

**Job Description & Person Specification**

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| **Post Title** | Programme Director, You’ve Got This (the South Tees Local Delivery Pilot) | | | | |
| **JE Reference** | W1178 | **Grade** | I+ | **SCP Range** | 40-42 |

Director, Middlesbrough Environment City, Assistant Director Communities and Health

**Reporting line:**

Programme Director, You’ve Got This

Programme Officer x 2, You’ve Got This

Insight & Analytics Officer, You’ve Got This

Programme & Digital Support Officer, You’ve Got This

# **Job Purpose:**

# As Programme Director for You’ve Got This (YGT), you will provide high profile, visible and effective leadership for the development of YGT in collaboration with the Programme Management Office (PMO), core stakeholders and Sport England. You will drive high level systems change in relation to physical (in)activity and wider determinants, catalysing collective action across multiple stakeholders through building high quality trusted relationships as a means to shape cultural shift towards pursuit of the overall vision.

# You will manage the design, operational delivery and effective management of YGT using a whole system approach, maximising outcomes for the people of South Tees. This requires working in partnership with Sport England, core strategic stakeholders and operational delivery partners including communities, local authorities, NHS bodies and the voluntary and community sector, to effectively engage them in design, delivery and governance of the programme.

# **The postholder will be employed by Redcar & Cleveland Borough Council (as the accountable body for You’ve Got This), and will be seconded to Middlesbrough Environment City (MEC), a local sustainability charity, in line with the programme’s distributed leadership model.**

# **Relationships:**

**Accountable to:** Assistant Director Communities and Health **/** Director, Middlesbrough Environment City

**Accountable for:** Programme Officer x 2, You’ve Got This

Insight & Analytics Officer, You’ve Got This

Programme & Digital Support Officer,You’ve Got This

**General Contacts:** The postholder is expected to work closely with the You’ve Got This Exchange (wider partnership), which currently includes multiple member organisations from across the local system. They are also required to work with regional and national partners and link with the overall Local Delivery Pilot (LDP) programme (e.g. Sport England staff, Directors of the other LDPs).

# **Key duties and responsibilities:**

1. To provide high level analytical, creative and development skills to interpret complex and varied information to produce long-term solutions to change the whole system around physical activity
2. To use their own initiative and independence to action and influence organisational change relevant to physical activity within the Council and wider system partners, with minimal managerial direction
3. Provide clear leadership and management direction to drive strategic development and operational delivery, ensuring that staff and stakeholders have a clear understanding of their responsibilities and contributions to the vision of the YGT Exchange.
4. Work with the Project Management Office, Exchange and Sport England to develop local insight, support local initiatives through investment and provide leadership on local action to tackle inactivity and health inequality.
5. The postholder will be responsible for producing proposals and actions plans for the delivery of YGT; this will include implementing, monitoring and reviewing these arrangements, developing initiatives and providing advice to improve further the effectiveness of service delivery.
6. Identify, agree and support appropriate processes to ensure that the barriers, opportunities and solutions of target communities in engaging with physical activity are properly identified and reflected in the agreed investments.
7. Provide visible, proactive and accessible system leadership across all core strategic partners, catalysing collective action to achieve the vision of YGT. This will include a wide range of public speaking including formal presentations to committees and groups, informal focus groups, community events and briefing sessions as well as regular TV, radio, print and social media communications.
8. To provide day to day line management for programme staff, who are employed by different partner organisations, in line with the programmes’ distributed leadership model.
9. Provide support for and involvement in national LDP processes around the sharing of learning such as the Communities of Learning, Communities of Practice and others that may emerge over time.
10. Support and guide the design and delivery of a comprehensive evaluation framework working with leading national and local academic and practice partners to ensure optimum conditions are in place for the measurement and monitoring of qualitative and quantitative impacts of all elements of the programme. This includes process, output and outcome evaluation through for example, the collection of case studies/stories, surfacing values, surveys and use of routine data.
11. Ensure effective management of YGT resources and finance, in line with Sport England (as the funder) and Redcar & Cleveland Borough Council (as the accountable body) procedures including the commissioning, procurement and management of a wide range of service delivery arrangements including any contract monitoring and management.
12. Identify additional strategic external investment opportunities relevant to the furthering of the over-arching objectives of YGT leading on bids and applications on behalf of the Exchange.
13. Prepare annual budgets for the delivery of the programme, working with relevant finance service staff and Sport England to ensure that the information produced is accurate and timely.
14. Responsible for the collation, analysis, interpretation and reporting of quantitative and qualitative data for the Exchange, Sport England and other relevant authorities.
15. Ensuring appropriate and regular liaison and collaboration with a wide range of other agencies and their strategies as part of a multi-disciplinary approach to physical activity and health and wellbeing including Public Health, Sport England, National Sports Bodies, NHS England, South Tees Clinical Commissioning Group, Health & Wellbeing Board, Police, Fire, voluntary organisations and other Local Authorities.
16. Provide supportive management to coach, develop and motivate staff, programme delivery partners and contractors empowering them to deliver high quality services and contribute to the achievement of YGT priorities.
17. Provide direct staff management and leadership, including allocation of work, setting and monitoring performance objectives; undertaking appraisals; supporting training and professional development and addressing disciplinary issues.
18. Ensure that Data Protection, Freedom of Information and Records Management procedures are adhered to across the whole programme, and offer guidance to staff where applicable in these areas.
19. Review and develop the services for which the post holder is responsible, and manage change to achieve continuous improvement, maintaining agreed performance targets and to meet best value.
20. Ensure implementation of safe systems of work and the application of established health and safety procedures. The post holder must conduct regular risk assessments of their areas of responsibility, exercise such supervision and communicate such information as is necessary to ensure the health and safety of themselves, their staff, visitors and the general public.
21. Undertake other duties which may arise or as may be delegated from time to time, appropriate to the grade of the post.

