**Job Description**

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| Job Title: Strategic Development Manager |
| POSCODE: |
| Grade: P2 |

**Overall purpose of the job**

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

The postholder works across Adults and Safeguarding and will lead on the strategic and operational development of the general responsibilities and universal services set out in the Care Act 2014, specifically they will oversee work that focusses on preventing, reducing and delaying needs, information and advice, and voice and representation.

The postholder has a key role in project and service development work supporting the main themes of Prevention, Partnership, Participation and Personalisation. The postholder will work across all Adult Social Care client groups (older people, people with learning disabilities and those on the autistic spectrum, people with physical disabilities, people with sensory impairments, people with mental health needs and carers), as well as self-funders.

The postholder will have a key role in the development of working relationships with voluntary and community sector and public sector partners (in particular, the Integrated Care System and District Councils) that support people to remain independent, safe and well in the community. This will include work linked to, for example: housing, transport, health, direct payments, community assets, skills and employment opportunities.

**Main accountabilities**

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

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|  | **Main accountabilities** |
|  | **Co-production, Participation, Engagement and Consultation**  To oversee co-production, participation, engagement and consultation structures and mechanisms in order to strengthen representation of local people in the planning, co-production, delivery, monitoring and evaluation of local services.    This includes the postholder leading on the work with the Adult Social Care Partnership Boards (Carers, Physical Disability, Sensory Impairment, Older People and Learning Disability) and other voice and participation bodies. |
|  | **Information and Advice**  To oversee the provision of information and advice about operational social care services, for the public, internal staff and partners such as health and the voluntary and community sector, linking in with experts by experience and reader groups around presentation and content of public facing information. This includes the management of the Information and Access Coordinator and the CLIP Officer. |
|  | **Commissioning and Contract Management**  To commission and contract manage services that support our prevention and early intervention and voice and participation agenda. Specifically, the Community Naviagtors service and the Adult Social Care Partnership Boards. To be the lead on service development within these specific areas. |
|  | **Projects**  To take a lead on shared development projects with partner organisations either locally or on a Countywide basis. The postholder will link with organisational project teams and follow corporate protocols, to adopt project planning techniques to plan, organise and deliver on both short and long-term pieces of work, and undertake evaluation of ongoing projects. Also, the postholder will forecast and anticipate requirements and plan accordingly. |
|  | **Partnership Working**  To build internal and external partnerships ensuring that the County Council acts in a consistent way regarding support services. The postholder will work with local partners to ensure integrated service delivery by developing responses to need with those organisations key to providing services that affect the lives of people with disabilities, older people and carers. Partners will include district/city councils, health partners, local strategic partnerships, local voluntary and community sector organisations and private sector organisations.  This will include the engagement of people with lived experience and carers in the planning, co-production, delivery, monitoring and evaluation of local services. |
|  | **National Adult Social Care agenda**  The postholder will be required to fully understand the issues associated with the National Adult Social Care agendaand identify appropriate partners to work with, identify and influence stakeholders, and deliver effective and appropriate changes. |
|  | **Funding applications**  To research new funding opportunities and work with partners to put together bids for grant funding. The postholder may be responsible for holding budgets arising from successful bidding and tracking delivery of savings and cost avoidance. |
|  | **Community Groups**  To promote and support the development of local community groups and/or organisations with particular reference to supporting place-working. |
|  | **Representation on External Networks**  To act as the Council’s representative on ADASS regional networks, such as Putting People at the Heart of Care and Personalisation networks. Ensuring that the Council is promoted in a positive light and is able maximise the benefits of any regional learning or investment in relation to transformation, care reform and user voice. |
|  | **Equality, Diversity and Inclusion (EDI)**  To promote EDI in the work we undertake and ensure that discrimination is challenged. |

**Safeguarding commitment** *(Include for roles involving work with children/ adults at risk)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

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| Qualifications Required | **Subject** | **Essential/**  **Desirable** |
| Degree,HND or equivalent – or NVQ Level 4 or equivalent experience | Social policy, health or housing related subject | Essential |
| Recognised management Qualificaiton – Certificate in management |  | Desirable |
| Membership of relevant professional body |  | Desirable |

Minimum levels of knowledge, skills and experience required for this job

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| --- | --- | --- |
| Identify | Describe | Essential/Desirable |
| **Knowledge** |  |  |
| Personalisation | In-depth understanding of the purpose and working of Personalisation within the Social Care and Health environment. | Essential |
| Health and Adult Social Care | In depth knowledge and understanding of relevant legislation appropriate to Social Care  Knowledge of structures and systems of key partners of the business area, including Health. | Essential  Desirable |
| Local Government | Knowledge of the structure of local government. | Desirable |
| **Skills** |  |  |
| Service delivery | Demonstrable track record of successful delivery of a service role - Ability to deliver services in line with an agreed Action Plan.  Logical reasoning and analytical skills.  Ability to adapt and willingness to get involved in a variety of activities.  Ability to work on own initiatives and ensure that service objectives are achieved.  Commitment to continuous service development | Essential |
| Project managment | Ability to design, develop and manage projects  Ability to plan and organise, and prioritise workload, to ensure that deadlines and agreed targets are met.  Ability to work as part of a team and lead key areas of work | Essential  Essential |
| Communication and negotiation skills | Ability to represent the business area and service with elected members, senior officers and key stakeholders  Ability to negotiate with stakeholders  Excellent interpersonal skills (including confidence in communicating and presenting information to expert, professional and lay audiences).  Sound diplomacy skills  Excellent oral, written and presentation skills (this should include an ability to gain the confidence of public and private sector organisations, partners, councillors and the public) | Essential  Essential |
| Manage change | Ability to both work within and manage change.  Ability to mentor and develop others  Commitment to ongoing personal and role development | Essential |
| **Experience** |  |  |
| Project Management | Demonstrable experience of delivering successful projects. . | Essential |
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| Equality, Diversity and Inclusion (applies to all roles. | Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role. | |
| **Safeguarding** *(include for roles working with children/vulnerable adults)* | Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults. | |

**Disclosure level**

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| What disclosure level is required for this post? | None | Standard √ |
| Enhanced | Enhanced with barred list checks |

**Work type**

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| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) | Fixed | Hybrid  √ | Field | Remote | Mobile |