



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Strategic CHC Manager

GRADE: Band 9

RESPONSIBLE TO: Joint Commissioning Lead

Overall Objectives of the Post:

Jointly post working to South Tyneside Council and South Tyneside Clinical Commissioning Group. The post holder will coordinate and ensure the successful implementation of a number of projects related to the development of models of care and support across health and social care in South Tyneside in line with the CHC National Framework and the Mental Health Act.

The post holder will maintain an overall strategic commissioning plan to deliver each project on time and within budget and will co-ordinate, oversee and manage the activities of the project as directed by the Joint Commissioning Lead.

Key Tasks of the Post:

1. MAIN DUTIES

1.1 Project Management

1. To lead and be responsible for the planning and management of specific projects on behalf of the local authority and CCG in respect to CHC and Mental Health.
2. Manage the CHC team, ensure all national guidelines are applied and that the team is meeting at a minimum the national performance levels.
3. Develop detailed project plans, delivering the projects according to detailed budgets and milestones, and ensuring ownership of the change proposals at all levels across the health and social care system.
4. To take full responsibility for projects assigned, working within agreed programme management frameworks - ensuring the effective preparation of project proposals, briefs and other documentation, appropriate resourcing and management of risk.
5. Manage projects within the agreed project methodology, utilising knowledge and expertise of relevant concepts, methodologies, skills, tools and techniques.
6. Monitor project plans, adjusting schedules and resources according to the demands and priorities within the divisions and organisation as a whole.
7. Regularly review plans and activities, and make judgements on clinical, technical and business issues with a view to ensuring that a planned approach for resolution is agreed.
8. Manage user expectations and formulate as appropriate a communications plan with respect to the delivery of projects.
9. Establish and maintain robust project monitoring and control mechanisms which enable projects to be successfully delivered.

1.2. Business Management

1. Matrix working, at all levels within and across South Tyneside Council and South Tyneside Clinical Commissioning Group, and with external stakeholders and partners to deliver successful change projects.
2. Conduct detailed options appraisal as a key component of the project management process.
3. Regular review of projects against plans and re-planning as necessary.
4. Produce regular reports for the Board with respect to the current state of projects and particular issues/work streams.
5. Develop and monitor budgets for projects as appropriate, including capital and revenue.
6. Identify and manage dependencies and interfaces, risks and issues that arise and could affect the projects successful outcome and when necessary put forward contingency plans to ensure the project remains to plan.
7. Co-ordinate and organise the project so there is shared learning and sustainability.
8. Use appropriate software to formulate the project plan and ensure the outcomes are delivered on time.
9. Establish effective working relationships across all project managers, groups and key stakeholders involved in the project.
10. Ensure performance improvement and outcome, measures and quality standards relevant to the service are in place.
11. Undertake and transcribe relevant meetings in minutes and notes.
12. Co-ordinate system reviews and audits to inform the overall project management and delivery.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: JR/CL

Date: 27.09.19