**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**  Supported Housing Lead | **Grade**:  MG1  1 Year Fixed Term |
| **Section:**  Commissioning and Quality Standards | **Directorate:**  Adult Social Care and Public Health |
| **Responsible to:**  Assistant Director of Specialist Commissioning | **Responsible for:** |
| **Post Number/s:** | **Last Review Date**  November 2024 |

**Working for the Richmond & Wandsworth Better Service Partnership**

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

To lead the development of a commissioning strategy of Supported Housing for adults eligible for support under the Care Act (2014) and supported by Adult Social Care.

Responsibilities will include working closely with Social Landlords to improve the quality of the current Supported Housing provision in Richmond and Wandsworth; to identity opportunities and develop proposals for new Supported housing schemes to ensure local needs are met and to work in partnership with Social Landlords to ensure the Supported Housing schemes meet the Supported Housing Quality Standards.

**Specific Duties and Responsibilities**

* To lead on the development of good working relations and collaborative arrangements with local Social Landlords, Care and Support Providers of accommodation-based care, to provide visible and motivational leadership across the systems relating to this service area, with the aim of instilling a common sense of purpose and a shared commitment by all providers to the agreed strategic aims.
* In conjunction with the Adult Social Services commissioning and operational teams and other key stakeholders map the Supported Housing provision commissioned by Adult Social Care across Richmond and Wandsworth.
* Lead on developing a strategic partnership and action plan with local Social Landlords to ensure the current schemes meet the Supported Housing standards.
* Lead on developing a Supported Housing Strategy in conjunction with key stakeholders to meet current and future demand and reduce the reliance on out of borough placements.
* To undertake engagement, consultation and coproduction with service users, carers, care and support providers to inform future commissioning intentions of Supported Housing.
* Lead of decommissioning, recommissioning and repurposing existing Supported Housing schemes in conjunction with the Social Landlords to meet current and future demand.
* To ensure that effective commissioning is evidence-based on local demographics and assessments of need, is market tested and informed by the knowledge and experience of service users, carers and other key stakeholders.
* To identify and access internal and external funding streams to support improvement work and the development of new schemes in Richmond and Wandsworth.
* Lead on developing capital bids and projects from the inception stage through to the building handover and in conjunction with the Senior commissioning Managers and key stakeholders developing new models of care and support.
* To maintain an awareness of other cross-cutting priorities and funding streams to reduce duplication and maximise opportunities.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
* To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
* The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

**Additional Information**

Supported Housing and Accommodation based services play a key role in the work of Adult Social Care and supporting local people to be as independent as possible and achieve their potential; to have choice and control over their lives and in keeping people safe.

Within the Commissioning Division we have created this new post to ensure there is dedicated knowledge and expertise to help up raise the quality and standards of the accommodation people are supported to live in and to increase the availability of good quality homes locally so that more people remain within their own communities.

There are two new developments in the early stages of design that the role would be responsible for leading and mobilising. This include a mixed scheme in Wandsworth and a second scheme in Richmond focused on supporting people with enduring mental health needs.

The post will support and work closely with three Senior Commissioning Managers who commission accommodation-based care and support contracts of varying sizes and values for older people, learning disabilities, mental health and other vulnerable groups supported by Adult Social Care.

The work will involve attendance at some meetings which take place outside normal working hours.

**Person Specification**

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**Our Values**

**THINK BIGGER**

**EMBRACE DIFFERENCE**

**CONNECT BETTER**

**LEAD BY EXAMPLE**

**PUT PEOPLE FIRST**

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](https://www.richmond.gov.uk/media/afdbdeao/five_values.pdf) as they are an integral part of our recruitment and selection process.

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| **Person Specification Requirements** | **Assessed by**  **A &**  **I/ T/ C (see below for explanation)** |
| **Knowledge** | |
| In depth knowledge and experience of working with the Supported Housing Sector and the relevant legislation, statutory guidance and industry standards. | **A/I** |
| Understanding of the local authority role in developing and delivering regulated accommodation-based services for adults with social care needs |  |
| Sound knowledge of different commissioning models and partnership arrangements between social landlords, other non-regulated landlords, service providers and Local Authorities in relation to Supported Housing | **A/I** |
| In depth knowledge and experience of delivering Capital Programmes, developing investment models and the full Commissioning Cycle. | **A/I** |
| Understanding of the analysis of business intelligence data sources, and how this applies to commissioning regulated services for adults with social care needs | **A/I** |
| **Experience** | |
| Demonstrable experience of working in partnership with stakeholders to bring about change to improve the wellbeing of local communities | A/I |
| Recent experience of working with the Supported Housing Sector. |  |
| Experience of project management and leading Capital programmes. | A/I |
| Proven experience of developing and delivering investment businesses cases and bid writing. |  |
| Proven experience of commissioning major contracts and making changes to service provision to improve quality and standards | A/I |
| Proven experience of commissioning major contracts and making changes to service provision to improve quality and standards |  |
| **Skills** | |
| Excellent interpersonal skills including the ability to communicate effectively at all levels including with partner organisations, councillors and service users | A/I |
| Excellent literacy and the ability to prepare clear concise written reports (e.g. strategies, business cases, service reviews, specifications, bids) | A/I |
| Well-developed analytical, data analysis, problem solving skills | A/I |
| A high level of competence in using standard IT packages including word processing and data analysis packages | A/I |
| Excellent leadership skills including influencing, negotiating and motivating. | I |
| **Qualifications** | |
| Educated to degree level or equivalent experience | A/C |
| Evidence of continuous professional development | A/C |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**