# **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:** October 2020 **Author:** Fran Anderson

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| **POST TITLE** | **GRADE** |
| Programme Director, You’ve Got This (the South Tees Local Delivery Pilot) | I+ |

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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** | * Proven track record of strategic leadership and operational management in a dynamic, fast paced and challenging environment * Demonstrable experience of operating in high level partnerships, across multi-sectoral settings * Knowledge of local, regional and national challenges and priorities in a public health context and commitment to the development of evidence based interventions * Demonstrable experience of setting up and managing complex multi-agency projects and pilots across a programme and delivering results within timescales * Evidence of implementing processes and procedures for new services and activities * Proven track record of managing the allocation and management of financial resources | * Understanding of the role of communities in co-designing and developing services appropriate to their needs and aspirations * Experience of working in a political environment engaging effectively with a wide variety of stakeholders * Demonstrable leadership within an organisation or programme, in the public, private or voluntary sector. * Experience of working in multidisciplinary teams * Understanding of models of community development that promote health, wellbeing, community and individual resilience, with a clear understanding of Asset Based Community Development * Demonstrable risk management experience | A, E, I, P |
| **SKILLS AND ABILITIES** | * Strong interpersonal skills and presentation skills with the ability to engage across a range of mediums and to a range of audiences * Highly developed oral and written communication skills with the ability to influence and negotiate to achieve successful outcomes * Ability to motivate, negotiate and influence others in professional settings, proven track record of successful team work. * Knowledge of learning and evaluation processes and implementing continuous improvement across projects * Project management skills and able to work on a number of complex projects at any one time. * Policy development and local implementation * Experience of line management and team leadership * Preparation of information for reports up to Board level * Evidence of a commitment to ongoing personal development and training * Digitally literate and familiar with a range of software packages including MS Office and Excel and utilising social media | * Good knowledge and understanding of the role and application of behaviour change theory in the design and implementation of interventions * Experience of working with Executive/Cabinet members, Chief Officers and Elected Members * Evidence of procuring services and contract managing partners to deliver services * Knowledge and understanding of the background to and aims of the Sport England Local Delivery Pilots and local area | A, C, E, I, P |
| **EDUCATION/ QUALIFICATIONS/ KNOWLEDGE** | * Educated to degree level or equivalent demonstrable experience * An appreciation of whole/complex systems approaches as a means of changing population level behaviour | * Management and/or Leadership qualification * Management qualification and relevant experience * Considerable knowledge of the multiple benefits of physical activity | A, C, I, P |
| **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 * Strong organisational skills and ability to oversee several complex inter related work areas. * Proven track record of partnership working at operational and strategic levels. * Creative approach to problem resolution. * Capacity to embrace change. | * Full driving licence | A, C, E, I, P |
| **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