

Digital Development and Implementation Manager	Adult Social Care and Public Health	Post Ref.
<p>Job Purpose</p> <p>To lead on the development and implementation of digital solutions in Adult Social Care and Public Health, to embed the Digital Strategy, and to enable digital transformation and change that will deliver improved outcomes for the people of Nottinghamshire across the health and social care landscape. The role will also help the department to keep digital innovations and systems under review, ensuring they remain fit for purpose, as well as taking a lead on the research and assessment of future opportunities to enhance the department's digital offer</p>		
<p>Key Responsibilities</p> <ol style="list-style-type: none"> 1. Work with stakeholders and partners to support the development and implementation of digital solutions for the ASCPH department which are aligned to national and local priorities and initiatives relevant to Adult Social Care including the delivery of the Digital Strategy. 2. To build positive relationships with stakeholders and partners across the Council and the wider health and social care landscape. 3. Develop product roadmaps, prioritise workstreams and provide direction for project teams to implement digital solutions. 4. Where appropriate act as a product owner on behalf of the Adult Social Care and Public Health Department. 5. To analyse financial, numerical and other information, to interpret complex issues and to determine actions required. 6. Manage risks, issues, interdependencies, monitor progress and benefits, reporting as required to ensure successful and timely 	<p>Key Accountabilities</p> <ol style="list-style-type: none"> 1. Taking action to ensure that outcomes and outputs are developed in line with ASCPH strategies and delivered to time, budget, resources and performance. 2. Escalate issues through the agreed governance channel where required. 3. Driving transformational change within NCC and relevant partners, in relation to ASCPH digital solutions. 4. Embedding change and a culture of continuous improvement across all areas of work 5. Building strong working relationships enabling effective and open communication, speedy problem solving and successful collaboration 6. Conduct yourself with integrity and due regard to achieving effective services and value for money 	

<p>delivery of solutions, escalating through agreed governance channels as appropriate.</p> <ol style="list-style-type: none"> 7. Ensure that ASCPH can benefit from relevant resources available at a national and local level that will support the delivery of the Digital Strategy and Plan. 8. To secure and manage appropriate resources to deliver the plan in terms of staff, skills, budget, funds and supportive functions. 9. Work with stakeholders to design a set of business requirements to enable the delivery of technical solutions against the agreed product roadmap and to work with stakeholders to deliver technical changes, as required. 10. Ensure that any developments are planned to comply with the relevant Information Governance arrangements. 11. Ensure that any workforce implications resulting from digital solutions are identified and addressed e.g. in relation to training needs, policy and staff guidance. 12. To ensure that the current digital systems/ apps used in ASCPH remain appropriate in the context of the Digital Strategy 13. Keep in touch with national developments and best practice relating to digital solutions, to ensure that ASCPH learns from the experience of other authorities and considers newly emerging opportunities and solutions, as well as sharing best practice and developments with the wider community. 	<ol style="list-style-type: none"> 7. Actively contribute to the development of the team, sharing knowledge and learning to increase the effectiveness of the service as a whole. 8. Adhering to all relevant Council policies and procedures including the delivery of its policies for fairness and respect including setting high personal standards for yourself and others.
<p>The post holder will perform any duty or task that is appropriate for the role described</p>	

Person Specification

Education and Knowledge

1. A degree or equivalent qualification and/or significant experience (minimum 3 years), that evidences experience of delivering digital solutions
2. Knowledge and understanding of the main issues affecting adult social care
3. Knowledge of current legislation and local policy impacting on adult social care
4. Knowledge of the current legislation relevant to information governance
5. Evidence of continuous professional development, preferable to include project management qualifications e.g. PRINCE2, Agile
6. Considerable and varied experience of developing strategies and successful project delivery at all stages from initiation to project closure across projects of varying scale and complexity with a range of stakeholders and partners.

Experience

1. Minimum 3 years' experience within social care or similar
2. Experience of working with and making effective use of technology
3. Experience of encouraging innovation, creativity and new ways of working
4. Experience of planning and organising team work or co-ordinating complex activities
5. Experience of negotiation, influencing and problem-solving skills with the ability to build and maintain strong relationships, challenge appropriately and secure buy-in
6. Experience of co-production and working with a range of stakeholders
7. Experience of successfully leading work in a service improvement, change management or organisational development role, preferably within a large multifaceted organisation.
8. Experience and understanding of effective financial management

Personal skills and general competencies

1. Sets an excellent example of customer care for other staff.
2. Effectively sets direction for a team providing motivation for all to deliver high performance.
3. Anticipates customer needs to provide excellent service continually striving to improve efficiency and effectiveness
4. Sets challenging targets for performance for the team as well as delivering a high degree of personal effectiveness
5. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards
6. Takes an active role in managing risk, health and safety and safeguarding issues.
7. Well-developed interpersonal and communication skills with the ability to present confidently to a wide range of audiences
8. Well-developed project management and planning skills and ability to apply current project management theory
9. A high level of personal drive, integrity and ability to be an advocate for digital solutions

9. Experience of analysing financial, numerical and other information, to interpret complex issues to determine actions required

Role Dimensions

1. Responsible for leading on the implementation of any new electronic monitoring systems (EMS) to support the delivery of home based services
2. Responsible for contributing to ICT support network projects being developed for communicating, and sharing information, with member of local communities and key stakeholders/partners.
3. To work closely with the Project Manager(s) responsible for overseeing the project(s) and associated staffing
4. Responsible for identifying opportunities for improvement/innovation and the achievement and maintenance of high standards of quality and efficiency in the services provided by external social care providers.
5. Responsible for identifying project actions and supporting delivery and implementation of project plan(s) and related documentation.
6. Supporting the development and evolution of appropriate information systems and procedures, relevant to the delivery of externally commissioned social care services, and utilising this for reviewing, evaluation and reporting on service achievements
7. Responsible for workload management, time management within Projects.
8. Monitors, audits and assures the implementation of any EMS/ICT systems and takes corrective action where required.
9. Undertakes any other duties which may reasonably be regarded as within the nature of the dimension and responsibilities/grade of the post defined
10. Deputise for the Service Improvement Development Manager if required.

Please attach a structure chart

Date 14/5/2021