

Job Description

Job Title: Carers Co-production Officer

POSCODE: CCC2771

Grade: S01

Overall purpose of the job

Cambridgeshire County Council is looking for a new Co-production Officer to champion co-production for Carers and other Adult Social Care service users across our system.

We have recently published our new All-Age Carers Strategy 2022-2026 and are committed to ensuring that Cambridgeshire's Carers are valued and appropriately supported. Also, the council is committed to people with lived experience of adult social care being involved at the heart of shaping our strategies and services.

The postholder will work with Carers and other Adult Social Care service users, carer organisations and groups, and partner agencies to ensure that delivery of the new strategy is fully co-produced, and that Carers are at the heart of any new services, initiatives or approaches that are developed. The postholder will be a 'co-production, involvement and engagement' expert and champion co-production approaches to support colleagues when developing co-production plans for other Adult Social Care strategies and programmes.

Working closely with Adult Social Care colleagues, the postholder will lead on coordinating co-production and involvement approaches for Carers, assist in establishing new co-production groups or networks and ensure that involvement opportunities are accessible and inclusive.

The postholder will need to be proactive in engaging with a variety of groups and individuals, be excellent at building and maintaining relationships and be a confident communicator with the ability to disseminate complex information in a clear and accessible way.

We would particularly welcome applications from people with current or previous experience in a caring role.

Main accountabilities

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1.	<p>Co-production Groups and Networks</p> <ul style="list-style-type: none"> • Proactively engage with existing groups or networks to encourage participation in co-production and co-design opportunities. • Support the establishment of new groups or networks to extend co-production opportunities for a wider range of people with lived experience, including Carers and where appropriate other Adult Social Care service users/potential service users. • Ensure information is proactively shared across groups and networks in a timely manner, and that this information is clear and accessible.

	<ul style="list-style-type: none"> Support in the organising and delivering of co-production opportunities and events, including ensuring that Carers and people with lived experience are offered the opportunity to be recognised for their contribution to co-production and involvement activities.
2.	Work with the Carers Strategy lead to develop a co-production plan for delivery of the strategic aims and actions, and support delivery of the plan. Champion co-production approaches and support colleagues in the development of co-production plans for other Adult Social Care strategies and programmes.
3.	Research and share good practice around co-production and use this to promote and deliver effective and meaningful co-production opportunities across Adult Social Care commissioning and operational delivery.
4.	Share information regarding co-production opportunities and outcomes with internal colleagues and external partners, including carer organisations and groups.
5.	Provide feedback to Carers and other people with lived experience so that they understand how their contributions have been used and what has changed or been influenced as a result of their input.
6.	Contribute to development of information systems which collate data that support the analysis and measurement of the impact of co-production.
7.	Actively participate in co-production meetings and events, including preparation and presentation of information and data.
8.	Demonstrate an awareness and understanding of equality, diversity and inclusion.

Safeguarding commitment

We are committed to safeguarding and promoting the welfare of children and young people/adults at risk of abuse or neglect. . We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Essential/ Desirable
3 A Levels/NVQ 4 or equivalent	E
GCSE level C in maths and English or equivalent	E
Degree in a relevant subject or equivalent experience	D

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

Identify	Describe	Essential/ Desirable
Knowledge & Experience		
Co-production	<ul style="list-style-type: none"> Understanding of co-production best practice and the benefits of working in this way. Experience of organising co-production and involvement activities. 	Essential Desirable
Adult Social Care	<ul style="list-style-type: none"> Knowledge of the Care Act 2014. Awareness of the range of client needs that are supported by Adult Social Care services. 	Essential Essential
Carers	<ul style="list-style-type: none"> Knowledge of how the Care Act applies to Carers. Understanding of the role of Carers. Experience of working with Carers or lived experience within a caring role. 	Essential Essential Desirable
Equality, Diversity and Inclusion	<ul style="list-style-type: none"> Knowledge and commitment to issues of equality, diversity, and anti-discriminatory practice. Awareness of the Equality Act and the duties placed on local authorities. 	Essential Essential
Analysis	<ul style="list-style-type: none"> Experience of using information management systems to produce good quality data in a variety of formats. 	Essential
Public Sector	<ul style="list-style-type: none"> Knowledge of public sector organisations. Experience of working within a public sector organisation. 	Essential Desirable
Skills		
Analytical Skills and Strategic Thinking	<ul style="list-style-type: none"> Ability to problem solve on a wide range of issues and to seek the necessary 	Essential

	<p>information and guidance to make an appropriate decision or recommended course of action.</p> <ul style="list-style-type: none"> • Good analytical skills and the ability to draw qualitative and quantitative data from a wide range of sources and utilise it to inform strategy development. • Skills in planning and organisation, coupled with the ability to manage a range of priorities and issues. • Ability to prioritise tasks, manage own workload. 	<p>Essential</p> <p>Essential</p> <p>Essential</p>
Partnership Working and Collaboration	<ul style="list-style-type: none"> • Ability to build effective working relationships and work in partnership with a diverse range of individuals and groups. • Ability to work as part of a team, sharing knowledge and experience to achieve productive outcomes. 	<p>Essential</p> <p>Essential</p>
Communication	<ul style="list-style-type: none"> • Excellent communication skills. • Ability to lead and facilitate one-to-one and group sessions. • Proficient in the use of IT packages with a good working knowledge of Microsoft Office, including Word, Excel, Outlook and PowerPoint. • Ability to present information clearly and concisely to a range of people. 	<p>Essential</p> <p>Essential</p> <p>Essential</p>
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/adults at risk of abuse or neglect)	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and wellbeing of children and young people/vulnerable adults.	

Disclosure level

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

Work type

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