

Job Description

1. Post Details

Job Title: Policy Adviser (with All Wales responsibilities)

Reports to: The Head of Policy and Public Affairs

Working locations:

The Commissioner's Office premises are located in Llewellyn House, Harbourside Business Park, Port Talbot. The Office is 0.3 miles walking distance from Port Talbot main line train station and just 1 mile from junction 41 of the M4 if driving.

In CCFW we work with agility and flexibility, this means bringing people, working practices, technology, time and place together to find the most appropriate and effective way of working. Working in this way we hope to enable all staff to work in places and at times suitable for them to achieve better balance in their lives. We hope this will specifically support people with disabilities, with caring responsibilities and those with a commitment or devotion to religious faith or observance to be encouraged to work with us.

This role requires some occasional travel across Wales to meet with children and young people. Travel requirements are not a frequent aspect of the role and the post holder has the freedom to organise the majority their own diary according to their personal commitments.

Disability Confident

We are a Disability Confident Employer. We have adopted the social definition of disability, in which it is recognised that barriers in society act to disable people who have impairments or health conditions, who are neurodivergent or who use British Sign Language. We are committed to removing barriers so that all (or potential new) staff can perform at their best.

Physical demands of the post:

This role involves a frequent requirement to work at a computer (sitting or standing depending on personal needs and preference). This role is largely performed through computer-based work that involves fine hand coordination, to use emails, read electronic files, research information, write reports and letters, and attend virtual meeting rooms. The post holder has the freedom to take rest breaks from the screen in between meetings and to accommodate their personal needs. The computer-based work is supported by mobile and remote working technology allowing for work in various locations, including at home and in office premises. There is minimal lifting required in the role other than transporting a laptop between working locations and connecting it to a computer monitor and keyboard.

The CCFW has office premises located on the first floor of a modern and accessible building. There are 2 flights of stairs to reach the floor space and there is a passenger lift available. The floor is open plan and easily accessible and it is designed so that most regularly used items are stored and stacked from eye level to the ground. There is an occasional requirement to attend meetings in person with colleagues, other professionals or children and young people at external locations. A risk assessment is completed for these events where accessibility issues would be identified.

Equality and Diversity

We always aim to treat people fairly and with respect, learn about other cultures and nationalities, and raise awareness about racism and racial bullying. Everyone working for the Commissioner is committed to working to end racism and oppression across society as part of our all-embracing commitment to promoting human rights, equality, diversity and inclusion. We will actively challenge racism within our organisation and in other organisations that we meet. We will aim to identify and remove any institutional racism in our own organisation and in wider society.

2. Main purpose objective and context of the role (in summary)

The main purpose of this role is to support the Children's Commissioner for Wales to achieve positive change for all children and young people in Wales and mainstream the principles of the United Nations Convention on the Rights of the Child (UNCRC) into everyday practice through:

- influencing the development and delivery of national policy and legislation in Wales,
- monitoring the impact of Welsh Government, UK Government and other public bodies' policies on children and young people from Wales,
- ensuring that the voices of children and young people in Wales are central to the work of the Policy team and inform the overall work programme,
- the completion of reviews, inquiries and research activities, create information and recommendations on issues affecting children and young people's lives, in a suitable and accessible format.

3. Main duties and responsibilities

- Analyse and influence key policy initiatives from Welsh Government, UK Government and other public bodies. Monitor their impact upon the wellbeing of children, young people and families at both national and local levels, taking account of the perspective of children and young people.
- Support and initiate policy ideas that will safeguard and promote the rights and wellbeing of children and young people in Wales.
 - Contribute to a programme of reviews of complaints procedures, advocacy arrangements and whistle blowing procedures of regulated services for children in Wales. To participate in the collection and examination of evidence and the formulation of recommendations.
 - Participate, plan and lead cross-organisation projects, including service evaluations and research in line with the powers given to the Children's Commissioner for Wales and the strategic and annual work plans.
 - Identify issues affecting children's rights and welfare that require action and bring them to the attention of the Head of Policy and Public Affairs and the Children's Commissioner for Wales.

- Provide advice and guidance to the Management Team on suggested work priorities for the strategic and annual work plans.
- Be directed by the Head of Policy and Public Affairs to identify effective ways of presenting the issues affecting children and young people to Government and other audiences.
- Take responsibility for allocated areas of work relating to policy themes, developing expertise and knowledge to support these themes.
- Produce and share policy briefings for the Commissioner and other colleagues. Understand, interpret and present research findings, legislation and quantitative data, keeping up to date with new developments and research.
- Foster sound working relationships and be an independent, respected, critical friend with all agencies in the statutory and voluntary sectors whose work is relevant to the functions of the Commissioner.
- Represent the Children's Commissioner for Wales at workshops, conferences, seminars and key working groups of Welsh Government and voluntary organisations.
- Write a variety of high quality evidence based reports, correspondence, policy publications and briefings for a wide range of audiences including children and young people.
- Work directly with children and young people to ensure their perspectives influence the preparation of policy consultations and reports. Support wider work with children and young people as requested and at an appropriate level in line with the Children's Commissioner for Wales' work place values.
- Uphold the values of the Commissioner by listening to and liaising with our expert advisory panels of children and adults involving them in key aspects of the Commissioner's work.
- Undertake any other duties within the remit of the grade as deemed necessary by the Management Team.

