

## JOB DESCRIPTION

<b>Job Title</b>	Programme Lead (External Funding)
<b>Grade</b>	PO6 / Band 7
<b>Service/Section</b>	Integrated Commissioning
<b>Directorate</b>	Adults and Children's Services (RBG) and NHS South East London (ICB)

### Introduction

The Royal Borough of Greenwich (RBG) and the South East London Integrated Care Board (SEL ICB) have come together to create an integrated approach to commissioning services within Greenwich. This postholder has a key role in implementing this new approach.

### Equality and Diversity

RBG/ICB are committed to providing services and employment to a community with an increasing variety of backgrounds. To do this effectively it is essential that we promote equality, equity and pro-actively tackle discrimination and treat everyone with dignity and respect.

### Disability Confident Employer

We are a Disability Confident Employer and support the guaranteed interview scheme and use of the Government's Access to Work Scheme.

## 1. JOB PURPOSE

To be responsible to the Strategic Change Programme Lead (Community/MSK/Physical Health and Wellbeing).. The postholder will be responsible for:

- i. Leading on the identification of external funding opportunities which may emerge from national, regional, non-governmental or other sources for short-to-medium term funding projects/programmes of work, often with relatively short notice.
- ii. Leading on the development of any bids or business cases for external funding and picking up programmes and projects which are externally funded. This will likely involve working across portfolios (e.g. disabilities/complex/MH, Home first, Early Help, Aging Well), as well as a broad range of stakeholders, including within RBG, SEL ICB, voluntary and community organisations,



- market providers etc. to develop shared understanding of funding bids and identify the roles and responsibilities of constituent partners.
- iii. Leveraging sustainable funding for projects or community support in relation to short term projects that require sustaining.
  - iv. Supporting the development and implementation of our commissioning approach for adults/children in and across RBG and SEL ICB, particularly from the perspective of how external funding can play its full role in our new way of commissioning. This should enable strong partnerships and high-quality services that support Greenwich residents to lead healthy, fulfilling, and independent lives.

It is not envisaged that the postholder will have direct management responsibilities, but the post-holder may be expected to indirectly manage consultancy/contracting staff, as and when needs arises.

## 2. Main Duties

To be the Programme Lead directly responsible for managing programmes which are funded by external funding from national, regional and local sources within the guidance outlined under 'Job Purpose'. To support the Strategic Change Programme Lead to deliver programmes and projects of change and redesign related to community services enabling good physical health and wellbeing.

### Policy, Service Development, Transformation and Re-design

1. The postholder will be responsible for implementing the Care Act 2014 and Health and Care Act 2022 requirements plus care policies that evolve over time by deploying external funding and collaborate with the market, including local providers, partners and internal colleagues to develop a wide range of sustainable high – quality care and support services and ensure that the approach supports the wellbeing of people receiving services and better outcomes.
2. They will work collaboratively with colleagues across the region to share best practice, understand any challenges and risks to an external funding exercise, be able to share benchmark data analysis, and identify areas of similarity or differences in the provider market and share learning.
3. Supporting the development of and consistent approach to commissioning market strategies and action plans and market position statements for the borough in relation to the health and social market.

## Financial and Physical Resources

4. Being the lead liaison for financial monitoring and evaluation of the range of projects related to external funding and our integrated commissioning agenda.
5. Lead in supporting in the identification of opportunities for developing new and innovative external funding bids to meet changing needs within local communities.
6. To be responsible for working with stakeholders to review and make effective interventions where there are known financial and budgetary issues.
7. To be responsible for working with stakeholders and providers to promote the sustainability of the market in Greenwich by ensuring quality, monitoring finance, and ensuring value for money.

