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

**Job Description**

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| **Job Title:**  Head of Health and Care Integration | **Grade**:  MG2 |
| **Section:**  Health and Care Integration | **Directorate:**  Adult Social Care and Public Health |
| **Responsible to following manager:**  Associate Director Health and Care Integration | **Responsible for following staff:**  Health and wellbeing Board manager  Performance analyst |
| **Post Number/s:** | **Last review date:** |

**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**

This is a key strategic role and an integral partner across health and care in both boroughs. It aims to support the delivery of the health and care integration plans which support the integration of planning, commissioning and delivery of co-ordinated, joined up and seamless services to support local people. The service is primarily focussed on delivering the priorities outlined in White paper ‘Integration and Innovation: working together to improve health and social care for all’; and the subsequent Health and Care act (2022). The focus of the role is on shaping local authority contributions within the Integrated Care system at both a Place and strategic level

**Specific Duties and Responsibilities**

1. To actively support the development of an effective, integrated health and care system at both a Place and a sub-regional level, in line with the legal requirements and emerging partnership developments, working closing with the Director of Adult Social Care and Public Health, the Director of Public Health and the Associate Director Health and Care Integration .
2. To co-ordinate and develop local priorities for integration, in line with local and national policy, legislation, ,and local priorities working in close partnership with health and care commissioners and providers
3. To support the work of the Integrated Care Boards, Place based committees, Health Providers, commissioner and GP federations to develop integrated systems which deliver good outcomes for people and staff and which address the key strategic priorities articulated in the Joint health and care plans and each sovereign councils key priorities. This will include service developments within:

* Urgent and Emergency care
* Proactive anticipatory Care
* Frailty pathway
* Place based committees

1. To obtain data and provide analyses with support and respond to system needs as part of the planning process for the Integrated Care System, including working with Primary Care Networks to understand the changing needs of the populations of Richmond and Wandsworth using a risk stratified/ population health management approach to planning and delivering services.
2. To undertake project and programme management of specific element of the development of the Integrated care systems
3. To manage the oversee the effective functioning of the Health and Wellbeing Board Manager and ensure that the Board is supported to undertake all Statutory and administrative functions are undertaken. including ensuing engagement with key strategies, documents and plans, including Joint Strategic Needs Assessment (JSNA), Health and Wellbeing Board strategy and plans, Better care fund submissions, Health and Wellbeing Board Annual report and the Health and Care Plan.
4. To support the delivery of key priorities and programmes supported by the Better Care Fund and to work in partnership to refine and update the schemes to ensure that better outcomes are delivered for all residents.
5. Supporting the refreshing the Health and Care Plan and other strategic plans
6. Co-ordinate and contribute to digital developments which support health and care integration and deliver better outcomes for all resident
7. Lead on updating and monitoring integrated services and section 75 arrangements with HRCH
8. Write reports to ensure that developments on all aspects of health and care integration and developments are shared with senior management and governance structure

**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 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.

**Additional Information**

This role will require evening working and frequent contact with senior representatives from partners and within the council.

**Team structure**

Draft for discussion

**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** |
| **Knowledge** | |
| 1. In depth understanding of existing and pending legislation, policy and social care issues that affect the delivery of integrated health and social care services. | A/I |
| 1. An understanding of the statutory functions of adult social care and its interface with health care systems | A/I |
| 1. Understanding of legislation that promotes equality and diversity ,protects inequalities and promotes anti discriminatory practice | A/I |
| **Experience** | |
| 1. Demonstration of significant experience within adult social care and /or health care setting, promoting positive performance in a partnership setting | A/I |
| 1. Experience of working in partnership to influence change and development and transformation of services within complex systems. | A/I |
| **Skills** | |
| 1. Excellent interpersonal skills including the ability to communicate effectively orally and in writing, at all levels. | A/I |
| 1. Proven relationship management skills which demonstrate the ability to develop and maintain effective working partnerships with local statutory and voluntary sector agencies, other organisations as well as users and carers | A/I |
| 1. . Ability to analyse complex information, prepare reports, develop strategies and plans | A/I |
| 1. Excellent written communication skills, with the ability to draft reports, briefings, and policy to suit of variety of audiences. This will be combined with excellent skills using all Microsoft office packages . | A/I |
| 1. Demonstrable skills in programme or project management skills | A/I |
| 1. Proven experience of financial management including budget formulation, financial planning, monitoring and control, within tight financial limits in a complex organisation | a/I |
| 1. Ability to work under pressure and to deadlines and in environments characterised by uncertainty and change | A/I |
| 1. Successful track record of achieving equality of opportunity in both employment and service delivery | A/I |
| **Qualifications** | |
| 1. Relevant professional qualification | A/C |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C – Certificate**