

ROLE DESCRIPTION

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| Post: | Think Local Act Personal (TLAP) Policy Advisor |
| Reports to: | Senior Policy Adviser |
| Accountable to: | TLAP Programme Board |
| Line Manages: | Any consultants contracted to undertake relevant work by the partnership |
| Base: | London |
| Contract type and Hours: | Fixed term one year contract subject to funding 0.4 FTE Secondments welcome |

Job Purpose

To provide strategic leadership and day to day delivery of the Care Markets and Quality workstream and supporting delivery across policy areas as required.

Main Duties

1. Taking responsibility for the strategic development of the work programme associated with Care Markets and Quality workstream.
2. Supporting delivery across other policy areas as directed by the Senior Policy Adviser
3. Working closely with TLAP's National Coproduction Advisory group to ensure their full and active engagement in TLAP's Care Market and Quality network
4. Maintain TLAP at the forefront of innovation, working with TLAP partners to improve personalisation nationally, regionally and locally.
5. Project planning to ensure the robust development and timely delivery of agreed products and outputs.
6. Providing updates and reports for the Head of TLAP, Programme Board and external funders as required.

7. Working with other TLAP core team members and lead board members to identify programme interdependencies and to maximum synergy with other work areas.
8. Managing the work stream budget.
9. Liaising with and seeking views from a wide range of key stakeholders as part of programme and product development.
10. Commissioning and managing any consultants required in the delivery of the work programme as appropriate in line with SCIE's policies and procedures.
11. Leading and devising an approach to the effective dissemination of messages and materials relating to Care Markets and Quality alongside TLAP's Senior Communications Advisor.
12. To support the reputation of TLAP promoting the interests of the partnership at all times.

General Duties

1. To comply with SCIE's policies and procedures, including equal opportunities and diversity, and to have a personal commitment towards their implementation.
2. To work flexibly and respond positively to changing business needs.
3. To contribute to the development of service improvements through participation and involvement in team meetings, workshops, conferences and other groups.
4. A clear commitment to working with people who use services and carers in a sensitive and non-judgmental way to facilitate positive working relationships

Notes

This job description describes the principal purpose and main elements of the job. It is a guide to the nature of the main duties as they currently exist but is not intended as a wholly comprehensive or permanent schedule of tasks.

PERSON SPECIFICATION

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| ESSENTIAL CRITERIA |
| Aptitude / Abilities / Skills |
| Excellent communication skills to engage and influence a wide range of stakeholders |
| Good team worker with a collaborative approach to work |
| Ability to lead on and deliver projects to time, on budget and to quality standards |
| Ability to work in a complex and fast changing environment, to be adaptable and flexible |
| Political awareness and an understanding and responsiveness to organisational sensitivity |
| Education / Knowledge |
| Educated to degree level or equivalent |
| Knowledge of how to influence people through identifying and disseminating good practice |
| An understanding of partnership working, in particular the promotion of an inclusive approach |
| Understanding of the practical application of project management techniques |
| Knowledge of key care and support reforms and an understanding of the key issues impacting nationally and locally on their delivery, in particular the Care Act and related policy developments across NHS England |
| A thorough understanding of the commissioning and market development environment. |
| Extensive understanding and experience of personalised approaches and the importance of its application across the public sector |
| Experience |
| Extensive strategic experience, gained at a senior level, of developing of policy and/or practice and of delivering complex work programmes |
| A record of collaborative work within an organisation and across organisational and professional boundaries to achieve change or to shape services |
| Ability to engage, motivate, and empower partners and key stakeholders to enable objectives to be achieved |
| Experience of implementing policy |
| Attitudes / Personal Characteristics |
| A strong commitment to the principles and practice of co-production |
| A clear understanding of and commitment to equal opportunities and diversity, and the commitment to promote high standards of conduct, integrity and probity |
| Capacity to work flexibly and adapt to change priorities and work under pressure when necessary |
| DESIRABLE CRITERIA |
| Experience |
| Experience or knowledge of effective approaches to service improvement relevant to the delivery of TLAP's work programme initiatives |