



Scottish Care

Voice of the independent care sector

INFORMATION FOR APPLICANTS

SCOTTISH CARE, TECHNOLOGY AND DIGITAL INNOVATION LEAD

- **Context**
- **Scottish Care Organisational Objectives**
- **Key Activities of Care Technology and Digital Innovation Lead Role**
- **Person Specification**
- **Terms and Conditions of Appointment**
- **Application and Selection Process**

To apply for this appointment the information below should be read and an Application Form completed and returned by **12 noon on Friday 17th January 2020**. Interviews will be held on **Friday 31st January 2020**.

Context

Scottish Care wishes to appoint a Technology and Digital Innovation Lead for an initial fixed-term period to 1st March 2021. Working from home is the preferred option. This is a new post which has been funded by the Technology Enabled Care project of the Scottish Government to promote and embed the positive, rights-based use of technology and digital in the independent care sector and to further develop the contribution of that sector to wider technology and digital innovation within social care in Scotland.

Scottish Care is based in Ayr and is the representative body for the largest group of independent sector social care providers across Scotland delivering residential care, day care, care at home and housing support services. Working on behalf of a range of providers, Scottish Care speaks with a single unified voice for members and the wider independent care sector, at both a local and strategic level.

Scottish Care Organisational Objectives

1. To be recognised as the voice of independent care providers in Scotland.
2. To maintain and enhance provider influence in relation to national strategy, policy and regulation.
3. To campaign for realistic cost-based funding models for the full range of quality and sustainable care services.
4. To shape the development of a positive contracting and commissioning environment that delivers good outcomes for all parties – providers, users and commissioners.
5. To develop and maintain an effective communication and public relations strategy which internally provides members with reliable information and externally raises the profile of the sector ensuring positive public image.

6. To establish sound governance structures and operational procedures which ensure organisational efficiency, effectiveness and direction whilst maximising support to members and at all times demonstrate a commitment to the Scottish Care key values of; Professionalism; Partnership Working; Responsiveness; Innovation & development; Passion & commitment; Respect & challenge; Openness & transparency.

Scottish Care's work on Technology and Digital

To date the work on technology and digital innovation undertaken by Scottish Care to support our diverse membership has been limited due to issues of capacity. This has mainly but exclusively focussed on four areas:

1. Contribution to the development of an understanding of the potential of technology and digital in frontline care delivery in care homes and home care organisations. In particular through the mechanism of two *Care Tech* conference events in 2018 and 2019. These bespoke events have developed an engaging and participative model of small workshops enabling providers, developers and practitioners to establish networks and relationships. Wider partnerships are being explored for the 2020 event.
2. Development of a human rights and ethical focus on the use of technology and digital. Based upon a report '*Tech Rights*' published in 2018, Scottish Care has undertaken work with a range of stakeholders both within Scotland and internationally on the embedding of a rights-based approach from design through to implementation of technology in the social care environment. This has culminated recently in the publication of a *Charter on Technology and Digital in Social Care* and associated Guidance. See <https://scottishcare.org/guidance-document-on-human-rights-charter-for-technology-and-digital-in-social-care/>
3. Contribution to Scottish Government and associated bodies working groups and committees including those on developing data platforms, SOURCE, work on palliative and end of life data and workforce data.
4. Development of workforce capacity and modelling around technology and digital. This work has included operationalising and supporting digital elements of learning and development tools from statutory partners. It has also included commissioning the European School of Innovation at Glasgow School of Art to deliver a Future of Care project focussing on the role of technology in home care and its workforce implications. See <https://futurehealthandwellbeing.org/future-of-care-at-home/>
5. Facilitation of a Technology and Digital roundtable in August 2019. Drawing together a range of stakeholders from across the design, delivery, provider, academic and policy contexts this event identified six core areas of particular priority for the independent care sector in Scotland. These were identified as:
 - Funding
 - Accessibility & standards
 - Organisational improvement (staff & systems)
 - Data/functionality (including care plans)
 - Assistive technology (staff & users)

- Secondary use of data (research analysis, reflection)

Key Activities of Care Technology and Digital Innovation Lead

The creation of a Technology and Digital Innovation post hosted by Scottish Care is designed to enable the organisation to more effectively co-ordinate our work, achieve greater impact across the independent sector, and enable the more effective realisation of the aims and objectives of the Digital Health and Care Strategy.

The post-holder will work alongside other national and local Scottish Care colleagues who seek to offer local support and development to a range of organisations, employers and the workforce.

