



Role:	Policy Assistant
Location:	Any Care Inspectorate office
Hours:	35 hours per week
Salary:	£25,320 - £26,877
Contract:	Temporary for one year

About us

The Care Inspectorate is a scrutiny body that supports improvement in care. Our vision is the people across Scotland receive high-quality care that meets their needs, rights and choices. We are a national organisation, employing in excess of 600 staff working across our network of offices.

About the role

The successful applicant will provide an efficient and effective support service to the Policy Team, reporting to the Senior Policy Adviser.

You will be required to provide a confidential tailored support service. Duties will be varied and include overseeing email traffic to the Policy Team's shared mailboxes, supporting the Policy Analysts to maintain the Hub website, updating routine papers and undertaking small research projects with support from the Policy Analysts.

The role will also include regular policy and parliamentary scanning activities, alerting staff to relevant developments.

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

To apply

For an informal chat prior to applying, please contact Claire Neary, Senior Policy Adviser on 07818588721.

If you believe that your expertise and motivation make you suitable for this post, please download and complete an application form and return by email to recruitment@careinspectorate.com **by no later than 8am on Monday 6 December 2021.**