



social care
institute for excellence



think local
act personal

ROLE DESCRIPTION

Post:	Think Local Act Personal (TLAP) – Head
Reports to:	CEO SCIE Chair and Vice Chairs of the TLAP Programme Board
Accountable to:	CEO SCIE
Line Manages:	Senior Policy Adviser, Head of Comms, Business Manager, Co-production Adviser
Salary Band:	Circa £75k
Base:	Home based but regular travel would usually be expected
Hours:	Full time
Contract type:	Temporary/ Secondment

Job Purpose

1. To promote the mission, aims and values of the TLAP Partnership
2. To be a member of SCIE's leadership team contributing proactively to the business of the Senior Leadership Team and the overall success of SCIE.
3. To enhance TLAP's national profile and impact as an organisation supporting innovation co-production and transformation that makes a genuine difference to the lives of people accessing care and support
4. To promote a unique way of working that convenes people with lived experience, providers and commissioners to influence policy development as well as support implementation of national policy and legislation
5. To work with the TLAP Partnership and Programme Board to determine the strategic direction for TLAP, ensuring that the delivery model is fit for purpose and that adequate funding is secured.
6. To work with the Programme Board and Partnership in setting the strategic direction for TLAP in order to maximise its influence on practice and policy relating to social care reform.
7. To model internally and externally co-production as central and integral to TLAP's operation, providing a best practice model for others to follow.
8. To oversee the delivery of the TLAP work programme including the adequacy and effective use of resources.
9. To effectively lead the TLAP support team providing management support, in line with SCIE's policies and procedures.

Main Duties

1. Develop and oversee TLAP plans and strategy with the Programme Board, Partnership and National Co-production Advisory Group (NCAG), and report back on progress
2. Build and maintain highly effective working relationships with partners and the wider sector.
3. Create optimum conditions for NCAG members and partners to shape and influence policy development.
4. Maintain oversight of all work streams in the work programme and ensure that they progress on schedule, leading elements of the work programme as appropriate.
5. Evaluate the impact of the work programme and demonstrate this to funders, the TLAP Partnership and the wider sector.
6. Lead the TLAP support team and provide direct supervision to some of the core staff.
7. Ensure the Programme Board Chair is regularly updated on and included in work programme developments.
8. Ensure the Partnership Chair is regularly updated on and included in work programme developments.
9. Ensure colleagues from the NCAG and the wider partnership are enabled to contribute to the development of the work programme.
10. Along with members of the Programme Board, represent TLAP at events and in the media.
11. Negotiate and agree grant and commissions from DH and others where relevant.
12. Seek to attract additional resources from appropriate sources to support promotion and delivery of the TLAP work programme.
13. Along with the Business Manager maintain oversight of programme finances working with SCIE's finance team, ensuring expenditure is in line with the budget agreed by the Board.
14. Maintain strategic oversight of and links to related initiatives and policy.
15. Liaise with current and prospective TLAP partners in pursuit of shared goals and to maximise partner contributions and TLAP's impact.
16. Support the Programme Board to review and evaluate different delivery options that will sustain TLAP into the future.

General Duties

1. To comply with SCIE's policies and procedures, including equal opportunities and diversity, and to have a personal commitment towards their implementation.
2. To work flexibly and respond positively to changing business needs.
3. To contribute to the development of service improvements through participation and involvement in team meetings, workshops, conferences and other groups
4. A clear commitment to working with people who use services and carers in a sensitive and non-judgmental way to facilitate positive working relationships

Notes

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

ESSENTIAL CRITERIA
Experience and Skills
A proven track record of strategic leadership and evidence of setting and articulating a compelling vision
Demonstrable advocacy skills with the ability to inform, engage and influence a wide range of audiences including the media
Excellent networking and relationship development skills with a range of stakeholders to establish positive relationships that generate confidence and trust
Demonstrable ability and commitment to working in co-production with people who use care and support services, their supporters and carers.
Demonstrable ability to lead and manage teams in achieving clear and challenging objectives
Experience of working with central and local government, health and housing and operating in a political and diverse environment.
Experience of working effectively in an accountable governance structure
Experience of working independently at a senior level.
Experience of budget management
Experience of managing organisational change, including reshaping and diversifying income streams.
Ability to manage and prioritise a complex and varied workload
Skilled in all aspects of programme management
Education / Knowledge
Educated to degree level, or equivalent level of experience and knowledge
Recognised as having high level expertise and credibility in social care and health.
Significant knowledge and experience of person-centred coordinated care, policy and practice
Attitudes / Personal Characteristics
An understanding of and commitment to the values of Think Local Act Personal
A clear understanding of, and commitment to, equal opportunities and diversity
An understanding of and commitment to the values of accountability, probity, integrity and openness
Good team player with a collaborative approach to work