An outline Technology and Digital Innovation Workplan has been developed but is subject to influence and change. At present it includes the following areas of focus:

Areas of focus:

1. The further development and implementation in service delivery of the Technology Charter in a strategic effort to build capacity, build user trust, work with emerging technologies and improve outcomes for citizens. It is envisaged that this human rights and ethical approach will link to the emerging work on a potential new Bill of Rights.
2. Establishing greater awareness of the potential of technology and digital in operational delivery of care and support most especially within an integrated care context to address the priorities of the Ministerial Strategy Group Leadership Review of Integration. This would include evidencing best practice and seeking to increase adoption pace and scale.
3. Workforce development. To work closely with Scottish Care workforce colleagues across the whole area of technology and digital but most especially the development of workforce planning models, models around acuity and dependency and learning and development tools. The latter is key to addressing the requirements of the new Staffing Bill and Reform of Adult Social Care.
4. Data. To lead on the contribution of the independent sector across the wide range of existing and developing work in relation to data, including the National platform, data related to ACPs and PEOL, data usage amongst IJBs and the development of focussed data recording amongst independent care providers including on workforce and service outcomes. We consider that this is increasingly important in addressing the preventative agenda both in terms of public health and integrated services. This will be tied into the emphasis on a rights-based approach to data and citizen control and autonomy.
5. To develop further the key items identified by the Technology in Social Care Roundtable including inter-alia, addressing issues of inter-operability, work with the Scottish Investment Bank on resourcing and funding innovation etc.

6. Relationship and partnership developments. In recognising the need to further embed the contribution of the independent care sector across the developing set of partnerships at national and local level, the role will support and seek to enhance these.

In addition, the postholder would:

1. Contribute to the creation and the implementation of Scottish Care's Strategic Planning process
2. Gather, interpret and present evidence on all relevant aspects of policy, legislation, regulation and good practice to inform providers, Scottish Government, regulators and others
3. Research and write information bulletins, briefing and position papers, web-based content and other information relevant to the outcomes of the Care Technology and Digital innovation Work Plan
4. Manage specific development tasks relating to the outcomes of the Work Plan, including consultation with providers, the workforce; ensure that the views and interests of providers are communicated to relevant bodies and organisations
5. Respond to enquiries from providers and others, specifically around the issues of technology and digital, giving information or referring to other sources as appropriate
6. Organise, facilitate and manage any meetings, events, conferences and learning & development events as required, in collaboration with colleagues. This is especially related to the Care Tech events held annually
7. Attend meetings, conferences and other events on behalf of Scottish Care, and otherwise represent the organisation as requested by the Chief Executive of Scottish Care
8. Work with the Policy and Research Manager, National Director and the Chief Executive of Scottish Care to produce relevant agendas and papers
9. Contribute to the monitoring, review and revision of the work.

Person Specification

It is important to note that to be considered for appointment all of the criteria for the role must be met. However, it is acknowledged that background and experience may have limited exposure to some of the context of this role and this will be taken into account during the process. Applicants should be able to demonstrate both within the application and at interview (if invited to attend), how their skills, knowledge, experience and personal qualities sufficiently match the criteria.

	Criteria	Application	Interview
1	Demonstrates excellent interpersonal and leadership skills	<input type="checkbox"/>	<input type="checkbox"/>
2	Demonstrates experience of delivering positive outcomes	<input type="checkbox"/>	<input type="checkbox"/>

3	Demonstrates experience of establishing and managing an innovative technology-based project or workplan	<input type="checkbox"/>	<input type="checkbox"/>
4	Demonstrates the skills to write comprehensive reports and good practice guidance, including the use of social media to communicate and raise awareness.	<input type="checkbox"/>	<input type="checkbox"/>
5	Demonstrates an understanding of the implications for the use of technology and digital within a social care environment or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
6	Demonstrates an ability to manage a diverse workload showing self-motivation and prioritisation.	<input type="checkbox"/>	<input type="checkbox"/>
7	Demonstrates an ability to influence and motivate a wide range of stakeholders in the use of technology and digital.	<input type="checkbox"/>	<input type="checkbox"/>

Terms and Conditions of Appointment

Length of Appointment

The appointment is offered until 1st March 2021 with the possibility of being extended depending on continuing grant funding for the project from the Scottish Government and performance of the individual.

The successful candidate will be expected to take up appointment on or as near as possible to 1 March 2020.

Remuneration

The remuneration package is £40,847.

Expenses

Expenses actually and necessarily incurred in connection with official duties will be reimbursed. This may include expenses in relation to working from home, if applicable.

Evaluation

There will be an initial three months review of performance by the CEO of Scottish Care. The post-holder will report directly to the Chief Executive, Dr Donald Macaskill.

Application and Selection Process

Application

Applicants must complete an Application Form. Answers may be continued on separate sheets if necessary but the restriction on word count should be borne in mind.

Each application is assessed in the same way, against the same agreed criteria for the appointment in question. "Criteria" means the *key skills, knowledge, experience and qualities* that we think are required to be able to do the job.

The Skills, Knowledge & Experience section should be used to address all of the criteria. Specific evidence should be used to support the statements made.

Please do not send us a Curriculum Vitae instead of a completed Application Form as it will not be considered. This is to ensure that all Application Forms can be assessed equally.

Selection Process

Those applicants who appear from the information provided to have the best skills and knowledge for the post will be invited to interview. Applicants selected for interview may be required to make a presentation to the panel. This will be indicated at the time of calling for interview. Interviews will be held on Friday 31st January 2020 in Glasgow.

An offer of appointment will be made following the satisfactory completion of pre-appointment checks.

Submitting an Application

Please send a completed Application Form and Equal Opportunities Monitoring Form to Laura Bennie, Office Manager, Scottish Care, 25 Barns Street, Ayr, KA7 1XB or preferably by email to laura.bennie@scottishcare.org **no later than 12 noon on 17th January 2020**. It will be acknowledged.
