



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Policy and Improvement Analyst	Grade: PO2
Section: Commissioning and Quality Standards	Directorate: Adult Social Care and Public Health
Responsible to following manager: Commissioning Manager – Commissioning Programme and Business Intelligence	Responsible for following staff: Nil
Post Number/s:	Last review date: August 2018

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 role will support the Head of Health and Care Strategy in delivering a health and care strategy for Richmond and Wandsworth Adult Social Services in collaboration with NHS Partners. This role will also support on key work programmes that are supporting local health and care integration including:

- Development of the Better Care Fund Plans in Richmond and Wandsworth and oversee and monitor Delayed Transfers of Care Performance
- Development of Locality Teams in Richmond and Wandsworth
- Implementation of “High Impact Change Model” for both boroughs

- Development of a South West London Integrated Hospital Discharge offer

The post holder will undertake research and provide interpretation and analysis of health and social care data and information including demand modelling, benchmarking, and use of other analytical tools. The post holder will also provide business intelligence, policy and project support to a range of initiatives across Adult Social Care with a focus on health and social care integration and the development of future models of care.

Specific Duties and Responsibilities

1. To develop a project management approach to the health and care integration programmes of Richmond and Wandsworth Adult Social Services including monitoring and updating project plans and risk registers for projects and provide project support as required
2. To support the development, production and updating of the Better Care Fund (BCF) and other strategic plans as identified by the Head of Health and Care Strategy.
3. Ensure the timely submission of quarterly monitoring reports to the Better Care Fund liaising with partners across Health and Social Care
4. Prepare and publish monthly monitoring Performance Reports and templates for BCF and Senior Management meetings showing progress against targets for key BCF metrics
5. To provide effective business intelligence and analytical support including demographic, demand and needs analysis to enable effective joint planning and service integration and redesign.
6. Gathering, collating and analysing quantitative and qualitative data from internal and external sources using benchmarking, demand modelling and other analytical tools
7. Support the evaluation of joint initiatives by identifying and collating relevant data sources and business intelligence to understand whether stated outcomes are being met
8. Research, identify and evaluate good practice and innovative models of commissioning and service delivery including NHS vanguard sites and other models of integrated care
9. To research and assess impact of emerging health and care policy, including NHS Plans and Social Care Green Paper
10. To promote ways of working that ensure residents and stakeholders are actively engaged in future developments and are able to influence decision making
11. To contribute towards the development of good working relations and collaborative arrangements with relevant third-party organisations (including the NHS, private, voluntary sector, other others, South London Partnership and other public organisations) to forge effective partnership working

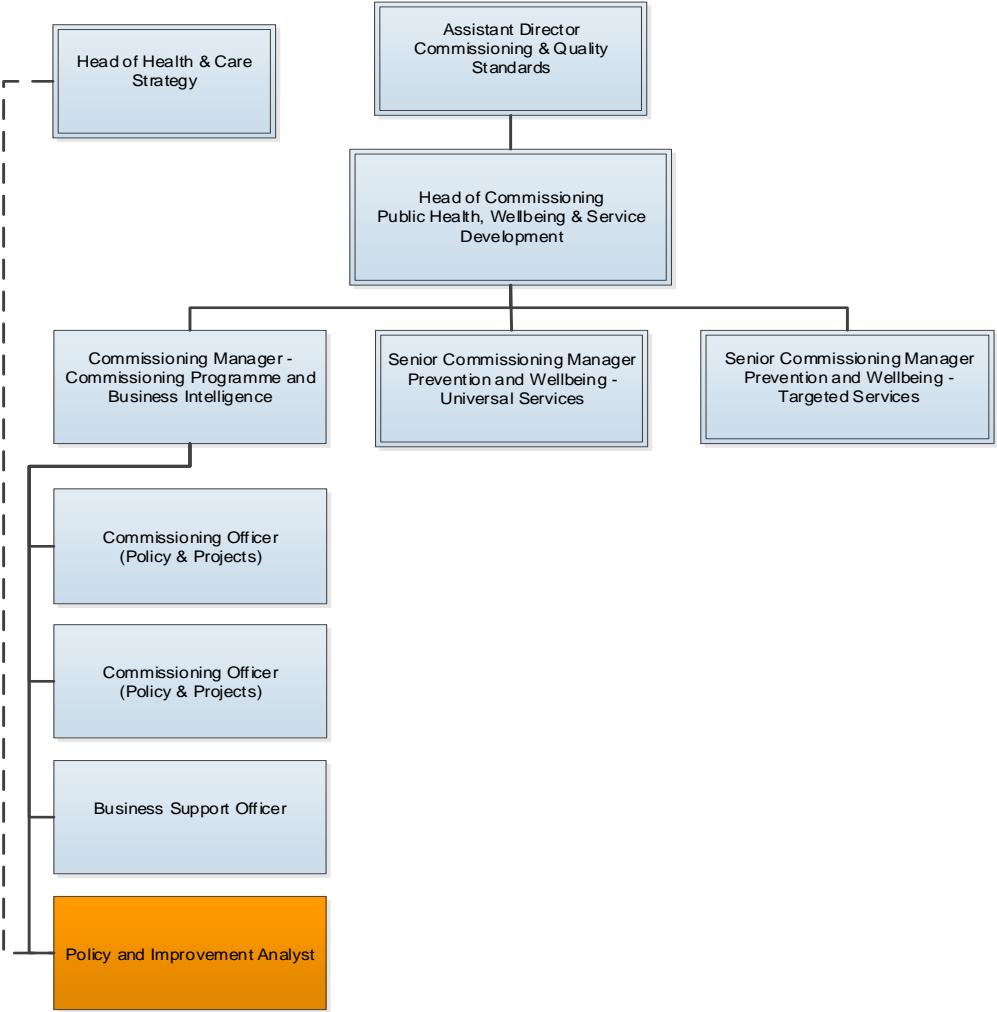
Generic Duties and Responsibilities

12. To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond
13. To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety
14. 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
15. 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
16. To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the councils
17. 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 post holds no line management responsibility.

Current Team Structure



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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.

Person Specification Requirements		Assessed by A & I/ C (see below for explanation)
Knowledge		
1	Knowledge of social care and health policy and legislation	A/I
2	Excellent understanding of the use of analytical tools and techniques	A/I
3	Excellent understanding of project management techniques and tools	A/I
4	Understanding of needs analysis and demand modelling	A/I
5	Understanding of data security and confidentiality issues	A/I
Experience		
6	Writing well-structured and high quality reports	A/I
7	Analysis of demographic, benchmarking and other types of data and information	A/I
8	Experience of working alongside internal and external stakeholders	A/I
9	Experience of successfully managing own workload in an environment where deadlines and priorities frequently change and are often conflicting	A/I
Skills		
10	Excellent interpersonal skills including the ability to communicate effectively at all levels including with partner organisations, councillors and service users	A/I
11	Excellent written communication skills, with the ability to choose content and style to suit the audience	A/I
12	Creativity and strategic thinking skills, including the ability to find appropriate solutions to complex issues	A/I
13	Ability to manage a diverse portfolio of work and to proactively schedule workload based on competing priorities ensuring deadlines are met	A/I
14	Ability to work both independently and as an effective team member, using initiative and adapting to changing priorities and deadlines in a calm, well-organised and methodical manner.	A/I
15	Significant IT literacy including MS Word, Excel, Business Objects, PowerPoint, Visio and database management systems	A/I
Excellent numerical skills		
16	Educated to degree level in a related subject area or equivalent through work experience	A/C

A – Application form

I – Interview

C - Certificate