Policy Advisers with the Children's Commissioner for Wales are people with the following skills, knowledge, experience and attitude.

1. Attainments or Qualifications

To be eligible to apply for this role you should have some or all of the following attainments/qualifications:

- Relevant experience in a similar role
- A degree from a relevant discipline (e.g. education, law, social services, health, play, youth work, and youth justice)
- A professional qualification from a relevant discipline (e.g. education, law, social services, health, play, youth work, and youth justice)

If you are unsure, whether your attainments qualify you to apply for this role, we would love to hear from you. Please ring the office on 01792 765600 and someone will help you.

2. Skills

To be eligible to apply for this role you should be able to demonstrate:

- To write a variety of high quality evidence based reports, correspondence, policy publications and briefings and to understand, interpret and present research findings, legislation and quantitative data, you need to demonstrate **accurate analytical skills** and have **excellent written communication skills**.
- **To evidence previous experience or the transferable skills to** develop evidence-based policy positions, preparing policy briefings and identifying policy recommendations **would be advantageous** but not essential. You can be supported by the Team to develop written materials consistent with the Commissioners approach.
- To represent the Children's Commissioner for Wales at workshops, conferences, seminars and key working groups of Welsh Government you need to have **excellent verbal communication skills** and be able to **present complex information** at an appropriate level to a wide range of audiences.
- To influence the development and delivery of national policy and legislation in Wales you must show well-developed **influencing skills**, including the **ability to inspire confidence** with a diverse range of stakeholders from children and young people to decision makers at the most senior level;
- We value skills in the Welsh language and in other languages too. **Welsh language skills are not essential for this role**; however, we support all staff to learn Welsh as part of their term of employment and would support you to achieve at least courtesy level in Welsh. Everyone working for the Children's Commissioner's is committed to participate in a Welsh language learning programme to develop or improve Welsh language skills; Let us know what languages you speak in your application.

3. Knowledge / Experience

To be eligible to apply for this role you should be able to demonstrate:

- **An understanding of policy and practice issues** that affect children and young people and the impact of the functions of public, voluntary and charitable bodies on their rights and welfare;
- **Knowledge of the UNCRC** and what is required to mainstream children's rights into everyday practice;
- **Strategic and political awareness** and understanding of local and national government strategy and policy agendas with regards to the UNCRC and the rights and welfare and rights of children and young people;
- An appreciation **of the cultural and bi-lingual landscape in Wales.**
- Wide ranging experience and evidence of **working in partnership with other organisations to influence and deliver change** (for children and young people);

We recognise **lived experience as a form of expertise** and we are welcoming to people who are following a non-traditional route in their career.

The policy team organise and allocate their work in **policy themes**. Currently background knowledge and experience in **race equality, healthcare or education** would be advantageous but not essential.

In this role, you are expected to work directly with children and young people to ensure their perspectives influence the preparation of policy consultations and reports. You are also required to listen to and liaise with our expert advisory panels of children and adults. Previous **experience of working directly with children and young people** would therefore be advantageous but is not essential. You can be supported by the Team to develop these skills.

4. Personal Qualities

We are looking for people who:

- Are self-motivated, courageous, and positive;
- Displays enthusiasm to be an effective ambassador for children's rights and a desire to improve outcomes for children and young people;
- Can show a record of achievement of delivering objectives and finding innovative solutions to problems;
- Demonstrate professional integrity, credibility and sensitivity to maintain the confidence and trust of the people they work for and work with;
- Are willing to actively challenge racism within our organisation and in other organisations we work with;
- Demonstrate an ability to relate to people from a wide range of backgrounds and build productive working relationships.

5. Our Values and what matters to us

We encourage all our staff to demonstrate our organisational values in their day-to-day role. The successful candidate will need to demonstrate how they live these values in their current work and life

- Children and young people play a clear and genuine part in informing and helping direct our work.
- We ensure that children and young people with whom we have contact are kept safe through our policies and practice.
- We aim to combat discrimination in all forms and adhere to equalities legislation in all spheres of our work.
- We give English and Welsh languages equal status in our organisation and external communications, and encourage the use of Welsh as an everyday language in our office.
- We adhere to the One Welsh Public Services Values and principles in our work.

