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| **Job Description** |
| **Post title** |

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| **North East ADASS / ADCS Programme Manager** |

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| **JE Reference No** | N1048 |
| **Grade** | Grade 15 |
| **Service** | Adult and Health Services |
| **Service Area** | Adult Care |
| **Reporting to** | The post holder will be accountable to the appropriate Head of Service.  |
| **Location** | Your normal place of work will be Durham – (main base/flexible working), but you may be required to work at any location within the North East region. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State |

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| **Description of role** |

The post holder will lead on the development and delivery of the North East ADASS/ADCS programme across the region. In addition will provide professional, confidential and effective support and co-ordination across the North East region for the ADASS / ADCS Chairs and Branch and to respond to national and regional requests and priorities.

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for;

* To lead the development and delivery of a Sector Led Improvement (SLI) programme for the region, which responds appropriately to local, regional and national agendas.
* To lead the development and delivery of a work programme and regional improvement plan with clear objectives and improvement outcomes.
* To be responsible for overseeing and coordinating regional networks, ensuring engagement from local authorities and partners e.g. NHS, provider organisations universities and government departments and ensure that network operate efficiently and effectively.
* To be responsible for ensuring appropriate mechanisms are in place to effectively manage, monitor and report on the quality and performance of programme delivery, in line with regional and national reporting arrangements.
* To be responsible for the management of the work programme and anticipate and resolve project level risks and issues that could impede the progress of the work programme.
* To line manage, provide support and guidance to ADASS/ADCS support staff
* To be responsible for the production of reports and bids, and when required undertake research and analysis on behalf of NE ADASS/ADCS
* To effectively and efficiently commission services/associates on behalf of NE ADASS/ADCS
* To liaise with Directors, Assistant Directors and other senior officers to drive forward regional meetings, task groups and programmes of work.
* To manage the regional ADASS/ADCS budget and allocate resources to plan and carry out programmes to time, budget and quality.
* To identify opportunities for external resources/funding to increase capacity to support North East ADASS/ADCS.
* To maintain an up to date knowledge of public sector policy in relation to the NE ADASS/ADCS agendas.
* To provide a link into ADASS at a national level

The above is not exhaustive and the post-holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and competence of the post as directed by the Head of Service.

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| **Organisational responsibilities** |

**Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

**Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

**Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

**Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety Policy and procedures.

**Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

**Confidentiality**

To work in a way that does not divulge personal and/or confidential information during the course of their work and follow the council’s policies and procedures in relation to data protection and security of information.

**Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

**Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

**Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

**Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

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| Person specification |
|  | Essential | Desirable |
| Qualifications |  Relevant degree or equivalent |  |
| Experience | Experience of coordinating and managing multiple, simultaneous activities and projects on time and within budgetDemonstrate experience and track record of strategic planning and effective programme management and leading complex programmes.Experience of developing effective relationships and building and sustaining positive partnership working with other organisations and with staff at all levels including at operational and senior level and elected members. |  |
| Skills & Knowledge | Practical knowledge and experience of programme and project management preferably with a relevant qualificationExcellent oral, written and presentation skillsHighly developed networking, influencing and communication skills to engage and motivate stakeholdersCreative and analytical skills to solve problems and issuesExcellent organisational skills including prioritising workloads and managing deadlines for own work and for a team.Ability to understand and interpret diverse information to make decisions that contribute to solving problemsAbility to respond to the need of individuals in a positive and supportive style | Working knowledge and understanding of local and national issues and policies relating to adult social care and health and children’s services.Knowledge and understanding of local government structures and working in a local authority |
| Personal Qualities | Ability to travel across the region and occasionally elsewhere in the UK when required.A high level of personal drive and integrity with the ability to work independently using own initiative and with limited guidance to create credible regional improvement programme that will be valued by local authorities. |  |