**Job Profile Information:** North LondonASC Workforce Programme Lead

This supplementary information for ASC Workforce Programme Lead is for guidance only and must be used in conjunction with the Job Capsule for Job Level 5 Zone 2.

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Camden Way Category 1 -** Deliver for the people of Camden

**Role Purpose:**

To forge and develop relationships with providers and strategic partners sub-regionally with the north London care sector; within the London region and with organisations across the UK demonstrating best practice approaches to workforce challenges in the care sector.

To design and deliver activities and schemes that support a sustainable quality social care independent sector workforce in North London.

To lead and manage the North London Adult Social Care Workforce Programme to support the independent care sector (care home and domiciliary care providers initially) recruit, retain and develop its workforce.

* Raise the profile of social care roles
* Support workforce growth through providers adopting a values based approach
* Develop workforce skills and support staff to remain in the sector
* Develop p[pathways to employment
* Ensure services are shaped with providers
* To secure funding for schemes that meet these aims

To further develop the programme to include

* Mental health and learning disability services
* Supported housing and extra care services
* Children and young people services

To explore and recommend options for a sustainable approach to portability of qualifications and skills development between providers across multiple boroughs.

**Example outcomes or objectives that this role will deliver:**

* Build credible strategic relationships with a range of partners across the sub-region influencing emerging and complex local agendas on Adult Social Care’s workforce priorities and opportunities
* Work closely with senior council leads from a range of functional areas; scheme delivery partners; CCG and STP leads; HEE and partner agencies at a local, sub-regional and London wide levels.
* Build a partnership approach to the development of pathways to employment and career progression pathways into and between social care and health with care and health providers; training providers and the councils’ local economic development functions.
* Programme-manage workstreams effectively to ensure commissioned schemes are on target to deliver planned outcomes and assurance standards are met: in particular, support the development of the Proud to Care and ICare Ambassador approaches
* Report progress, risks and issues to both the ASC Programme Board and to the STP Workforce Board.
* Provide management oversight for HEE funded skills development programmes for social care providers delivered by sub-contractors / partners and support the alignment of engagement and communications activities.
* Work closely with IT and communication resources to embed the Proud to Care and ICare Ambassador approaches and to maximise the social care national recruitment campaign
* Support other members of the team through awareness of their areas of responsibility and joint planning; proactively seeking opportunities to support the development of others within the team.
* Obtain feedback from established mechanisms and channels to assess the quality and effectiveness of schemes and identify changes to improve quality and outcomes and/or deliver better value for money.

**People Management Responsibilities:**

* There is a requirement to line manage 1 member of local authority staff.
* There is a requirement to matrix manage staff and teams from within Camden and across other NL Councils in the delivery of projects.
* This post also commissions and manages projects, delivered by sub-contracted individuals and agencies.

**Relationships;**

**Across the 5 local authorities:**

* Directors of Adult Social Care
* Senior commissioners and commissioning managers
* Brokerage managers
* Economic development leads
* Employer engagement
* Marketing and communications teams

**Across the STP and NHS**

* STP Workforce Programme
* STP Programme Directors and other Boards (UEC, CCTH, MH)
* CCG commissioners of domiciliary care and care home provision
* Care quality leads
* Community health service and primary care services that support care services
* Health Education England
* Community Education Provider Networks
* Workforce leads for primary and community health care

**Providers:**

* Care providers – owners, managers, recruitment and training managers
* Schools, colleges and universities offering health and social care course
* Private training providers
* Job centre plus

**Other**

* Other agencies, funded to deliver care workforce development schemes e.g. CapitalNurse
* Skills for Care locality manager
* London ADASS workforce leads
* Other local authorities and STPs across the UK with examples of best practice and lessons learned e.g. Devon CC, Essex CC; NEL STP
* The post holder will have substantial independence in leading, planning, and engaging a range of stakeholders across a range of organisations and functions, sometimes with conflicting priorities.

**Regular contacts:**

* ASC Programme Manager
* NCL ASC Directors, Commissioning Leads and Commissioning Managers
* Other senior officers from other local authorities across NCL
* CapitalNurse leads
* NCL Care Quality leads (for nursing)
* NCL CEPN networks
* STP PMO and workstream leads
* STP Workforce programme
* Skills for Care – locality manager NCL and NEL
* HEE
* London ADASS workforce leads

**Work Environment:**

* This post is hosted by Camden Council and based at 5 Pancras Square
* A laptop is supplied and while the usual hot-desk location is 5th floor, staff are expected to be flexible and hot desk elsewhere if there is insufficient space and to work remotely or from home 1 day per week.
* The post-holder will be required to work in an ‘agile’ way in line with Camden’s move to a paperless and flexible work environment.

**Technical Knowledge and Experience:**

* Ability to operate effectively in a complex, ambiguous and evolving environment, engaging constructively with internal and external stakeholders
* Ability to develop new approaches to addressing system challenges and build support across multiple stakeholders
* Collaborative approach demonstrating mutual trust and support, within the council and with partners;
* Ability to analyse problems, identify root cause and develop a range of solutions, which will add value
* Ability to build and maintain effective working relationships at all levels across the organisation in order to influence and get things done.
* Skilled in prioritising and balancing competing demands, managing stress, meeting deadlines and targets, and being appropriately accountable.
* Expertise of the adult social care provider sector especially workforce and employment challenges and opportunities.
* Strong and credible verbal and written communicator: proven ability to high professional standard, adapting the narrative to the audience and setting
* Ability to write winning bids for funding, balancing the priorities of the funder, the aims of the ASC programme and what is practicable to deliver within timescales
* Ability to balance the impetus towards strategic goals with attention to detail and the pace of progress
* Experience of advising and supporting senior managers and leaders.
* Knowledge of Health and Social Care needs of vulnerable people (specifically adults)
* Proficiency in the use and understanding of IT and Information Management and data protection legislation.

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

**Chart Structure**

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| Organisational Structure |
| ASC Programme Board (5 DASS and senior commissioners) | STP Workforce Board |
| Programme Lead for Adult Social Care |
| Commissioning Lead for Markets | Workforce Programme Lead |
| Project Manager Markets | 1 x Project Manager - Employer Engagement & ICA Coordinator | 6 x contracted projects & scheme leads |