

GRADE E (£34,798-  
£49,877)

**BRITISH ASSOCIATION OF SOCIAL WORKERS**



**The professional association for  
social work and social workers**

**POST TITLE:** POLICY & RESEARCH LEAD OFFICER

**DATE:** Aug-20

**SUMMARY OF JOB:** To develop and influence policy and the use of knowledge and evidence within the association and externally, taking thematic leads as required; to work with the Policy, Ethics and Human Rights Committee and the International Committee in delivering committee work plans; to develop and influence policy and the use of knowledge and evidence within the association, taking thematic lead as required; to help shape research activities; and, to contribute to the delivery of BASW's 2025 Vision through relevant aspects of the business plan.

BASW is an equal opportunities employer. Employees must have a positive commitment to the implementation of equal opportunities policies.

| ATTRIBUTES        | ESSENTIAL                                                                                                                                              | DESIRABLE                                                        | HOW IDENTIFIED                |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-------------------------------|
| <b>Experience</b> | To have led policy activities within social work, social policy, social care, healthcare or another related field                                      | Prior employed role in a related field                           | Application form/Interview    |
|                   | To have led research activities within social work, social policy, social care, healthcare or another related field                                    | Prior employed role in a related field                           | Application form / Interview  |
|                   | To have led policy and/or research activities with diverse stakeholders                                                                                | Demonstrable consultation skills, including with service users.  | Application form/Interview    |
|                   | To have developed and delivered project plans                                                                                                          | To have undertaken events management and / or group facilitation | Application form/interview    |
|                   | Direct experience of working with people who use social care, welfare and/or health services in the statutory or voluntary sectors                     | To have worked as a registered social worker in the UK or abroad | Application form/interview    |
|                   | To have experience of establishing and / or supporting working groups / committees or similar collaborative activities relevant to policy and research | Experience of, or active in, a membership organisation           | Application form/interview    |
|                   |                                                                                                                                                        |                                                                  | To have worked outside the UK |

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| <b>Qualifications:</b>              | First degree level of education (e.g. BA / B.Sc) or higher in relevant subject (e.g. social policy, sociology, social work, health subjects, etc)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Masters level education or higher equivalent in relevant subject (e.g. social policy, social work, health, research) or demonstrable alternative.<br>Registered as a qualified social worker with the appropriate UK regulatory body                                                                                                                                                                               | Application form/Interview/certificates                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Training:</b>                    | Evidence of ongoing active engagement with personal professional development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                    | Application form/Interview                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Skills/Specialist Knowledge:</b> | <p>Excellent written and oral communication skills, including proven ability to write to publication standard</p> <p>Knowledge of and commitment to promoting human rights and application to social work or related area of policy and practice.</p> <p>Understanding of the different roles of members, employees and external partners within a membership organisation.</p> <p>Knowledge of, or interest in, social work or policy in other countries</p> <p>Broad understanding of contemporary legal, political, practice and ethical frameworks of social work across the UK.</p> <p>Effective use of a range of ICT skills including social media &amp; webinar</p> <p>An understanding of the different policy and practice contexts of social work or a closely related field in England, Scotland, Wales and Northern Ireland.</p> <p>Understanding and application of diverse media to promote and disseminate ideas, evidence and research findings.</p> <p>Ability to design and analyse questionnaires and do formal reports on findings</p> <p>Skills in influencing and collaborating with diverse policy and research stakeholders</p> | <p>Knowledge and understanding of BASW, its goals, 2020 Vision and Code of Ethics.</p> <p>Experience of producing written materials (e.g. guidance documents or policy commentary) for local or national publication</p> <p>a specialist knowledge of a particular area of social work / social policy.</p> <p>Second language</p> <p>Knowledge and application of online survey and digital analysis software</p> | <p>Application form/Interview. Written test and submitted evidence at interview.</p> <p>Written test and submitted evidence at interview.</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Test</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form / Interview</p> <p>Application form/interview</p> |

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| <b>Circumstances:</b>        | <p>Ability to work from home if required or be based at London or Birmingham Office with a willingness to travel between the two (NB all BASW staff are working from home until 31st January 2021 and reviewable thereafter)</p> <p>Willing and able to travel throughout the UK as required and to stay overnight as necessary (this requirement is suspended until further notice because of Covid-19)</p> <p>Willingness to work occasional weekends</p> <p>Entitled to work in UK</p> <p>Willingness to undertake DBS clearance</p>                                                                                                                                                                                                                                                |  | <p>Application form / Interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Appropriate documentation</p> <p>Application form/interview</p>                                                                                                                                                     |
| <b>Disposition/Attitude:</b> | <p>Self motivated and flexible</p> <p>Positive and proactive approach to work</p> <p>Team player - able to meet own goals while helping others achieve their goals.</p> <p>Ability to think strategically</p> <p>Ability to show commitment to BASW Code of Ethics and highest standards of social work practice and integrity</p> <p>Able to work under pressure, to produce written materials and advice at short notice and to meet deadlines</p> <p>Ability to use tact and diplomacy in a politically sensitive environment.</p> <p>Ability to maintain appropriate confidentiality</p> <p>Ability to balance different workstreams</p> <p>Committed to own ongoing learning and development</p> <p>Ability to work effectively with a range of individuals and organisations</p> |  | <p>Application form/Interview/presentation</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> |
| <b>Physical:</b>             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | Application form/interview                                                                                                                                                                                                                                                                                                     |