



Role description

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| Post: | Head of Co Production |
| Location: | Homebased with travel as required. |
| Contract type: | Full time |
| Contract length: | Permanent |
| Reports to: | Director of People and Culture |
| Grade: | 3 |
| Line Manages: | Co Production Advisor Co Production Administrative Assistant. |

Job Purpose:

At the heart of this role is embedding co-production across the organisation, ensuring lived experience shapes how we think, design, and deliver.

This is a dual-facing role, responsible for both internal leadership and external delivery of co-production programmes, consultancy, and partnership work with external stakeholders.

The role leads the Co-Production team in making this approach business-as-usual, building the capability, confidence, and consistency required. As part of the operational leadership team, the postholder will strengthen internal practice so co-production is reliably and effectively applied throughout the organisation.

This strong foundation enables high-quality client delivery and positions co-production products as trusted and credible, supporting income growth, new opportunities, and increased impact.

Main Duties

- 1) Build on existing work with people with lived experience to co-produce a roadmap that embeds co-production across SCIE and responds to urgent priorities. Once established, the roadmap will drive continuous improvement by strengthening capability, embedding learning, and evolving practice over time, positioning SCIE as a sector leader in co-production.
- 2) Work constructively with the Think Local Act Personal partnership (TLAP) and the National Coproduction Advisory Group to ensure co-production with people with lived experience shapes social care policy and practice. Collaborate with TLAP partners and colleagues on strategic pieces of work, focused on personalisation and self-directed support.
- 3) Lead the strategic direction for co-production, inspiring and empowering a high-performing team to champion impactful co-production in all directorates.
- 4) Generate and sustain income, meeting annual targets by developing, testing and positioning new co-production products and opportunities.
- 5) Oversee our portfolio of local co-production projects, advise on our strategic partnerships with councils and Government departments; guide complex, multi partner and stakeholder programmes by applying best practice in programme management and project management tools to ensure programmes are delivered to time and within budget.
- 6) Develop and co-produce SCIE's Co-production Charter, and other related policies and procedures, shaping the culture and practice needed to deliver strategic and operational goals.
- 7) Accountable for the strategic leadership of Co Production Week, ensuring it is co-produced and delivered in partnership with people with lived experience and teams across SCIE, including responsibility for planning, promotion, delivery and evaluation of activities that showcase and advance co-production principles.
- 8) Ensure accountability for co-production and working in partnership with people with lived experience sits within directorates, supporting teams to develop and deliver their own co-production plans.
- 9) Embed co-production and more inclusive working with people with lived experience across SCIE programmes, moving away from tokenistic or inconsistent practice.
- 10) Strengthen governance arrangements by fostering effective collaboration and accountability between the Board, Senior Leadership team and people with lived experience.
- 11) Ensure diverse and marginalised people are included, valued and listened to in SCIE and TLAP's co-production work.
- 12) Establish and report on KPIs and measurement systems to evidence the impact and return on investment of co-production and working with or in partnership with people with lived experience.

General responsibilities:

- 1) Role model our organisational commitment to diversity, equality, equity and inclusion and embed these values in the way your team works.
- 2) Actively champion working alongside people with lived experience as equal partners, ensuring their insights and expertise shape decision-making, and foster an environment that supports inclusion, trust, and ongoing learning and development.
- 3) Work flexibly and positively, contributing to good team working and the delivery of the organisation's objectives through matrix working.
- 4) Support evolving team needs with flexibility, integrity, and respect for priorities.

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

Person Specification

A = Application

I = Interview

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| 1 | Aptitude/abilities/skills <ul style="list-style-type: none">• Strong track record of building, leading, and developing high-performing teams, providing clear direction, coaching, and accountability to deliver ambitious objectives. (A)• Experience in leading complex programmes, effectively prioritising and delivering multiple high-impact initiatives to time and budget within complex systems. (I)• Exceptional communicator and relationship builder, able to influence at senior levels, articulate complex ideas clearly, and foster collaboration across government, health, social care, voluntary sector partners, and people with lived experience. (A) |
| 2 | Education/knowledge <ul style="list-style-type: none">• In depth knowledge of co-production principles and best practice, including inclusive and trauma-aware approaches. (A)• Knowledge of Health and social care systems, governance structures, and commissioning processes, including relevant legislation such as the Care Act 2014. (A)• Knowledge of digital engagement tools and data-driven approaches for measuring impact. (I)• Familiarity with academic research and evidence-based practice in co-production. (A) |
| 3 | Experience <ul style="list-style-type: none">• Proven senior leadership experience in setting vision and driving large-scale organisational and cultural transformation, strengthening |

governance, building capacity, and delivering measurable impact through embedding involvement and co - production. (A/I)

- Extensive experience leading and embedding co-production and involvement at a strategic level within health and social care sectors with a strong commitment to equality, diversity and inclusion (EDI) and a human rights-based approach. (A/I)
- Demonstrated experience of developing products or services from concept through to delivery and iteration, using user insight, testing, and continuous improvement to shape offerings that meet real needs. (A/I)
- Demonstrated success in generating income and developing sustainable commercial opportunities through externally delivered programmes, consultancy, or services, including in complex or competitive environments. (A/I)
- Skilled in system-level co-production and collaborative approaches to influence policy, shape practice, and design services across organisations and the sector. (I)
- Proven strategic leadership experience for programmes that build staff capability and enable the development, support, and meaningful involvement of people with lived experience through training, resources, and practical tools. (I)
- Highly proficient in Microsoft Office and digital collaboration tools, leveraging data for informed decision-making and robust impact measurement. (A)