response to problem and dependent alcohol use across Scotland. You will able to use data to measure progress and to demonstrate progress and improvements in service delivery. |

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| **Skills, Knowledge and Experience Required.** |
| **Essential Criteria**   * Over 2 years experience of planning and developing and/or commissioning health and social care services, ideally alcohol and drug services * Good understanding of the quality assurance approaches and quality improvement methodology * Strong planning and organisational skills, with a proven track record of leading programmes / range of projects. * Excellent all-round communication skills – written, verbal and presentation skills – using the most effective channels and technologies available to maximum advantage, with a track record of providing realistic and insightful advice to Ministers. * Excellent analytical skills, with proven ability to develop and present complex information in a clear and concise way. * Ability to work across multiple teams and work flexibly * Strong facilitation skills * IT literate able to competently use Microsoft Word, Outlook, PowerPoint and Excel * Excellent interpersonal, networking and team working skills, with experience of building positive and constructive collaborative relationships with internal and external stakeholders. |
| **Desirable Criteria.**   * Experiencing of delivering alcohol and drug services |

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| **Further information about the Organisation:** |
| The Scottish Government Alcohol and Drug National Support Team is a newly formed team following the restructure of the Substance Misuse Unit. The team consists of six staff, two of which are secondments from the health and social care field. There has been an increased focus on alcohol and drugs in the latest Programme for Government, with a particular interest in reducing drug deaths; this includes an increase in investment and more Parliamentary and stakeholder interest. This makes it an interesting and fast-paced part of government.  The team works closely with the Drugs and Law Team, the Alcohol Harm Prevention Team and the Reducing Drugs Harms and Deaths Team, as well as a range of other government policy teams and external partners to deliver Rights, Respect and Recovery. It takes a particular focus on enabling delivery at the local level by providing investment, delivering on national service development initiatives and leading monitoring / evaluation approaches.  The team is based in the Health Improvement Division which covers:   * Alcohol and Drugs harms and Tobacco control * Diet and Healthy Weight * Health and Justice Collaboration (including Prison Healthcare)   The Health Improvement Division is located within the Population Health Directorate. |

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| **Details of How to Apply: Please provide details of how to apply** |
| For further information about the post **and an application form**, please contact Nicholas Smith ([nicholas.smith@gov.scot](mailto:nicholas.smith@gov.scot)) or Amanda Adams ([Amanda.adams@gov.scot](mailto:Amanda.adams@gov.scot))  Please submit your application to either Jennie.O’Reilley@gov.scot or [nicholas.smith@gov.scot](mailto:nicholas.smith@gov.scot) quoting reference number SG/ADNST/AT by end of the day on 5 November 2019 |