

Job Profile

Job Title: Health and Social Care Academy Programme Coordinator
Job Grade: Level 5 Zone 1
Salary Range: £49,930 - £57,543

About Camden

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

This is an exciting opportunity to work in an award-winning team which sits across the five North London Councils - Barnet, Camden, Enfield, Haringey & Islington – where the aim is to deliver programmes of work that address shared priorities in partnership and to promote a strong local authority presence within North London's Integrated Care System (ICS).

About the role

The Health and Social Care Academy is a newly formed model which will deliver training to local residents across North Central London (NCL) and enable them to gain employment within the Health and Social Care sector. The Academy will have relationships with a wide range of partners including Local Further Education Colleges, Economic Development Teams (borough-based partnerships), The NCL Integrated Care Board (ICB) and the Training Hubs (Primary Care). This is a very exciting opportunity to bring your current skills related to community engagement and to support with key activities required for the Academy to be a success.

The purpose of the role is to coordinate the delivery of the NCL Health and Social Care Academy programme, working with further education training providers, NHS and social care employers and candidate referral partners to coordinate resident pathways for training, employment support and employer engagement delivery across the sub-region. This is an exciting programme of work across 5 boroughs (Barnet, Camden, Enfield, Haringey and Islington) that will support hundreds of residents, including those with barriers to employment, into good jobs in social care and health.

The post will focus on delivering programme targets on time and on budget, and on ensuring that the required monitoring and performance data is collected across the relevant boroughs and reported to the Greater London Authority (project funder). The post will support a steering group that is NCL wide to develop an impactful programme delivery plan, agree use of resources and monitor project progress and local borough academy meetings. The role is part of a small team of 4-5 staff that is focused on delivering the Health and Social Care Academy and this role will help shape and coordinate the overall programme delivery plan as well as oversee and deliver aspects of the work.

Example outcomes or objectives that this role will deliver:

1. To lead on the co-ordination of the NCL Health and Social Care Academy. Working in partnership with the five boroughs, the Training Hub, NHS employers and Further Education Colleges. The post holder will be required to work flexibly across local authority areas to ensure that the programme delivers the contracted outcomes.
2. To develop, oversee and help deliver the programme delivery plan, in accordance with the GLA funding agreement.
3. To build excellent working relationships with key stakeholders (e.g. Councils, the Training Hub, NHS providers, training providers, Job Centre Plus, Connexions, employers, local providers and referral agencies) in order to achieve programme ambitions.
4. To work with partners to develop clear plans to attract residents into health and care employment, addressing issues such as perception of roles, emphasising the value of caring and the potential for career progression. This will be supported by community engagement activity, coordinating with other members of the team, to promote roles in health and care to residents to target communities in person and online.
5. To work with the NCL partner boroughs to create a coordinated health and social care information advice and guidance offer with clear pathways to employment for residents, building on the successful provision delivered through our partner boroughs Economic Development teams and our Proud to Care North London Initiative and other partners and training providers across the academy area.
6. The post holder will support strategic delivery by:
 - a. securing commitment and participation from more key stakeholders
 - b. Generating and facilitating effective communication between hub partners
 - c. ensuring employers skills requirements are communicated to providers, enabling employer led curriculum design enhancements
 - d. Identifying and sign-up employers to take part in bespoke and intensive support delivered through the WIN Design Labs (Workforce Integration Network)
7. To work with employers within North Central London Health and Social Care to offer good and flexible employment opportunities that attract more residents into these sectors creating a more responsive labour market, recruitment, and training offer.
8. To increase the diversity of participants accessing employment and training opportunities through the Health and Social Care academy improving the sectors access to a larger and more diverse skills pool.
9. To lead on the establishment of the academy programme governance arrangements, developing the wider partnership working to support programme delivery.
10. To be responsible for establishing the systems required to comply with the grant monitoring and reporting requirements set out in the GLA Funding Agreement and to oversee the completion of monitoring returns according to established deadlines. The role will manage a Project Administrator who will undertake project reporting.
11. To provide monitoring updates to the GLA on performance against agreed outputs and outcomes, including confirming the total employment outcomes delivered across the hub area.

12. To be responsible for obtaining formal written commitment from each hub partner, including employers, to the aims of the hub and their role in the partnership such as through a memorandum of understanding or a partnership agreement.

13. To further develop the existing NCL Employment and Skills forum to support the hub, bringing together employment support providers, training providers and employers to develop a local offer that enables residents to prepare for work directly in the sector.

About you

- Experience and understanding of programme and / or project management
- Demonstrable knowledge and understanding of employment support, in aspects of the following: working with employers to identify skills gaps or develop recruitment practices, training and skills provision, employment brokerage, developing referral pathways into employment and skills projects
- An understanding of the key policies/strategies impacting on training and employment and / or responding to key policies / strategies in the delivery of previous work.
- Experience of work on complex multi-faceted projects or programmes
- Experience of managing projects with a range of stakeholders with different priorities
- Experience of establishing effective project reporting
- Experience in working with local residents to develop or improve support or services
- Must be educated to degree level or minimum 2 years relevant training/recruitment experience.

Relationships:

The role will sit in the North London Councils programme team:

- Work with the NCL Workforce Programme Manager to facilitate links between the wider integrated system, social care and health employers and training providers.
- To supervise approximately 4-6 members of staff including employer engagement officer(s), resident engagement officer, primary care employer engagement and an academy administrator.
- Work closely with Health and Social Care leads across each of the partnership boroughs including Camden, Islington, Enfield, Haringey and Barnet.
- Work with colleagues across the Further and higher education sectors to align Health and Social Care training to employer requirements.
- Work closely with a range of other stakeholders from the GLA, training providers, Health and Social Care employers, referral partners and local community and voluntary sector organisations.

Work Environment:

The role will be based in the London Borough of Camden offices, 5 St Pancras Square, in the heart of the King's Cross Central development. It is a hot desking environment.

The role requires a significant amount of contact with a wide range of partners through strategic relationships, often in meetings in and outside of the council.

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and Ethnic Marginalised groups those who identify as LGBT+, neurodiverse and disabled people. Click Diversity and Inclusion for further information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presentism. We create trusting relationships; we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't. At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG