

Job Profile Information: Prevention and Wellbeing Team Manager

Job Title: Prevention and Wellbeing Team Manager

Job Grade: Level 4 Zone 2

Salary Range: £48,969 - £55,797

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.

About the role

The Team Manager will lead and manage the priorities and work programme related to Prevention and Wellbeing. This is diverse with the context of the strategic direction being set from We Make Camden, Supporting People, Connecting Communities, Health and Wellbeing Strategy and the Camden Borough Partnership. As well as the Care Quality Commission and What Matters, our approach to Adult Social Care.

The main functions of the Prevention and Wellbeing team include the delivery of information and advice: in line with Care Act duties and ensuring information reaches people in the right place at the right time, in a way that is most accessible for them. This includes managing Camden Care Choices, the Adult Social Care Practice Guide and the responsibility for the production and updates of policy, procedures and guidance. The team lead on a number of innovative projects to deliver our strategic priorities, including areas such as digital inclusion and community connectedness. The team also includes WISH Plus and along with this has responsibility for Mosaic functions, including training, support calls and auditing.

Key to the Team Manager role is the development and maintenance of strong partnerships across Adults and Health, the Council and with wider partners. By doing this the role will be supporting neighbourhood working and approaches to Adult Social Care. The Team Manager will always be looking for opportunities to make connections, build capacity and develop the team, grow and add value to Adult Social Care and support its compliance with any legal requirements. The role will ensure that everything the team undertakes is supported by research and evidence, best practice and innovation. The Team Manager will also recognise that coproduction with people with lived experience should be a core focus.

Outcomes include:

- Direct line management, development and performance monitoring responsibilities of the Prevention and Wellbeing Team.
- Management of Camden Care Choices and the Adult Social Care Practice Guide including the commissioned support contract.
- Development of the WISH Plus service: including process and auditing, reporting and statistics, contribution to the monitoring of the handyperson services and management of the handyperson job payments and the management of the support license for the WISH Plus database.
- Lead on and implement projects related to the Adult Social Care (ASC) innovation, the Integrated Care Partnership and other areas including service development activities.
- Write and deliver reports to internal and external stakeholders as required to maintain successful project governance.
- Keeping up to date on best practice and local and national policy developments.
- Updating the Adult Social Care privacy notice.
- Contribute to corporate wide and North Central London initiatives and meetings as needed.

- Keeping the service risk register and business continuity plan updated.
- Investigating and responding to Freedom of Information requests, complaints and Members' enquiries.
- Deputise for the Prevention and Wellbeing Service Manager as required.
- Contribute to the continued understanding of the Prevention and Wellbeing Service and its work across all partners.

About you - experience and technical knowledge

- Line management experience.
- Ability to plan and prioritise the workload of a team, so that key interdependencies, outcomes, objectives and risks are managed and delivered on time.
- Project management experience including, project management principles and the use of project tools to plan, drive and deliver change, ideally within a health and social care context or similar environment.
- Experience of developing, maintaining and influencing a wide range of key partnerships and networks.
- Ability to effectively plan, convene and facilitate internal and external meetings.
- Advanced report writing and ability to synthesise and present complex information.
- Ability to provide specialist informed advice, with a high degree of political sensitivity, to senior managers and other decision makers.
- Excellent research and analytical skills: including the ability to intelligently interrogate data and information, including financial, to identify themes and key trends and use this to inform work activity.
- Good understanding of the national and local drivers for Adult Social Care and Health.
- Good understanding of the role and functions of local government officers and members.
- Ideally some experience of managing contracts or an understanding of what this might entail.
- Excellent ICT knowledge: Advanced PowerPoint and Word, Intermediate Excel. Use of MS Teams.

Work Environment:

Agile working. The role is based in Camden's 5 Pancras Square Offices. There may be times when you will work out of other offices such as the Greenwood Centre or other locations in Camden, including voluntary and community sector organisations and Integrated Care Board offices to attend meetings. A balance between these sites and working from home is required – with the expectation to be working in Camden more than outside of Camden in any given week. The role may require out of hours working depending on the focus of work.

People Management Responsibilities:

- The post will have line management responsibilities, for the Prevention and Wellbeing Project Officers and Digital Skills Trainer. Full management of these staff members will be required such as providing supervision, instruction, performance management etc. You will also be indirectly responsible for the people they line manage including the WISH Plus Project Officers; Mosaic Super User and Prevention and Wellbeing Apprentice.
- The post holder will be required to manage prevention & wellbeing resources, including any project budgets.
- The post holder will be required to deputise for the Prevention and Wellbeing Service Manager as required.

Relationships:

The role requires working collaboratively with all Adult Social Care services, including frontline social care practitioners and Commissioning, other Council services, Public Health, NHS including Integrated Care Board, North London Mental Health Partnership, Elected Members, the Voluntary Community Sector and Camden citizens and their carers.

- **Internal** – to foster excellent working relationships within Adult Social Care and across the Council. Working with senior managers and decision makers in London Borough of Camden, including presentation of reports to senior management and elected members.
- **External** – to build effective working partnerships with residents, their family members or carers and with organisations across the borough and beyond. Work effectively with the commissioned support contracts for Camden Care Choices, the Adult Social Care Practice Guide and WISH Plus.
- **External Bodies** – to work closely with the Integrated Care Board, other regulatory bodies and Voluntary Community Sector.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

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

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. 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.

Structure Chart:

