

<b>Title</b> <b>Strategic Development Manager, Redefining Adult Social Care</b>	<b>Department</b> <b>Adult Social Care, Health and Public Protection</b>	<b>Post Ref.</b>
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**Job Purpose**

The Strategic Development Manager's responsibility is to lead and manage successful implementation of the programmes within the Adult Social Care and Health portfolio.

<b>Key Responsibilities</b>	<b>Key Accountabilities</b>
<ol style="list-style-type: none"> <li>1. To develop a project initiation and other documentation setting out clear priorities and work streams, realistic timescales, outputs and outcomes.</li> <li>2. To manage and lead the work with staff within the department to implement and embed the programmes across the full range of duties, monitor performance against the programme plans and monitor and evaluate individual projects.</li> <li>3. Day to day decision making and responsibility for the work of the programmes.</li> <li>4. To collaborate with partners/stakeholders to secure overall commitment to the programmes and the associated work streams.</li> <li>5. To manage the programmes' budgets with the oversight of the Transformation Programme Director, monitoring expenditure and cost against delivered and realised benefits as the work progresses.</li> <li>6. To identify, analyse and manage risks associated with the programme and individual work streams.</li> <li>7. To ensure that good communication mechanisms exist with all stakeholders and that these are implemented both externally</li> </ol>	<ol style="list-style-type: none"> <li>1. Delivering on programmes of work to time, budget, resources and performance.</li> <li>2. Leading on embedding change within the department and within partner organisations.</li> <li>3. Providing leadership to the wider department on areas of transformation and strategy.</li> <li>4. The accuracy of information and data provided to enable strategic decision making by the Senior Leadership Team.</li> <li>5. The effective and efficient commissioning of services fully utilising support functions and identifying opportunities to improve the efficiency of operations</li> <li>6. Timely and appropriate intervention in off target services</li> <li>7. To ensure that services supervised deliver value for money.</li> <li>8. Setting ambitious and achievable targets in programme plans</li> <li>9. Taking decisive action to ensure that programmes meet their budget and performance targets</li> </ol>

<p>and internally to achieve the agreed programme outcomes.</p> <ol style="list-style-type: none"> <li>8. To be an integral part of the structure undertaking the work related to the Adult and Health portfolio (Redefining Your Council), participate in meetings and report progress within agreed report structures at regular intervals, as required.</li> <li>9. To manage exceptions, slippage and issues of priority and initiate corrective action as appropriate to ensure the programme deliverables are achieved, with the oversight of the Transformation Programme Director.</li> <li>10. To establish and maintain performance management systems for the programme.</li> <li>11. To liaise with Members and senior officers within the council regarding the programme as required.</li> <li>12. To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.</li> </ol>	<ol style="list-style-type: none"> <li>10. Reporting off-budget issues where these impact on the departmental budget</li> <li>11. To disseminate the organisation's culture and values into individual services.</li> <li>12. The quality, accuracy and timeliness of written reports and presentations, and the successful organisation and oversight of meetings and activities, as required.</li> <li>13. The quality of departmental plans and strategies, together with items of communication from the Department to the wider council and partner organisations,</li> <li>14. The quality, accuracy and timeliness of written correspondence sent to the public, MPs, Councillors and stakeholders.</li> <li>15. The effectiveness of the day-to-day coordination of activity within the council and between the Council and Partner organisations.</li> </ol>
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**The post holder will perform any duty or task that is appropriate for the role described**

<b><i>Person Specification</i></b>	
<p><b><i>Education and Knowledge</i></b></p> <ol style="list-style-type: none"> <li>1. Educated to degree level or equivalent with a continuing record of achievement in professional development.</li> <li>2. Experience of project management, preferably with a relevant qualification.</li> </ol>	<p><b><i>Personal skills and general competencies</i></b></p> <ol style="list-style-type: none"> <li>5. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff</li> <li>6. Strong interpersonal skills to gain the agreement and</li> </ol>

Tier 7 – Experienced / Professional Staff

3. Experience of working in a service improvement/change management/organisational development role.
4. Strong track record of practical delivery and implementation.

**Experience**

1. Experience and evidence of delivering complex programmes and projects within deadlines.
2. Experience of translating strategy into action.
3. Experience of developing positive working relationships with stakeholders and influencing partners to deliver a common agenda.
4. Experience of effective financial management
5. Experience of analysing complex information, interpreting guidance and regulations and applying these to projects and/or programmes.
6. Experience of presenting information to groups/individuals – both formally and informally
7. Experience of working in local government, including involvement with elected members.
8. An understanding of and commitment to effective customer and community engagement
9. An understanding of and commitment to the delivery of equality and diversity in employment and service delivery.

acceptance of others including colleagues, senior managers and customers.

7. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available
8. Ability to meet agreed objectives and delivery targets by the effective use of resources.
9. Ability to develop and maintain an agreed project plan and detailed stage plan(s).
10. Ability to apply risk assessments and project management disciplines and to deliver projects on time and within cost limits.
11. Ability to write well and prepare precise, clear and stimulating reports and briefings.
12. Ability to meet deadlines.
13. Excellent communication and presentation skills.
14. A good standard of IT skills and the ability to make effective use of technology.
15. A commitment to delivering excellence and undertaking activities to the best of ability.
16. An ability to work reliably and responsibly with internal and external stakeholders and encourage and support others to achieve goals.
17. An ability to identify problems, analyse the relevant factors and, through the use of appropriate information, deliver effective solutions.

18. An ability to plan, organise, manage and monitor activities of self and others towards the achievement of objectives, priorities and schedules.

19. An ability to take account of the broader strategic context of the programme and understand programme interdependencies.

20. High level of personal credibility and integrity.

***Role Dimensions***

1. Responsibility for the delivery of service and budget transformation as part of the Redefining Your Council work.
2. To manage and deliver the implementation of the programmes within the Adult Social Care, Health and Public Protection department, with work streams including communications, workforce development, and impact on resources and performance.
3. To ensure the work is linked to transformation work taking place in the local health community, in the cross-cutting Council work on community empowerment and resilience and with other partners and stakeholders.
4. Successful implementation of the Adult Social Care Strategy will seek to achieve financial savings on the organisation, commissioning and delivery of adult social care in the region of £2-£5m. It will require responsibility for up to 4 individuals working on specific, time-limited projects as and when required (to be confirmed when programme of work is developed).
5. Implementation of the Care Act requires oversight of the financial and workforce modelling of the department with costs ranging from £7 million in 15/16 up to a potential £27 million in 16/17 and is responsible for a team of five staff.
6. Responsibility for the delivery of savings and transformation projects across the Council's Direct Services provision, with a total of £2.3m to be realised.

*Please attach a structure chart*

Date 26.3.15