



Job Title:	Strategic Support Officer
Salary:	£27,867 - £30,165
Hours:	35 hours per week
Location:	Flexible – any Care Inspectorate Office
Contract:	Fixed term until 31 March 2022

About us

We are the national regulator and scrutiny body responsible for providing assurance and protection for people who experience care services, their families, carers and the wider public, as well as supporting delivery partners to improve the quality of care for people in Scotland. Our vision is that people across Scotland experience high quality care that meets their needs, rights and choices.

We are a scrutiny body that supports improvement. We inspect individual care services and we also work with other scrutiny bodies to inspect the social care and social work services people are experiencing in their local areas.

About the role

Working as part of the support team, you will provide comprehensive support to the work of these three strategic scrutiny teams.

Some of the main tasks involved in the role are:

- Project management support to a range of complex scrutiny activity including inspections and thematic inspections.
- Supported and validated self-evaluation.
- Support the development of appropriate and proportionate methodologies.
- Work directly with link inspectors in maintaining contact with local authorities, supporting link inspector and self-evaluation activity.
- Oversee the project management support to all inspection projects in the annual programme and work with service managers in planning these.
- Support corporate activity including drafting guidance, policy, procedure documents and participation in internal and external working groups.
- Meet regularly as a strategic support team to plan workloads to support inspections and discuss best practice.

About you

You are also required to have excellent interpersonal and organisational skills, be highly skilled in all Microsoft Office packages and be able to work on your own initiative and enjoy a challenge.

Next steps

You'll find more information in the job profile and person specification below.

If you would like to find out more about this role, please contact Mark Esposito, Scrutiny & Assurance Support Manager, by e-mail (mark.esposito@careinspectorate.gov.scot).

If you believe that you are a suitable candidate for this post, please download and complete an application form and submit it by email to recruitment@careinspectorate.gov.scot **by 8am on Monday 28 June 2021.**