

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Adult Social Care Policy and Programme Manager – South London Partnership	Grade: MG1 £49,674 - £63,336
Status Permanent	Directorate: Chief Executive's Group
Reporting to: SLP Health and Care Strategic Lead	Responsible for following staff: 2 x Project Managers/Leads (subject to agreement of funding)
Post Number/s:	Last review date: N/a
Location: Flexible mix of office and home-based working The SLP is based in Twickenham, London in the offices of London Borough of Richmond upon Thames with the successful applicant expected to work flexibly between SLP office locations and home with the details to be agreed with the successful applicant.	

The South London Partnership

The South London Partnership (SLP) is a voluntary cross-party five borough sub-regional partnership of Croydon, Kingston upon Thames, Merton, Richmond upon Thames and Sutton and including Wandsworth for health and care purposes. It has a small dynamic core team working closely with politicians, chief executives, senior managers and subject specialists in each of the five boroughs, as well as London and local stakeholders and partners. Together they have forged an ambitious programme of work that is securing greater sub-regional collaboration and traction on areas including health and social care, economy, skills and transport.

The SLP boroughs collaborate sub-regionally on things where they can secure more together than individually. The SLP team focuses on areas where collaboration leads to increased influence, increased powers and funding and better delivery of the services our residents need.

SLP is hosted by Richmond Council and the role will be employed under the Shared Staffing

Job Purpose:

To lead, manage and deliver a complex, wide ranging programme on adult social care transformation across 6 South West London boroughs that will support boroughs in responding effectively to the adult social care reforms, common challenges and further integration between care and health. It will require working closely with Directors of Adult Social Care and a large number of partners across boroughs and the ICS and managing a small team of project leads and managers.

Specific Duties and Responsibilities:

- Overall leadership and programme management of the complex SWL ASC Transformation Programme so it delivers on its key outcomes – by managing a wide range of partners and stakeholders across multiple organisations and applying consistent and robust programme management methodology
- Lead the ongoing development the SWL ASC Transformation Programme working closely with Directors of Adult Social Care (DASS).
- Manage multiple stakeholders from multiple organisations in a complex environment, building consensus around the aims of the programme and leveraging in and managing resources from partners to enable delivery
- Directly manage a small team of project managers to deliver specific projects as part of the overall programme
- Lead on the delivery of specific projects within the SWL ASC Transformation Programme, working with colleagues across boroughs and NHS to scope, plan, design and deliver those
- Commission and manage external contractors
- Ensure regular tracking of progress and reporting on all programme workstreams and projects in line with agreed programme governance
- Analyse and demonstrate the outcomes and benefits of the programme and effectively communicate and promote these
- Manage the programme's budget and resourcing including commissioning and management of any contracts
- Proactively seek out funding opportunities, including developing bids, to support the ambitions of DASSs and expand the scope and influence of the SWL ASC Transformation Programme
- Work closely with SWL ICS partners to develop and deliver joint areas of work
- Understand, synthesize and advise on national policy on adult social care, assessing and understanding the implications for the SWL ASC programme and developing the programme in response to changing policy requirements.
- Build engagement and commitment to joint working across SWL boroughs and with wider partners
- Apply expertise on social care and social care reform, developing policy positions and papers on key issues in adult social care
- Promote best practice, continuous improvement, learning from experience and from others, supporting the spread of innovation across boroughs and the wider health and social care system
- Develop a systematic approach to identifying and sharing learning and good practice across the 6 SWL boroughs on social care and health and care integration

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.

- 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
- 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 role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Skills and Experience Required

Person Specification Requirements	Essential/ Desired	Assessed by A & I/T/C
Education and Qualifications		
Educated to degree level or equivalent in a relevant discipline	E	A/I/T
Qualification in programme and/or project management	E	A/I/T
Knowledge and Experience		
Evidence of successful delivery of large scale programmes of change utilising up to date programme management skills	E	A/I/T
An in-depth understanding of adult social care, including the forthcoming adult social care reforms and of the wider health and care system	E	A/I/T
Extensive high level relevant leadership experience in a large complex organisation	E	A/I
Experience in a senior role in Adult Social Services	E	A/I
Extensive success in delivery of major complex projects/programmes	E	A/I
Experience of working successfully across multiple organisations and partners and engaging multiple stakeholders	E	A/I
Successful track record of leading and driving transformational change and of consistent achievement at a senior level in a relevant professional field in local government or similar environment.	E	A/I
Skills		
In-depth knowledge and experience of programme and project management methods, tools and ways of working including managing risk, multiple stakeholders and interdependencies	E	A/I/T
Action focussed strategic thinking with ability to take account of wider implications and translate strategy into practical actions	E	A/I/T
Strong network and relationship building skills and working effectively with a wide range of partners and stakeholders from different organisations to co-develop and deliver priorities	E	A/I/T
Excellent problem solving skills, analysing and interpreting situations and information from a variety of view points and finding creative, workable and timely solutions	E	A/I/T
Ability to gather, analyse and interpret a range of complex information from different sources and use this to develop and inform	E	A/I/T

options and decision making. Lead the development of well evidenced cases for changes		
Ability to proactively plan work in a structured but flexible way to deliver high quality work, managing priorities and risks	E	A/I/T
Excellent written and verbal communication skills with ability to influence at all levels: varying style to meet the needs of the audience	E	A/I/T
Excellent staff and team management skills that motivate individuals and teams so they deliver to the best of their ability, including those in partner organisations	E	A/I
Ability to manage budgets and resources effectively	E	A/I
Excellent IT skills including office software such as Microsoft Word, Outlook, PowerPoint, Excel and Teams	E	A/I
An understanding of the political context in which this role and programme operates	E	A/I
Other Considerations		
Willingness to travel across SLP sites and work flexibly as required		

A - Application, I - Interview, T - Test; C - Certificate

Our Values and Behaviours

As the SLP is hosted by Richmond Council, our values and behaviours will be based on those for the council as part of the Richmond and Wandsworth Shared Staffing Arrangement (SSA), which expects staff to meet high standards. The SSA values and behaviours are:

- being open
- being supportive
- being positive and helpful.

Additional values and behaviours reflecting the specific functions of a sub-regional partnership team, which will continue to develop further as our agenda evolves, are:

- understanding and respecting the perspectives, policies and practices of the different SLP member boroughs – the SLP team sees itself as part of the five boroughs it works with, helping them to work together effectively, not as a separate entity;
- continuously ensuring that sub-regional working adds value to what could be or is done locally – and that it has an impact on outcomes for residents, service users or businesses;
- taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work;

- continuously seeking better value for money and improved outcomes at lower cost; and
- taking a team approach that values collaboration, partnership working and mutual support.