

**Job Description and Person Specification**

# Job details

**Job title:** Co-Production Officer (0348)

**Grade:** CW06

**Reports to:** Commissioning and Contracts Manager

**Responsible for:** n/a

**Directorate and Service area:** Adults, Health Partnerships and Housing; Commissioning and Performance

# Purpose of the job

North Northamptonshire Council are recruiting to an exciting new post that will be a key part of ensuring the co-ordination and consistency of the Council’s approach to co-production across Adult Social Care.

The role will proactively develop and support multi-member partnerships, Expert by Experience relationships and participation , and act as a lead facilitator in the implementation of co-production throughout Adult Social Care – ensuring people with lived experience are heard and are present throughout the development, implementation and evaluation of services , strategies, initiatives and programmes of work, to improve the effectiveness of services, and offers within Adult Social Care in North Northamptonshire.

The role will develop, deliver and monitor co-production activity and practices within North Northamptonshire Adult Social Care, with a focus on meaningful coproduction and outcomes.

# Principal responsibilities

1. To lead on the development and implementation of a comprehensive participation and engagement strategy across Adult Social Care.
2. To lead delivery of projects in line with North Northamptonshire Council’s project management methodology, identifying, maintaining, and tracking the issues and risks for projects on an ongoing basis to ensure they are proactively managed with mitigating actions and to ensure that significant issues and risks are appropriately escalated.
3. To engage and build on research, evaluation and identify gaps in participation and engagement within North

Northamptonshire Council’s Adult Social Care

1. To influence and encourage engagement and commitment of all relevant partners in an integrated approach by facilitating boards, engagement events, and promote full participation of members in planning, developing, monitoring, delivering, and evaluating services, broader policy, and practice.
2. To identify gaps and opportunities in provision, and where necessary, lead multi-stakeholder work to develop, plan and implement solutions and improvements, taking account of national policy, current research and identified good practice.
3. To facilitate, develop and support communications raising awareness of, and in support of, co-production activity.
4. To undertake robust evaluation activity in relation to programmes of work to ensure effectiveness, value for money and that benefits are appropriately recognised and communicated.
5. To provide expert advice, training, and support to internal and external stakeholders, including co-production networks and Experts by Experience, to ensure communities are supported and equipped to advocate broader reach to attain relevant outcomes.
6. Where appropriate, to identify, explore and develop proposals for external sources of funding to support local co-production activity (working with partners, e.g. within the Voluntary, Charity and Social Enterprise (VCSE) sector).
7. To support the Commissioning and Contracts Managers, Adult Social Care Project Lead for the co-production project “Moving Forward with People”, the project team and other stakeholders in the development and delivery of polices, processes and strategies by identifying opportunities to negotiate incentives, rewards, and development opportunities for those involved in participation. To undertake other improvement projects as required in support of the overall objectives of Adult Social Care co-production and associated strategies.

# General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
2. Comply with the Council’s policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

# Special features of the post

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

**Person Specification**

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| **Attributes** | **Essential criteria** | **Desirable criteria** |
| Education,  Qualifications and  Training | Degree or equivalent within a discipline related to role | Post Graduate Certificate - Community Engagement  Project management - Prince2 Practitioner or equivalent |
| Experience and Knowledge | Understanding of the legislative and policy framework relevant to the area of work    Working with and delivering training to  experts by experience, staff, and other stakeholders    Knowledge of co-production approaches and measures  Working in Social Care, Health, Local Government, or the Voluntary Sector    Coordinating multi-agency projects and/or programmes of work to deliver a stated outcome particularly in complex political and social environments    Proven track record of successfully delivering projects | Local insight/understanding of North Northamptonshire communities and needs. |
| Ability and Skills | Excellent interpersonal and communication skills in order to positively influence the behaviour and decisions of  others including those at a strategic level  Computer literacy to intermediate level in Word, Excel, and PowerPoint |  |
| **Attributes** | **Essential criteria** | **Desirable criteria** |
|  | Ability to design, develop, implement, and embed substantive change on an ongoing basis  Ability to research, assess, interpret, and analyse both qualitative and quantitative data and other varied in order to develop reasonable and considered hypotheses |  |
| Equal Opportunities | Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. |  |
| Additional Factors |  |  |