## Collaboration, Communities and Relationships

1. To deploy interpersonal, communication and negotiation to effectively engage a wide range of internal and external stakeholders, at commissioner and provider levels, in order to facilitate the achievement of the RBG / SEL ICB strategic priorities whilst delivering projects.
2. To co-ordinate the encouragement and shaping of the whole market in care and support and related services through collaboration with other relevant partners, including people with care and support needs.
3. Ensuring that co-production with residents, senior leaders, staff and providers is fully embedded into the design and implementation of external funding streams.
4. To work with providers to develop networks ensuring they are well attended and that topics covered are forward thinking and innovative in line with legislative requirements and commissioning ambitions to inform future projects.
5. Establish and use effective mechanisms to engage operational service delivery staff and all relevant stakeholders, inclusive of people who draw on health and care services in Greenwich's commissioning processes and support associated implementation or delivery.
6. To work as part of a wider team delivering through project management of various projects and work collaboratively to implement significant change within the local health and care economy and to influence and support change locally.
7. Positively engage with stakeholders and providers to deliver specific projects deploying various external funding streams and co-ordinate the projects to ensure effective implementation and report on progress and establish a performance management culture.
8. The post-holder will be expected to work across all projects and line management boundaries that form our integrated commissioning programme of work to ensure effective and successful delivery of change programmes and projects.

## **Insight and Planning**

9. Supporting the implementation of our Greenwich approach to commissioning by being involved the case for change through analysing population change and forecasting demand.
10. To be responsible for the analysis of the deployment of external funded projects against performance targets indicators and outcomes working collaboratively with stakeholders and partners.
11. Engaging with local providers, residents and service users to understand what services might be needed in the future and what types of external funding could help meet those needs.
12. To be responsible working with partners in developing an understanding of where external funded projects could improve outcomes, based on local demand and future trends, developments in the needs of the population, using a range of techniques, including engaging with stakeholders, interpretation of data, focus groups with service users and providers and desktop research.
13. To be accountable for working with partners and stakeholders to develop strategies and business plans regarding the deployment of external funding and future sustainability of projects/programmes of work.
14. Ensure the availability of appropriate outcome-focused evidence in external funding bids, demonstrating that activity that has improved the lives of vulnerable adults and carers against agreed measurement tools.

## **Innovation, Quality and Performance Improvement**

15. Leading or overseeing the delivery and/or performance of any external funding streams which are or may become live. This may include direct project/programme management of those external funding streams or providing an oversight role in ensuring progress is being delivered.
16. To ensure that residents, including those that find it hard to have their say, are involved in designing externally funded projects/programmes of work, so that their views and experiences lead to better decisions about the design, improvement, integration, and modernisation of local services.
17. To co-ordinate assurance processes and work with commissioners to pursue the highest standards of care, ensuring full compliance with all relevant Care Quality Commission standards and the RBG's and SEL ICB's procurement, contract and finance standards to secure best value services.

18. To co-ordinate quality management and quality characteristics guide how services will be provided through co-production and that Safeguarding Adult and Children's policies are integral within service provision.
19. To co-ordinate the development of indicators by working collaboratively with senior managers, partners and staff in the co-production and evaluation of externally funded projects, to ensure that programmes deliver value for money and effectively contribute towards the system's vision, mission, and goals.
20. To ensure any proposal for external funding considers the potential health and care equality impacts, and that there is full compliance with all relevant legislation such as the Equality Act (2010) and RBG's and SEL ICB's procurement, contract and finance standards to secure best value services and minimise risk to vulnerable adults and children.

### **Setting Staff up for Success**

21. To support Senior Managers to drive change through providing inspired, consistent, and effective leadership.
22. Supporting the culture of change through working jointly with internal and external teams to adopt a whole systems approach to implementing this new culture.
23. The post holder will be expected to participate in ongoing professional development using the competency foundations tool kit, to optimise their impact on delivery, and present value for money.
24. We recognise that there will likely be a link between the Joint Funding Delivery Lead and the Programme Lead (this post) for External Funding. Though the post holders will be expected to work together where their work overlaps, we envisage that the Joint Funding Delivery Lead will focus more on managing programmes of work in relation to 'established' pools of joint funding (e.g., the BCF, S.256 etc.), whereas the Programme Lead for External Funding (this post) will focus more on developing projects and managing funds in relation to short-to medium-term funding that may become available with relatively less notice.
25. This post requires a Standard DBS and will be supported by Safer Recruitment tools.
26. To undertake any other work appropriate to the level and general nature of the post's duties.

