

## Head of Co-production

### Role Description

<b>Post:</b>	<b>Head of Co-production</b>
<b>Location:</b>	Home based
<b>Contract type:</b>	Full time
<b>Contract length:</b>	Permanent
<b>Reports to:</b>	Director TLAP (Think Local Act Personal)
<b>Grade:</b>	3
<b>Line Manages:</b>	Co-production Advisor(s)

### Job Purpose:

To lead the organisation's transformation in co-production by influencing internal ways of working and strengthening governance, embedding sector-leading practice across SCIE. You will lead a high-performing team to generate income, position SCIE as a national leader and innovator in co-production to influence sector practices. As a member of SCIE's Operational Leadership team you will contribute beyond your own area of expertise to help deliver the organisation's strategy.

### Main Duties

- Drive the implementation of SCIE's Three-Horizon Roadmap for co-production by addressing urgent priorities, fostering lasting change within SCIE, and establishing SCIE as a leader in the sector.
- Lead, manage and motivate a high performing enablement team providing expert guidance to all directorates.
- Generate and sustain income for SCIE's co-production improvement activity in line with annual income targets and the business plan, developing, testing and positioning new products to create a sustainable income pipeline.
- Lead our portfolio of local co-production projects, managing our strategic partnerships with councils and Government departments. Lead complex, multi-partner and stakeholder programmes applying best practice in programme management and applying project management tools to ensure programmes are delivered to time and within budget.
- Develop and co-produce SCIE's Co-production Charter, shaping the cultural shifts, and practice standards required to achieve strategic and operational ambitions.

- Lead on Co-production Week, working collaboratively with teams across SCIE to organise, promote and deliver activities that showcase and advance co-production practice.
- Ensure accountability for co-production and working alongside people who draw on care and support sits within directorates, supporting teams to develop and deliver their own co-production plans.
- Embed co-production and more inclusive working with people who draw on care and support across all SCIE programmes, moving away from tokenistic or inconsistent practice.
- Strengthen governance by reviewing existing arrangements and formalising compacts between the Board, SLT, and lived experience contributors.
- Ensure diverse and marginalised voices are included, and trauma-aware, ethical practice is embedded in practice.
- Establish and report on KPIs and measurement systems to evidence the impact and return on investment into co-production and working alongside people who draw on care and support.

### **General responsibilities:**

- Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination.
- Have fun and challenge yourself at work, model the charity's values and abide by our policies and practices.
- Show a clear commitment to working with people with lived experience in a sensitive and non-judgmental way to facilitate positive working relationships.
- Work flexibly and positively contributing to good team working and the delivery of the SCIE's objectives through matrix working.
- Other tasks as may be required, commensurate with the level of the post

### **General Comment**

This job description describes the principal purpose and main elements of the job. It is a guide to the nature of the main duties as they currently exist but is not intended as a wholly comprehensive or permanent schedule of tasks.

## **Person Specification**

### **Aptitude/abilities/skills-**

- Demonstrates the ability to set clear vision, inspire and lead organisational change, and successfully deliver results in social care or related sectors.
- Experienced in growing income, developing and sustaining commercial opportunities and products, and leading consultancy and change projects across competitive environments.
- Skilled in developing, motivating, leading and managing high-performing teams to achieve ambitious objectives, providing effective mentoring and ensuring clarity of purpose.
- Adept at overseeing complex programmes, planning and prioritising multiple high-impact projects, and managing delivery to time and budget within complex systems.
- Exceptional communicator and relationship builder, able to articulate complex ideas clearly, build consensus, and foster collaboration across diverse stakeholders in government, health, social care, and the voluntary sector with people who draw on care and support.

### **Education/knowledge-**

- In depth knowledge of co-production principles and practice, including inclusive and trauma-aware approaches
- Health and social care systems, governance structures, and commissioning processes
- Care Act 2014 and its implications for personalisation and co-production
- Strong understanding of strategic change management and organisational development
- Strong understanding of Equality, diversity, and human rights legislation and best practice
- Knowledge of income generation models and commercial approaches within the social care sector
- Knowledge of digital engagement tools and data-driven approaches for measuring impact.
- Familiarity with academic research and evidence-based practice in co-production.

### **Experience –**

- Proven leader in co-production, embedding lived experience within health and social care sectors.
- Strong record of driving organisational and cultural change, enhancing governance, and building capacity at scale.

- Skilled in system-level co-production and collaborative approaches to influence policy, shape practice, and design services across organisations and the sector.
- Build staff confidence and capability through training, resources, and practical tools.
- Highly proficient in Microsoft Office and digital collaboration tools, leveraging data for informed decision-making and robust impact measurement.

### **Personal Characteristics-**

- Demonstrates a strong commitment to equality, diversity, and maintaining high standards of conduct
- Adopts a collaborative, resilient, and values-driven approach to work
- Maintains a positive, proactive, and solutions-focused attitude, with a dedication to innovation and continuous improvement
- Aligns personal actions with the organisation's mission and strategic goals, seeing the bigger picture and connecting daily work to long-term impact.
- Committed to inclusive practice by designing and facilitating accessible engagement processes that elevate diverse and marginalised voices.

### **Desirable criteria-**

- Recognised thought leader with a track record of influencing national and regional policy, publishing insights, and contributing to sector-wide discussions on co-production
- Knowledge of Making it Real framework and its application in service design and improvement as a tool for co-production.