JOB PROFILE

Post: Workforce Cyber-Resilience Engagement Coordinator (Digital Learning)

Responsible to: Learning and Development Manager (Digital Learning)

Job purpose

The Scottish Social Services Council has responsibility for the regulation of the social services workforce in Scotland and the promotion of education and training. In addition, as part of the UK Alliance for social care, social work and early years, Skills for Care and Development, it has a significant role in workforce intelligence, planning and workforce development. We promote education and training and our learning resources support the continuous professional learning of the social service workforce.

You will lead in the design, delivery and evaluation of digital and in-person workforce development resources and services, focusing on the development of workforce capability in relation to cyber resilience.

You will support our wider regulatory role by providing professional expertise and insight to support the work of other SSSC departments.

Principal working contacts

SSSC Learning and Development Manager (Digital Learning)
SSSC Director of Workforce Education and Standards
SSSC Head of Qualifications and Standards
SSSC Head of Digital Services
Scottish Government Cyber-Resilience Unit
Scottish Government Digital Health and Care Directorate
CyberScotland Partnership
Abertay University cyberQuarter
Health and Care Cyber Centre of Excellence
SSSC Learning and Development Manager
SSSC Learning and Development Advisers and Project Officers
SSSC Business Support staff
NHS Education for Scotland
Social work, social care and children and young people workforce
Senior managers in social services employer organisations
Senior staff in sector umbrella bodies (e.g. Scottish Care, CCPS etc.)
People who use services, their families and carers
Higher and Further Education Institutions
Care Inspectorate
Training providers

Skills Development Scotland
Healthcare Improvement Scotland (HIS)
Other regulatory bodies

Main duties

1. Establish and maintain effective links and relationships with our stakeholders to disseminate key policy developments in relation to cyber resilience that affect the social work, social care and children and young people workforce.

2. Lead the development of digital learning resources and services which influence the design and delivery professional development of the social work, social care and children and young people workforce.

3. Promote the SSSC Codes of Practice and other SSSC products and resources.

4. Take lead responsibility for this specific area of work (ie cyber resilience) and achieve the following outcomes.

    - Cyber resilience is further embedded across social services learning and development.
    - Cyber resilience awareness is increased across SSSC and embedded in its strategic planning.
    - Senior managers' awareness of cyber risk and how to mitigate it is increased.
    - Social service workers can practice safely and securely online.
    - Social service workers can support people who use services and their carers to engage online safely and securely.

5. Take lead responsibility for the following activities in relation to this specific area of work including:

    - Promote existing, and where necessary adapt and further develop continuous professional learning opportunities on cyber-resilience and cyber-security as it applies in social services settings.
    - Deliver face-to-face workforce development activities in care service settings.
    - Work with the Scottish Government Digital Health and Care Directorate to ensure that cyber-resilience and cyber-security is given due weight and regard in ongoing national digital maturity work.
    - Further develop the SSSC's role in the CyberScotland partnership, ensuring that the unique interests of the social services workforce and employers are represented and understood.
    - Strengthen and further the develop the SSSC's role as an active, public sector partner at Abertay University's cyberQuarter.

- Work with the Cyber Centre of Excellence to ensure that the Digital Health and Care Cyber Security Action Plan progresses and that care providers outwith health settings are involved.
- Embed questions around cyber-security and cyber-resilience into regular SSSC workforce consultation exercises to better understand how relevant and prioritised this is.
- Work closely with other national partners to ensure opportunities for collaboration and learning are maximised and duplication is avoided.

5. Lead and/or coordinate designated activities such as seminars, workshops, consultations including the analysis and dissemination of information.

6. Promote the work of the SSSC through representation on external groups, giving presentations, organising and contributing to workshops and conferences.

7. Maintain up to date written records and reports as required within your area of work, maintain a work plan, and contribute to the writing and monitoring of reports required by department managers

8. Provide professional and technical expertise and insight to support the work of other departments in the SSSC.

9. Carry out a range of duties related to procurement and contract management processes (as required).

10. Maintain your own continuous professional development and take responsibility for your own learning

Other duties

The SSSC is a developing organisation and this job profile is a broad picture of the role at the time of writing. Duties may change over time.

This is not a contractual document and the successful candidate will be required to carry out any other reasonable duties that are needed to fulfil the purpose of the job.

The successful candidate should carry out their duties in a way that is mindful of our Health and Safety policies, procedures, guidance, practices and legislative requirements, taking reasonable care for their own safety and that of others who may be affected by what they do or fail to do while at work.