



- Job Title:** Policy Assistant
- Location:** Any Care Inspectorate office in Scotland (but with some travel to Dundee headquarters)
- Responsible to:** Senior Policy Adviser

Principal Working Contacts

Senior Policy Adviser
Policy Team
Head of Corporate Policy and Communications
Executive and senior management
Care Inspectorate colleagues
External stakeholders
External suppliers

Job Purpose

To ensure that the Policy Team supports the Care Inspectorate's objective to support and inform local and national policy and to keep staff and the wider sector regularly updated on current policy and improvement activities.

Operational management

- Oversee email traffic to our shared mailboxes – responding and resolving queries where possible.
- Manage the policy team's section of the intranet.
- Support the policy analysts to maintain and update The Hub website.
- Update routine papers to the Strategic Leadership Team.
- Coordinate the policy team's social media profile, including Yammer and Twitter.
- Undertake small research projects with support from the policy analysts.
- Support the policy analysts to produce weekly bulletins and quarterly parliamentary timetable and tracker.
- Update parliamentary committee biogs with support from policy analysts.
- Undertake regular policy and parliamentary scanning activities, alerting staff to relevant developments.

Relationship Management

- To support the Senior Policy Adviser and policy analysts with policy and parliamentary work.
- To ensure effective communication of the Care Inspectorate's work with people who use care services, carers, relatives and advocates through development and maintenance of The Hub website.

- To ensure effective working protocols in accordance with all Care Inspectorate directorates and teams.
- To work with policy colleagues in other Government and non-Government organisations
- To demonstrate a commitment to the Care Inspectorate's aims, vision and values and to the Care Inspectorate's overall objective of improving social care and social work in Scotland.

Other duties

This job description 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.