**Job Description & Person Specification**

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| **Post Title** | Resources & Value For Money Manager |
| **JE Reference**  | W143 | **Grade**  | H | **SCP Range** | 39 - 41 |

**Reporting line:**

# **Job Purpose:**

# The purpose of the post is to assist the directorate in embedding value for money thinking across all divisions, utilising tools and techniques to put plans in place and measure achievement and service quality and lead on transformation projects.

# **Relationships:**

**Accountable to:** Integration & Transformation Lead

**Accountable for:** Integration & Transformation Research Officers and Integration & Transformation Business Support Officers.

**General Contacts:** The post-holder will liaise extensively with and advise as required Assistant Directors, Service Managers, Council officers at all levels, and senior people from a wide range of partner and external organisations.

# **Key duties and responsibilities:**

1. To provide specialist support and advice to Adult Care senior management, Service Managers and the Assistant Director enabling them to understand service drivers and establish change programmes for improving value for money and efficiency.
2. To adopt the latest thinking and techniques to meet the VfM and service transformation needs of the Directorate.
3. To lead the development and implementation of integration and transformation plans within Adult Care to ensure compliance with statutory requirements, including the Care Act.
4. To continually develop working practices to ensure compliance with statutory requirements and consistency with the Council’s service improvement ethos.
5. To engage practitioners in the development and implementation of service improvement projects.
6. To prepare practice guidance, policy documents and training materials, ensuring they are compliant with statutory requirements.
7. To ensure that all changes to process and practice are consistent with legislative changes.
8. To provide service level benchmarks to drive performance and continuous improvement to be among the best.
9. To ensure that service transformation and improvement plans and activities are effectively communicated to Members, colleagues and partners so they understand the drivers for change.
10. To put in place processes to plan VfM and service improvement projects, track delivery, monitor compliance and measure achievement and assure service quality, drawing on the latest thinking on national guidance and emerging best practice elsewhere.
11. To lead on service improvement/VfM projects and the redesign of inefficient work processes.
12. As necessary, to deputise for the Integration and Transformation Lead.

# **General/Corporate Responsibilities:**

1. To undertake such duties as may be commensurate with the seniority of the post.
2. To ensure that the Council’s corporate Health & Safety policy is followed, and training is undertaken in all pertinent health and safety procedures.
3. To partake in the Council’s and Directorate’s staff training and development policies as well as the Council’s system of performance appraisal.
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner.
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council’s Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives.
7. To ensure the highest standards of customer care are met at all times.
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers.
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual’s knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

**Last Updated:** August 2020 **Author:** Laura Watson

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| **POST TITLE** | **GRADE** |
| Resources & VFM Manager | H |

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| **NOTE TO APPLICANTS**Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview. |

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| **CRITERIA** | NECESSARY REQUIREMENTS | **\* M.O.A.** |
|  | **Essential** | **Desirable** |  |
| **EXPERIENCE** | * Substantial experience of working within a large multi-disciplinary organisation.
* Substantial experience of performance improvement within local government.
* Substantial experience of project management.
* Experience of managing change.
* Substantial experience of analysing complex data and presenting findings to a variety of audiences.
* Substantial experience in commissioning services and managing provider relations to achieve best value for the Council.
* Political awareness with substantial experience of working in a politicised environment.
 | * Experience working within health or social care.
* Experience of preparing and presenting reports to elected Members and senior managers.
* Knowledge of health and or social care business processes.
 | A, I |
| **SKILLS AND ABILITIES** | * Substantial communication and interpersonal skills.
* Proven ability to develop and maintain constructive and effective working relationships with senior managers, colleagues, partners and representatives from other agencies and the public.
* Good organisational and project management skills.
* Substantial analytical skills.
* Ability to work using own initiative, self-motivated.
* Ability to respond quickly and effectively.
* Ability to work under pressure to strict deadlines.
* Attention to detail and accuracy.
* Ability to be decisive and resilient under pressure.
* A collaborative and inclusive approach to securing outcomes and improvement.
* IT literate.
* Excellent problem resolution and negotiation skills.
 |  | A, I |
| **EDUCATION/ QUALIFICATIONS/ KNOWLEDGE** | * A degree in health, social care or management related discipline and/or relevant professional qualification.
* Detailed working knowledge and understanding of Adult Social Care legislation, policy and frameworks (gained through the substantial experience already listed).
* In-depth understanding of working process and practices within adult social care.
* Working knowledge of VfM tools and techniques and best practice.
 | * Project Management qualification.
* Programme management qualification.
 | A, I |
| **OTHER REQUIREMENTS** | * Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours.
* Commitment to own continuous personal and professional development.
* Strong team player committed to an ethos of continuous improvement.
 | * Full driving licence
* Evidence of own continuous personal and professional development.
 | A, I, C |
| **COMMITMENT TO EQUAL OPPORTUNITIES** | * Commitment to equal opportunities and the ability to recognise the needs of different service users.
 | * Evidence of having completed training in equality and diversity awareness.
 | A,I |
| **COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE** | * Commitment to provide a customer-focussed service.
 | * Evidence of surpassing customer expectations or service targets / goals.
 | A,I |

**METHOD OF ASSESSMENT: (\*M.O.A.)**

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE

R = REFERENCE