

<b>Title</b> <b>East Midlands Improvement Programme Manager</b> <b>Grade Hay Band F</b>	<b>Department</b> <b>ASC, Health &amp; Public Protection</b>	<b>Post Ref.</b> <b>50000982</b>
<b>Job Purpose</b> To work on behalf of the East Midlands Association of Directors of Adult Social Care (ADASS) to implement a programme of improvement across Adult Social Care and Health, working with tier 2 local authorities across the region.		
<b>Key Responsibilities</b>  <ol style="list-style-type: none"> <li>1. To lead the development and delivery of the regional improvement plan to ensure that it includes clear objectives and anticipated improvement outcomes.</li> <li>2. To oversee and coordinate the regional networks to ensuring engagement from social care, NHS and provider organisations and ensure that they operate efficiently and effectively.</li> <li>3. To oversee the Sector Led Improvement (SLI) programme for the region.</li> <li>4. To ensure appropriate mechanisms are in place to effectively manage, monitor and report on the quality and performance of programme delivery</li> <li>5. To develop and maintain positive and productive relationships with partners at a local, regional &amp; national level</li> <li>6. To commission services on behalf of EM ADASS</li> <li>7. To liaise with lead ASC and H&amp;WB Board Members, EMC and LGA to facilitate regional meetings.</li> <li>8. To lead and manage the regional ADASS budget and allocate resources to plan and carry out programmes to time, budget and quality.</li> </ol>	<b>Key Accountabilities</b>  <ol style="list-style-type: none"> <li>1. Lead the delivery of the regional improvement plan across the region.</li> <li>2. Setting ambitious and achievable targets in plans</li> <li>3. To intervene in a timely way and report on the progress of the regional programmes to the EM ADASS Branch.</li> <li>4. The effective and efficient commissioning of services fully utilising support functions.</li> <li>5. Taking decisive action to ensure that programmes meet their targets.</li> <li>6. Deliver the programme objectives within the available resources and reporting off-budget issues where these impact on the region.</li> </ol>	

The post holder will perform any duty or task that is appropriate for the role described	

<b>Person Specification</b>	
<p><b>Education and Knowledge</b></p> <ol style="list-style-type: none"> <li>1. Degree level qualification or equivalent experience</li> <li>2. Evidence of continuous professional development.</li> <li>3. Deep knowledge and current understanding of the main issues and influences driving the transformation and reshaping of local government.</li> <li>4. Practical knowledge of programme and project management theory and practice preferably with a relevant qualification.</li> <li>5. Current and broad knowledge and understanding of key local and national issues and policies in relation to adult social care and health.</li> <li>6. Comprehensive knowledge of the principles and practice of: <ul style="list-style-type: none"> <li>• effective people management;</li> <li>• service management;</li> <li>• continual improvement using an evidence – based approach; and,</li> <li>• Appropriate risk management.</li> </ul> </li> </ol>	<p><b>Personal skills and general competencies</b></p> <ol style="list-style-type: none"> <li>7. A high level of personal drive and integrity with the ability to work under own initiative and with limited guidance to create credible regional improvement programme that will be valued by local authorities.</li> <li>8. Highly developed networking, influencing and communication skills to engage with partners across the public and private sectors.</li> <li>9. Ability to encourage innovation, creativity and new ways of working to enable the delivery of transformational change within the region.</li> <li>10. Ability to understand and interpret diverse information to make decisions that contribute to solving problems.</li> <li>11. Understands the internal and external drivers for change in adult social care services, and has the ability to plan and implement change in a way that gets the buy-in from key stakeholders.</li> </ol>
<p><b>Experience</b></p> <ol style="list-style-type: none"> <li>12. Substantial experience of managing service delivery, resources, performance and change within a large and diverse organisation.</li> <li>13. Substantial experience and evidence of working in a service improvement/change management/organisational development role.</li> <li>14. Substantial demonstrable experience and track record of strategic planning and effective programme management and</li> </ol>	

Tier 3 – Service Director

leading complex programmes. 15. Experience of building and sustaining positive partnership working with other organisations and with staff at all levels including at operational and senior level and members.	
<b>Role Dimensions</b> 1. EM ADASS Branch, Sector Lead Improvement Programme, Regional Network Structure 2. Regional budget £400k 3. 1 direct report – Programme Support Officer	

*Please attach a structure chart*

10.06.19