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

**Job Description**

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| **Job Title:**  Health and Care Partnerships lead | **Grade**:  PO5 |
| **Section:**  Health and Care Integration | **Directorate:**  Adult Social Care and Public Health |
| **Responsible to following manager:**  Head of Health and Care Integration | **Responsible for following staff:**  None |
| **Post Number/s:**  RWAHCS3 | **Last review date:**  August 2023 |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement 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.

The Shared Staffing Arrangement 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 co-ordinate and support the activities of the sovereign Richmond and Wandsworth Health and Wellbeing Boards (HWBs), to provide an effective forum where political, clinical, professional and community leaders from across the health and care system come together to improve the health and wellbeing of the local populations and reduce health inequalities. The key statutory functions of the boards includes:

* Assessing the health and wellbeing needs of their population and publishing a joint strategic needs assessment (JSNA).
* Publishing a joint local health and wellbeing strategy (JLHWS), which sets out the priorities for improving the health and wellbeing of its local population and how the identified needs will be addressed, including addressing health inequalities, and which reflects the evidence of the JSNA.
* The JLHWS should directly inform the development of joint commissioning arrangements (see section 75 of the National Health Service Act 2006) in the place and the co-ordination of NHS and local authority commissioning, including Better Care Fund plans.
* To develop a Pharmaceutical Needs Assessment (PNA).

**Specific Duties and Responsibilities**

1. To lead the planning and developmental work of Richmond and Wandsworth Health and Wellbeing Boards to ensure elected representatives can deliver their statutory roles and collaborate together as a key driving force for better health and care integration at system and neighbourhood level.
2. To collaborate creatively with partners; to provide a range of flexible and scalable project/programme management approaches and methodologies; to support the Director of Adult Social Care and Public Health, The Director of Public Health and the Associate Director of Health and Care Integration by acting as the key conduit between the Health and Wellbeing Boards and partner organisations.
3. To support the timely delivery of key statutory publications as required from each Board, including (but not limited to) the Joint Strategic Needs Assessment (JSNA), Joint Local Health and Wellbeing Strategy,each Boroughs Health and Care Plan and Pharmaceutical Needs Assessment.
4. To plan, develop, schedule and maintain oversight of the Boards’ wider work programme at Integrated Care System level including understanding and applying knowledge about the intersectionality and interoperability of Health and Wellbeing Board statutory duties with other partner organisation work, including the NHS Joint Forward Plan and Integrated Care Board and Integrated Care Partnership strategies and plans.
5. To proactively support partners to report business matters to the public via the Health and Wellbeing Boards on time and in accordance with agreed local key priorities and deliverables.
6. To work with partners to allocate a range of professional in-person/ online senior-level developmental events – deliver a predefined series of workshops, seminars, active learning from other Health and Wellbeing Boards, and development days - to harness the Board members’ collective knowledge, expertise and local political influence on key issues.
7. To provide a project/programme management approach to support the work of senior officers who report to the Board. This includes (but not limited to) working with each of the Board Chairs, Director of Adult Social Care and Public Health, the Director of Public Health, senior NHS leaders and local NHS multi-disciplinary teams, and community, voluntary and business sector partners to ensure the delivery of both Board’s work programmes.
8. To build, manage and support the extensive health and wellbeing partnership network through imaginative thinking; foster positive relationships with members of the Board, internal teams to the council including corporate centre, and the wider senior management teams of partner organisations.
9. To design, implement and maintain, with performance management leads across the partnership, a performance/outcomes (data insights) dashboard which will reflect the Board’s interconnecting priorities with the wider Integrated Care System priorities; ownership of forecasting/horizon-scanning policy changes and/or revisions which will impact on the Health and Wellbeing Board’s individual work programme.
10. To promote the profile and advocate on behalf of the Health and Wellbeing Boards at all levels and the importance of improved health and wellbeing outcomes for local people, across partner organisations and the wider community; taking ownership for internal business reports and external published materials including the councils’ website content; work closely with and assist the respective councils communication and consultation/ engagement teams, and equivalent teams within and across partner organisations, to ensure consistent and impactful health and wellbeing messaging.
11. To provide updates on legal, policy and statutory guidance changes which impact on the functioning of the Health and Wellbeing Boards; support and guide the relationship between the Health and Wellbeing Boards and Place Based committees in both boroughs as part of the development of the Integrated Care System.
12. To work proactively and independently to ensure that the Boards operate effectively, delivers to plans, and communicates and engages with the public. This includes working with democratic services to ensure efficient management of Health and Wellbeing Board reporting cycles, processes and governance.
13. To participate as required in corporate activities commensurate with role and grade and conduct the role and the boards business in line with the Councils corporate policies and procedures.

