



<b>Title</b> Workforce Lead – PVI Sector	<b>Department</b> Adult Social Care and Health	<b>Post Ref.</b>
<p><b>Job Purpose</b></p> <p>To work strategically, in partnership with health and social care stakeholders across the Nottinghamshire ICS. Identify workforce challenges and priorities and work with partners to ensure the Private Voluntary and Independent (PVI) sector has the workforce capacity and capability to deliver safe and effective services to support their vulnerable client groups.</p>		
<p><b>Key Responsibilities</b></p> <p><b>To:</b></p> <ol style="list-style-type: none"><li>1. Lead on strategic workforce priorities, collaborating with strategic partners across the ICS, at national and regional level to identify key workforce priorities.</li><li>2. Management responsibility for a team of QMMT external workforce officers.</li><li>3. Produce an operational plan to be agreed by SLT and team managers in QMMT to show the interventions to be designed, commissioned and developed to meet the outcomes identified.</li><li>4. Lead, with QMMT team managers, to identify and agree the annual priorities and outcomes required for the external workforce through audit reports and market intelligence.</li><li>5. Analyse data from Skills for Care (ASWDS), Care Quality Commission, QMMT audits and local workforce plans/surveys to develop key workforce priorities for Nottinghamshire.</li></ol>	<p><b>Key Accountabilities</b></p> <ol style="list-style-type: none"><li>1. Specified service targets within agreed resources</li><li>2. Effective supervision of projects to secure high levels of outcomes and outputs</li><li>3. Effective management and deployment of an identified budget</li><li>4. Alert the Group Manager of issues that could affect performance</li><li>5. Alert SLT/Group Manager to issues relating to workforce across Nottinghamshire</li><li>6. Ensure appropriate people comprise the Workforce Oversight Group and that input is equitable</li><li>7. Initiate, maintain and evaluate a costed programme of work and report against it to Group Manager to ensure budget is maintained and not exceeded.</li></ol>	

6. Support ICS strategic partners in gathering strategic workforce intelligence to inform system workforce development initiatives.
7. Identify available funding streams and create business cases to bid for monies to support workforce development projects.
8. In-line with the Care Act, ensure all funding opportunities for workforce development are promoted to care providers. E.g. Skills for Care Workforce Development Fund
9. Manage assigned budgets for Nottinghamshire County Council and the accumulated budget ringfenced for the PVI sector across Nottinghamshire. Also, to take specific action where appropriate in consultation with the Group Manager.
10. Build and maintain communication links with all Nottinghamshire based CQC registered care providers to raise awareness of workforce learning and development opportunities that have been identified as endorsed, funded or specifically designed by the system, across City and County, for the local community.
11. Build positive relationships with other internal and external staff and strategic partners across the ICS. Collaborate to understand system challenges and achieve planned outcomes
12. Inform the Group Manager of any changes in the operational environment including customer satisfaction issues, reporting and linking into the Council Plan and ASCH Quality Assurance Framework.
13. Establish the ICS Workforce Group as a strategic partnership focused on the identification and development of resources to

<p>meet the priorities set out within the Notts Council Plan and the ICS business agenda.</p> <p>14. Lead and influence at a senior level on strategies and priorities relating to raising standards of care through the development of the independent health and social care workforce.</p> <p>15. Lead and manage website, workforce development communications, newsletter, and other communication channels to promote initiatives.</p> <p>16. Design, commission, manage and monitor key contracts for the provision of learning and development initiatives across the sector.</p> <p>17. Organise, design and deliver conferences and other events to support workforce business management and workforce development priorities.</p> <p>18. Represent the Notts PVI sector care providers on a variety of workforce related groups at national, regional and countrywide levels to provide input from Nottinghamshire and promote consultation</p>	
<p><b>The post holder will perform any duty or task that is appropriate for the role described</b></p>	

<p><b><i>Person Specification</i></b></p>	
<p><b><i>Education and Knowledge</i></b></p> <ol style="list-style-type: none"> <li>1. Evidence of continuous professional development.</li> <li>2. Knowledge and understanding of the main issues affecting the service area.</li> </ol>	<p><b><i>Personal skills and general competencies</i></b></p> <ol style="list-style-type: none"> <li>9. Can demonstrate the abilities to lead a team towards key outcomes, able to provide a positive example by working efficiently, thinking about and taking action to anticipate opportunities and deal with emerging issues.</li> </ol>

Tier 5 – Team Manager

<p>3. Knowledge of project management, change management and innovative workforce and organisational development interventions.</p> <p>4. Knowledge of the principles and practice of:</p> <ul style="list-style-type: none"> <li>● effective people management;</li> <li>● excellent customer service;</li> <li>● appropriate risk management;</li> <li>● budget management</li> </ul> <p>5. Working knowledge of current and future developments in the workforce and organisational development field.</p> <p>6. Knowledge and understanding of the independent social care sector and national and local drivers that impact on the workforce and care of services users.</p> <p>7. Relevant professional management qualification, eg CIPD, or proven track record of experience in business and people management</p> <p>8. Relevant qualification in project management, eg Prince 2 or equivalent demonstrable work related experience</p>	<p>10. Able to empower internal (NCC) and external partners to develop ideas for increasing efficiency, in an ambitious but realistic way to achieve the most effective outcomes.</p> <p>11. Ability to identify issues that could impact on service delivery and develop options to mitigate these issues</p> <p>12. Able to ensure that partners are involved as efficiently and effectively as possible, in line with market needs, changing priorities, national changes and performance levels.</p>
<p><b>Experience</b></p> <p>13. Minimum 5 years' experience of managing workforce and development initiatives</p> <p>14. Proven experience of business development, identifying funding streams and writing business cases for income generation.</p> <p>15. Experience of managing, planning and organising teamwork or co-ordinating complex activities</p>	

16. Experience of managing and delivering on significant projects	
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***Role Dimensions***

1. Responsible for the effective management of the Workforce Group to achieve the agreed key priority outcomes
2. Responsible for the effective management of operational budget of £180k, and other additional project budgets to achieve agreed outcomes
3. Responsible for identifying further additional income generation initiatives to achieve a sustainable development plan.
4. Responsible for the management of initiatives impacting on over 500 independent sector care providers
5. Reports to Group manager

*Please attach a structure chart*

Date: 7<sup>th</sup> March 2022