

JOB DESCRIPTION

POST TITLE: Senior Policy and Strategy Lead

GRADE:12

DIVISION / UNIT: Adult Social Care

DEPARTMENT: Children's and Adults

REPORTS TO: Service Manager- PDQ

PURPOSE OF THE JOB

1.1 To lead and manage service improvement projects and programmes across the range of service development functions, as required, including research and policy development, strategic projects, project management and business planning.

1.2 To keep abreast of new technology and research, analyse and report on IT systems that may benefit Adult Social Care

1.3 To provide expert strategic intelligence to senior managers of the Council in readiness for policy changes and to ensure compliance with national practice standards and requirements.

1.4 To lead on delivery of communications and implementation plans to ensure policy is embedded into practice across operational and supporting teams.

1.5 To lead policy and performance improvement projects and the implementation of policies within services and across the division, including the development of a collaborative approach with organisation development.

1.6 To develop an integrated approach to strategic project and policy implementation across the department, to ensure the engagement of Finance, commissioning and other associated service support functions.

1.7 To develop and lead a program of service improvement projects across the division, including the ongoing monitoring and appraisal of Service Development Officer activities.

1.8 To ensure that divisional policies and projects deliver the strategic priorities of the Council as expressed within the Corporate Plan.

1.9 To proactively research, identify and assimilate knowledge in relation to best practice and policy change across the Adult Social Care sector

1.10 To deputise for the Service Manager as and when required

PRINCIPAL ACCOUNTABILITIES

2.1 To deliver projects and programmes agreed by the Divisional Management Team and lead individual projects within them. This will include developing the project vision and its impact on services, securing successful outcomes to project critical decisions/milestones, identifying and managing risks and issues, setting headline objectives and managing overall achievement. It will often be necessary for the post-holder to coordinate and align people and resources not directly within their control.

2.2 To be responsible for developing policy advice and policy documents across all aspects of adult social care.

2.3 To present policy, strategy and service improvement reports to senior managers, project boards, DMT and other groups including partners.

2.4 To be responsible for developing and documenting service processes and pathways to codify, streamline and improve the delivery of services across the department.

2.5 To disseminate information on research and policy development, performance and assessment, project management and business planning throughout the division.

2.6 To advise and support service managers to achieve excellence and to align their efforts to the service objectives. The role entails taking both a supportive and challenging role in relation to other officers, including managers more senior than the post-holder.

2.7 To keep fully up to date with national and local policy developments with regards to relevant services. This will entail contact with regional and national organisations, central government departments and their agencies and the creation and sustaining of relationships with other local authorities.

2.8 To provide strategic and policy advice to senior officers of the Council and senior representatives of partner organisations

2.9 To lead and coordinate the response to consultations on proposed policy or legislative changes.

2.10 To represent the division at internal and external meetings and working groups.

2.11 To develop and lead project governance, reporting and associated project management activities of the team and wider service areas.

JOB CONTEXT / Management responsibilities :

3.1 The vision for Adult Social Care is to enable people with care and support needs and their carers to live healthy, independent and fulfilling lives in their community. We will achieve this by putting their well-being and safety at the centre of our work and doing what we can to prevent, reduce and delay the need for care and support through well-coordinated, personalised health and social care services.

3.2 This is a key middle management role within the division. The post-holder will make a significant contribution to the development of divisional plans, alongside the other managers of the division, and play a lead role in delivering projects and programmes across a range of different functions. The job will be very complex and demanding. It is a position that will enable the post-holder to engage with a wide range of people and services. They will work directly with senior officers and representatives of partners and will have contact with elected members of the Council.

3.3 To be responsible for the management of two members of staff and to participate with colleagues in the management of programme and project delivery across the division.

3.4 To provide leadership and manage, motivate and co-ordinate the work of all staff responsible to the post-holder.

3.5 To recruit staff and manage staff within the team in accordance with the Council's Equal Opportunities Policy and relevant legislation.

3.6 To maximise opportunities for learning and development within the team. To ensure efficient and cost effective management of programme and project budgets, where allocated.

Grade/Conditions of Service

The employment is subject to a probationary period of twenty six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council's satisfaction your suitability for the position in which you are employed.

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job.

	Essential (E)	How assessed (S/ I/ T)
Knowledge, including educational qualifications:		
Relevant degree and/or professional or management qualification, plus evidence of continuing managerial and professional development.	E	I
Good working knowledge of legislative, policy and financial context of adult social care services and the relationship with health services	E	S
Good working knowledge of the social, political and economic issues relating to the work of local government.	E	I
In depth knowledge of the key programme areas of research and policy development, performance and assessment, project management and business planning	E	S
Knowledge of policy and strategy networks and information sources in England	E	I
Knowledge and understanding of the theory and practice of programme and project management in complex organisations.	E	I
Knowledge of IT systems to support the work of Adult Social Care	E	I
Experience:		
Experience of project management in a strategy, policy, planning or performance context.	E	S
Experience of knowledge and information management in support of policy development, performance management or community and corporate planning.	E	I
Experience of working in local government or other large, multi-functional organisation in the public, private or voluntary sectors.	E	I
Experience of strategic and corporate planning in a large organisation.	E	S
Experience of analysing complex problems and presenting proposals for change	E	T
Experience of change management and implementation of change recommendations in a large organisation	E	I
Experience of creating and presenting material in a variety of media for a wide range of audiences and stakeholders.	E	T
Experience of staff management	E	I
Aptitudes, Skills & Competencies:		
Able to present, convince and seek commitment from others to changing the way large organisations operate	E	I