**Generic Duties and Responsibilities**

1. To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
2. To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
3. To adhere to security controls and requirements as mandated by the SSA’s policies, procedures, and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
4. 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.
5. To understand both Councils’ duties and responsibilities for safeguarding children, young people, and adults as they apply to the role within the council.
6. The profile is not intended to be an exhaustive list of 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**

This role will require occasional evening working and frequent contact with senior representatives from partner organisations within and outside of the council.

**Team structure**

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**Person Specification**

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**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means, we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by**  **(A /** **I/ T/ C)**  **see below for explanation** | **Essential (E)**  **Desirable (D)** |
| **Knowledge** | |  |
| 1. In depth knowledge and understanding of the role, responsibilities and functions of a Health and Wellbeing Board and able to support the delivery integrated system changes and activities in relation to the needs of residents of both Boroughs. | A/I | E |
| 1. A sound knowledge of existing, and pending health and care policy and relevant guidance and the ability to advise on these to support, advise and influence senior managers in their decision making as members of the Board | A/I | D |
| 1. Knowledge and experience of project management and supporting key delivery programmes | A/I | E |
| 1. Knowledge of the theory and practice of service improvement and performance management and able to apply this to continuous improvement and development of the partnership board and ability to co-ordinate and collate documents and reports. | A/I | D |
| **Experience** | |  |
| 1. Experience of building effective partnerships and ability to influence and persuade senior leaders, Elected Members, health and care providers and community organisations to work collaboratively in discharging the duties of the Board | A/I | E |
| 1. Effective problem solving using an evidence-based approach, negotiation and influencing shared programmes of work across multiple organisations and community stakeholders. | A/I | E |
| 1. Experience of planning and co-ordinating communications and public engagement plans for a strategic partnership board, including engaging other council departments and elected members in key campaigns which promote the work of the Boards | I | E |
| **Skills** | |  |
| 1. Excellent people skills including the ability to communicate effectively at all levels, including with Senior Executives, with partner organisations, Elected Members, and service users | A/I | E |
| 1. Proven relationship management skills which demonstrate the ability to develop and maintain partnership networks both internally and externally. External relationships will include both voluntary and statutory organisations involved in health and care delivery across both adult and children’s services. | A/I | D |
| 1. Demonstrably strategic thinking and ability to analyse complex information and devise a work programme which meets the needs of the boards. | I | E |
| 1. Excellent written communication skills, with the ability to prepare reports, briefings, and policy to suit of variety of audiences. This will be combined with excellent skills using all Microsoft office packages to analyse and present complex data and concepts. | A/I | E |
| 1. The ability to turn strategic ideas and objectives into practical, well organised plans, setting up automated process where applicable, effectively monitoring performance and outcomes/outputs against milestones; adaptable to changing circumstances and deadlines. | A/I | D |
| 1. Ability to collaborate with colleagues to ensure shared responsibility of all key stakeholders in delivering the Health and Wellbeing Boards’ vision of integrated care is crucial to success. | A/I | E |
| 1. Ability to work independently, to take initiative and be responsible for co-ordinating and supporting a wide range of competing priorities and to work under pressure and to deadlines. | I | E |
| 1. Expertise in dealing with confidential and sensitive information across organisations/ partnership boundaries. | I | E |
| 1. An understanding of, and commitment to Equality, Diversity and inclusion and the ability to apply this to all situations. | I | E |
| **Qualifications** | |  |
| 1. Relevant professional qualification which demonstrates ability to function at a strategic level within organisations and between organisations. | A/C | D |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C – Certificate**