**Job Description**

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| Job Title: Strategic Development Manager – External Workforce Programme |
| 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 within the Adults, Health and Commissioning Directorate and will lead on the development of the delivery and transformation of strategic external workforce development, working with care providers to deliver improvements that will strengthen the workforce and hence increase the quality of care provided for our residents.

The postholder has a key role in project and service development work supporting the main theme of external workforce development. The postholder will have a key role in the development of working relationships with the independent provider sector, voluntary and community sector and public sector partners that support older and vulnerable people to remain independent, safe and well in the community.

**Main accountabilities**

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

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|  | **Main accountabilities** |
|  | 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 embrace 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 service users and carers in the design, delivery, monitoring and evaluation of local services. |
|  | Developing StrategiesCollect, benchmark and analyse information to inform needs assessments in order to shape priorities for improvement, identify deficiencies and support the allocation and effective use of resources. To lead on the development and implementation of strategies to support the strategic priorities of the directorate. This includes the development of joint strategies with other agencies. |
|  | National Adult Social Care Transformation agendaThe postholder will be required to fully understand the issues, and identify appropriate partners to work with, to explore and map the resources, identify and influence stakeholders, and deliver effective and appropriate changes. |
|  | Participation, engagement and consultation To oversee participation, engagement and consultation structures and mechanisms in order to strengthen representation of local providers in the design, delivery, monitoring and evaluation of local external workforce solutions.   |
|  | Funding applicationsTo research new funding opportunities relating to adult social care workforce development and work with partners to put together bids for grant funding. The postholder may be responsible for holding budgets arising from successful bidding. |
|  | Diversity To promote diversity and ensure that discrimination is challenged.  |
| 8. | Demonstrate an awareness and understanding of equality, diversity and inclusion.   |

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

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 |

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

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| --- | --- | --- |
| Identify  | Describe | Essential/Desirable |
| **Knowledge** |  |  |
| Health and Adult Social Care | In depth knowledge and understanding of relevant legislation appropriate to Social CareKnowledge of structures and systems of key partners of the business area, including Health. | EssentialDesirable |
| 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 projectsAbility 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 | EssentialEssential |
| Communication and negotiation skills | Ability to represent the business area and service with elected members, senior officers and key stakeholdersAbility to negotiate with stakeholdersExcellent interpersonal skills (including confidence in communicating and presenting information to expert, professional and lay audiences).Sound diplomacy skillsExcellent 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 othersCommitment to ongoing personal and role development | Essential |
| **Experience** | Give an idea of the type and level of experience required **do not** specify years of experience.  |  |
| Project Management | Demonstrable experience of developing and delivering successful development-related advice in project development. | Essential |
|  |  |  |
| 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 |