ASC Improvement Programme Manager

Grade 12

Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth.
* Live in thriving and sustainable communities
* Be healthier and more independent for longer.

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens.
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions.
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

The structure for Health and Care provides a clear focus on 3 defined areas of work.

1. Public Health and Prevention

2. Adult Social Work and Safeguarding

3. Care Commissioning

This job plays a key role within the wider Adult Social Care and Safeguarding team with responsibility for ensuring the effective delivery of activity which supporting effective assessment & case management across all client groups, including those provided by Midlands Partnership University NHS Trust.

Reporting Relationships

Responsible to: Lead Commissioner, Adult Social Care

Responsible for: Commissioning Officers / Improvement Project Officers / Adult Social Care Business Support Team

Key Accountabilities:

1. Lead on the management and delivery of improvement projects across Adult Social Care to deliver the required outcomes within the Health and Care Strategic Plan.
2. Provide oversight and visibility of all projects within the Adult Social Care Programme, ensuring interdependencies and resource implications are managed across the programme.
3. Supporting, and negotiating with, colleagues across the Council where projects impact on Adult Social Care resource to prioritise resource allocation.
4. Lead on the initiation of new projects ensuring that business cases are evidence based and assumptions are understood. Assuring that all projects are appropriately documented with an agreed purpose and measurable benefits.
5. Promote co-production and equity in all projects to ensure that the voice of the person is recognised in the design of improvements.
6. Act as the Adult Social Care delivery lead for specific strategic or complex projects, for example drafting policy and strategy, researching and interpreting national and regional best practice and statutory guidance, and communicating the need for change to staff and managers.
7. Investigate key issues impacting Adult Social Care, researching and designing innovative solutions with colleagues across Adult Social Care.
8. Responsible for leading the Adult Social Care Business Support team, which provides administration support, supports operational business processes for Adult Social Care teams.
9. To undertake any other duties required, which are commensurate with the grading of the post.

**Professional Accountabilities:**

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

|  |  |  |
| --- | --- | --- |
| **Minimum Criteria for Disability Confident**  **Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**   * Degree or equivalent, professional qualification or other evidence of considerable analytical abilities * Qualification or experience in Project or Program Management or a commitment to work towards * Demonstrate commitment to continuing professional development. | A&I  A  A&I  I |
| **employer_small** | **Knowledge and Experience**   * Significant, demonstrable experience of developing strategies and policies and designing services in partnership with people and stakeholders * Ability to translate and interpret complex data and legislative documents into policy and practice. * Understanding of the range of methods available to engage and co-produce with people and carers. * Significant, demonstrable experience of undertaking needs assessment work and understanding of variety of techniques which can be used. * Program Management experience; managing change and achieving targets within prescribed timelines (ideally within an Adult Social Care environment) * Experience of initiating and leading improvement projects in a partnership environment, including supporting and challenging the development of business cases * Experience of designing, delivering, and managing service and culture change * Extensive knowledge of public sector, social care and health and NHS policy, services and legislation * Knowledge of the roles of local authority departments, ICB, Provider Trusts, Health Services and voluntary organizations * Experience of managing and/or motivating staff and colleagues to achieve maximum potential, ideally in a business support or project improvement environment. * Understanding of business planning and performance management * Ability to work in a complex environment and network across organizational boundaries; influencing and negotiating with others to ensure that deadlines are met. * Experience of using IT systems to gather, analyse and present information. * Significant experience in delivering training sessions, presentations, and facilitating workshops to co-design solutions with senior managers and front-line staff. * Ability to work with elected members, board members and senior staff from internal and external organisations. | A&I  A&I  A&I  A&I  A&I  A&I  A&I  A&I  A&I  A&I  A&I  A&I  A&I  A&I  A&I |
| **employer_small** | **Skills**   * Ability to analyse complex facts or situations, interpret or compare a range of options and translate into practical advice. * Time management skills with the flexibility to adapt to changing workload demands. * Excellent written and oral communication skills including the ability to prepare and present reports and to communicate with staff/service users at all levels. * Excellent planning and project management skills * Excellent interpersonal skills including the ability to form effective working relationships with colleagues and partners and be able to work as part of a team. * Ability to advise appropriately in accordance with policies and legislation. * Effective persuasive, influential and motivational skills * Proactive approach to problem solving and the ability to develop innovative solutions. * Commitment to ongoing personal development   This post is designated as a casual car user | A&I  A&I  A&I  A&I  A&I  A&I  A&I  A&I  A&I |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting

Talent & Resourcing Team 01785 278300