

Job Description: Adviser

Employed by: LGA, Care and Health Team

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

Grade: Grade 5

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 contribute to 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.

1. Work to deliver assigned projects within resource allocated to enable the Programme to be delivered.
2. Contribute to the development of networks and wider partnerships that benefit our work and work to maintain a positive reputation for the Programme with stakeholders.
3. Support 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. Take responsibility in delivering a key strand of the Programme ensuring an effective delivery of the Programme activities.
2. To work closely with partner organisations in the development, delivery and reporting of their work.
3. Develop 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. Support the timely collection and dissemination of appropriate local and national information to monitor the progress and impact of Programme deliverables.
5. Monitor programme budgets, financial returns, expenditure and provide accurate and timely information as part of relevant policies and procedures.
6. Respond to enquiries and undertake horizon scanning and intelligence gathering to inform future planning. Undertake research to establish a strong evidence base that supports sector-led improvement.
7. Prepare reports, policy papers and briefings on sensitive and complex issues.
8. Ensure high standards of professionalism so that the reputation of the Programme is enhanced.
9. Build and maintain strong and positive relationships with staff across the Programme.

Relevant Contacts:

LGA and ADASS national and regional teams

Local authorities, including officers and elected Members/Councillors

Central Government Departments, especially Department of Health and Social Care

National and regional improvement organisations

Other organisations as necessary

Person Specification: Adviser

Qualifications

- Evidence of continuous professional development

Knowledge and expertise

- A broad understanding of local government and how it works.
- Experience of Adult social services.
- Experience of working with remotely delivered programmes.
- Experience of managing a complex workload, preparing plans and meeting deadlines and milestones.
- Experience of using project management approaches and principles across multiple projects.
- Experience of a range of software packages including Word, Excel, PowerPoint, e-mail and the internet.
- Experience of researching data from a range of sources and of compiling clear, comprehensive papers.

Skills and abilities

- Excellent written skills, with the ability to accurately summarise and convey complex information.
- Excellent oral and influencing skills, with the ability to give clear advice on procedural issues.
- Political sensitivity, with the ability to exercise discretion, judgment and confidentiality when dealing with politicians and officers at every level, and to always demonstrate political neutrality.
- Good interpersonal skills, with the ability to deal with members, other clients and colleagues with courtesy, tact and sensitivity.
- A demonstrable commitment to customer care.
- Excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.
- Ability to work as part of a team and to support others.
- Flexible approach to work, with a keenness to adapt to meet changing work requirements.
- A positive 'can do' attitude.