## Person Specification

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<b>Directorate</b>	Health and Adult Services (RBG) and South East London Integrated Care Board (SEL ICB)

**Shortlisting Criteria:** Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>Master's degree or equivalent professional qualification or management experience or Knowledge acquired through experience or training.</li> </ul>	E
<ul style="list-style-type: none"> <li>Good knowledge of health/care policy and practice along with experience of its implementation gained in a health or care setting.</li> </ul>	D
<ul style="list-style-type: none"> <li>Good knowledge of service design, behavioural science and transformation tools and strategies that drive improved outcomes for people.</li> </ul>	D
<ul style="list-style-type: none"> <li>Thorough knowledge of legislation, including the Health and Care Act 2022, the Care Act 2014, the Children's and Families Act 2017, and the Mental Health Act 1983, Deprivation of Liberties, statutory regulations and government guidance, and standards relevant to planning, commissioning, procuring, safeguarding and quality assurance. This includes familiarity with regulations governing services for adults and/or children and young people.</li> </ul>	E
<ul style="list-style-type: none"> <li>Sound awareness of the needs of vulnerable residents</li> </ul>	D



<ul style="list-style-type: none"> <li>• Demonstrated knowledge and experience in managing information governance across diverse organisations.</li> <li>• Knowledge of external funding streams and grants and bid writing and making grant applications.</li> </ul>	<p>D</p> <p>E</p>
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>• Ability to analyse very complex project management information where material (including financial material) is conflicting and drawn from multiple sources, inclusive of business cases, and present the data in a clear and accurate manner at Board level.</li> <li>• Ability to apply advanced influencing and negotiation skills necessary to achieve successful outcomes, e.g. when working with directors, senior managers and staff representatives external regional and national agencies.</li> <li>• Demonstrated capability to plan regarding external funding over short, medium, and long-term timeframes through working with stakeholders and adjust plans and resource requirements accordingly.</li> <li>• Ability to implement systems leadership behaviour and implement these values across a complex health and care system to influence and effect system change.</li> <li>• Strong communication skills with the ability to draft detailed reports, business cases, and briefings for internal and external agencies which are persuasive and are reinforced by clear presentations at meetings and events.</li> <li>• Skill in collaborating with partners and individuals accessing health and care services and developing cross functional projects using project principles, techniques, and tools, such as Prince 2, maintaining the trust and credibility of internal and external partners</li> <li>• Critical thinking and problem-solving prowess. Reflect upon and evaluate service provisions, partnering with supported individuals to develop the business case for sustainable funding.</li> <li>• Skill in managing sensitive situations, such as provider failures, and to suggest mitigations for risks in area of own operation and expertise.</li> <li>• Ability to lead on the delivery of a wide range of projects and work. across boundaries to ensure effective and successful delivery of our commissioning programme of</li> </ul>	<p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>

<p>work to ensure effective and successful delivery of externally funded projects</p> <ul style="list-style-type: none"> <li>Ability to implement system change leadership and related values.</li> </ul>	D
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Experience of project management which ensures that evaluation processes and outcome service specifications have been co-produced with stakeholders throughout the various externally funded projects.</li> <li>Experience of commissioning, performance monitoring of a range of projects and successfully delivering projects related to funding streams, funding sources and implementing an integrated commissioning agenda.</li> <li>Experience of working on politically sensitive projects and programmes of work.</li> <li>Experience of monitoring budgets and leading the collaborative working with external agencies to ensure the effective deployment of external funding streams.</li> <li>Experience of setting up and implementing internal processes and procedures relevant to own field including monitoring budgets and business planning processes.</li> <li>Demonstrable achievement of managing the development of innovative services using project management techniques with measurable results in the commissioning, contracting or operational delivery of health and or care services.</li> <li>Track record of working with providers to ensure contract delivery and fulfilment of funding requirements through effective performance management, emphasising quality assurance and enabling providers to innovate while mitigating risks.</li> </ul>	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>
<b>Equal Opportunities</b>	
<ul style="list-style-type: none"> <li>Understanding of and commitment to the Council's and ICB's equal opportunities policies and ability to put them into practice in the context of this post.</li> <li>Understanding of and commitment to achieving the Council's and ICB's staff values and ability to put them into practice in the context of this post.</li> </ul>	<p>E</p> <p>E</p>



<ul style="list-style-type: none"><li>• Understanding of and commitment to tackling structural racism.</li></ul>	E
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