

**JOB TITLE:** Senior Improvement Advisor (Grade 8) Early Learning & Childcare (ELC) Improvement Programme- 2 year post

**JOB LOCATION:** National (based from any Care Inspectorate Office)

**REPORTING TO:** Improvement Support Team Manager

**PRINCIPAL WORKING CONTACTS**

**Internal**

* Improvement Support Team Manager
* Chief Inspectors, Service Manager, Team Managers and Inspectors
* Head of Improvement Support
* Improvement Support Team
* Policy team
* Involvement and Equalities Team
* External Communication Team
* OWD team
* Intelligence Team

**External**

* Scottish Government policy leads
* Service providers and care service staff
* Representative bodies
* Local authorities
* Regional Improvement Collaboratives
* Other regulatory, scrutiny and improvement bodies
* Members of the public and other stakeholders

**JOB PURPOSE:**

Working alongside the Improvement Support Team Manager, as part of the Improvement Support Team, (IST) and the Service Manager of ELC the post holder will be responsible for the overall project management of the ELC Improvement Programme delivering a Breakthrough Series Collaborative with providers who offer funded places but are not meeting the quality criteria in the National Standard.

The post holder will:

* Lead and support the ELC Improvement Programme, mentor and line manage improvement advisers and other staff, where appropriate supporting improvement across all the areas identified within the programme.
* Provide internal professional leadership, direction, support and expert consultancy on all aspects of improvement methodology to the ELC Improvement Programme and Care Inspectorate ELC colleagues, providers and local partnerships.
* Ensuring improvement support to external care providers is robust, and that improvement in care services is developed, implemented, scaled up and sustained resulting in better outcomes for children in ELC.
* Develop and maintain networks of specialist improvement advice, skills and knowledge, and disseminate best practice information both internally and externally to further improve skills knowledge and experience within the sector and within our organisation.

**KEY RESPONSIBILITIES**

Working autonomously under the leadership of the Improvement Support Team Manager the post holder will:

* Be responsible for the overall project management of the ELC Improvement Programme delivering the Breakthrough Series Collaborative with providers who offer funded places but are not meeting the quality criteria in the National Standard.
* Develop a project charter, project plan and measurement plan for the ELC Improvement Programme.
* Mentor, support and line manager two improvement advisors assigned to the ELC Improvement Programme.
* Lead on the data analysis to identify trends that may have an impact on the outcome for children in ELC to focus improvement support activity.
* Provide leadership, direction and support to develop improvement support resources and materials for use both by inspectors and in care services.
* Support further development and implementation of the National Standard initiatives using the Model for Improvement. This will include advising on supporting internal/external stakeholders with data collection, analysis and interpretation to ensure a measurement framework is in place to support successful implementation and demonstrate reliable, sustainable improvements.
* Monitor evaluate and report on all key areas and tasks advising on progress and challenges regularly relating to the ELC Improvement Programme.
* Develop and maintain the relationships with improvement bodies to co-create developments in improvement support relevant to ELC, sharing effective practice and avoiding unnecessary duplication of effort for the benefits of early years.
* Provide expert advice and guidance to internal and external stakeholders on improvement including participating in improvement workshops in the Care Inspectorate.
* Facilitate the effective sharing of lessons learned from the improvement activity is shared across the all of the ELC sector
* Keep up to date with current research and share evidence from research, improvement methodologies and expert advice with providers, partnerships and Care Inspectorate staff in order to improve practice and achieve good outcomes for children and their families.
* Further expand opportunities for providing ongoing training and development on improvement methodology to Care Inspectorate ELC staff and continue to build the capacity and capability of the Care Inspectorate ELC workforce through a strategic approach.
* Provide leadership, direction and support on developing improvement and communication tools that will support better improvement pathways between the Care Inspectorate and ELC services.
* Carry out any other reasonable tasks necessary to support the Care Inspectorate’s business.

**Relationship Management**

* Work with the IST Manager, Service Manager Children’s Services and Team Mangers in ELC to develop and facilitate a comprehensive approach to relationship management between the Care Inspectorate and various parts of the early learning and childcare sectors.
* Ensure effective communication of the Care Inspectorate’s improvement support offer in ELC to practitioners and managers across Local Authorities and all providers from all sectors.
* Demonstrate a commitment to the Care Inspectorate’s aims, vision and values and to the Care Inspectorate’s overall objective of improving learning and care in Scotland.
* Carry out your duties in accordance with our Health and Safety policies, procedures, guidance, practices and legislative requirements, taking reasonable care for your safety and that of others who may be affected by what you do or fail to do while at work.

**Other Duties**

This job may require extensive travel and involve overnight stays. This job profile is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job, and to respond positively to changing business needs.

The post holder will be expected to work autonomously in the main but also within a group, with agreed priorities and objectives. Objectives for this post will be agreed jointly with the relevant line manager and Director and will be reviewed on a regular basis.