

Job Description: Lead Adviser

Employer: LGA, Care and Health Team

Reports to: Designated Manager, with matrix management across the Team

Grade: Grade 6

Responsible for: Designated staff including matrix management of teams

Job Purpose:

Partners in Care and Health (PCH) helps councils to improve the way they deliver adult social care and public health services and helps Government understand the challenges faced by the sector.

PCH is partnership of the Local Government Association (LGA) and Association of Directors of Adult Social Services (ADASS) working with well-respected organisations, it is funded by Government and offered to councils without charge with the aim of delivering impactful change for those accessing local services.

To lead significant programmes of work and oversee the delivery of sector led improvement for adult social care and public health.

Core Accountabilities:

The postholder has distributed accountabilities to the LGA and ADASS, as partners to the Partners in Care and Health Programme.

1. To lead work to deliver significant assigned projects within resource allocated to enable the Programme to be delivered.
2. Develop and contribute to the development of networks and partnerships that benefit our work and work to maintain a positive reputation for the Programme with local authorities, central government, wider partners and stakeholders.
3. Lead projects to deliver the workstreams in the Programme, through producing papers, arranging meetings and events, taking follow up actions as required, and liaising with relevant stakeholders etc.
4. Model the LGA's values, be familiar with ADASS values, and undertake all responsibilities with due regard to the relevant policies and procedures.

5. Undertake any other duties and responsibilities appropriate to the post.

Specific Accountabilities:

1. Lead responsibility in delivering a significant aspect of Programme, ensuring an effective delivery of agreed activities.
2. Provide distributed leadership in the development, delivery and reporting of their work.
3. Identify, develop, plan and operate communications, knowledge transfer and information exchange to ensure that all involved in this work are well informed and able to share good practice.
4. Responsibility for the timely collection and dissemination of appropriate local and national information in order to monitor the progress and impact of Programme deliverables.
5. With the Central Business Unit manage programme budgets, financial returns, expenditure and provide accurate and timely information as part of relevant policies and procedures.
6. Undertake horizon scanning and intelligence gathering to inform future planning. Undertake research to establish a strong evidence base that supports sector-led improvement in adult social care.
7. Prepare reports, policy papers and briefings on sensitive and complex issues. Ensure high standards of professionalism so that the reputation of the Programme is enhanced.
8. Build and maintain strong and positive relationships with staff across the Programme.

Relevant Contacts:

LGA and ADASS national and regional teams

Local authorities, including elected Members/Councillors and officers

Central Government Departments, especially Department of Health and Social Care

National and regional improvement organisations

Other organisations as necessary

Person Specification: Lead Adviser

Qualifications

- Evidence of continuous professional development

Knowledge and expertise

- Understanding of the key issues, priorities and pressures affecting local government and/or health
- Experience of managing a complex workload, preparing plans and meeting deadlines and milestones
- Experience of leading successful projects particularly in the fields of local government, health and/or care
- Experience of project management approaches and principles across multiple projects in the fields of local government, health and/or care.
- Experience of working with officers and/or members to deliver support to local authorities and/or health organisations
- Experience of:
 - building and maintaining effective relationships and partnerships.
 - contributing to the development of strategies, interventions and innovative solutions to complex issues
 - managing performance
 - project management, demonstrating the ability to meet targets in respect of deadlines and resources
 - working in adult social care at a local and/or national level

Skills & abilities

- Political sensitivity, and the ability to exercise appropriate discretion and judgement on issues of significance and importance, and when dealing with politicians and officials
- Integrity and credibility with senior managers/politicians, key stakeholders and/or staff
- Excellent organisational skills and the ability to deliver under pressure, prioritising work against competing demands to meet deadlines
- Excellent written and oral communication skills, with ability to present complex ideas in a clear and comprehensible way
- Confident and resilient with good people skills, able to develop positive internal and external relationships
- Good financial and resource management skills.