

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT – Integrated Commissioning for Adult Services

SECTION – Health and Adult Services

GRADE - P04

POST DESIGNATION – Project Manager (Health and Adult Services)

Purpose of Job:

To be responsible to Assistant Director for Integrated Commissioning (Ageing Well, Home First and Early Help) for:

i) Project managing the design of our homecare and reablement services for adults with social care needs. The aim of this review is to support people to live in better health. The review aims to achieve this by:

- Developing services in line with our aspirations to provide care and support services on a neighbourhood footprint as part of Integrated Neighbourhood Teams (INTs)
- Improving our care offer, with a focus on improving local services to support people to live independently
- Providing better early help support to prevent people from getting into crisis
- Improving the planning and coordination of services through better joined-up working between organisations

You will be responsible for project managing the design work through managing an exciting and complex programme of change activity across different services and organisations.

Main Duties:

1. Project management of the design from start to finish. This will include identifying and coordinating actions across multiple services and organisations (local authority, NHS and external providers).
2. Shaping services and developing strategies
3. Co-ordinate engagement with residents and carers to design and develop models of care.
4. Development and delivery of plans for communication of any changes across partners
5. Ensure that service changes meet the needs of residents, carers and frontline operational teams.
6. Support the mobilisation of new models of care

7. Keep stakeholders updated on progress and emerging risks/issues. Stakeholders include senior officers, politicians, peers in other services/organisations, and external suppliers.
8. Manage delivery and proactively address risks, including where ownership exists outside the team.
9. Manage staff as required
10. Lead the organisation and facilitation of project groups, workshops and other forums as required
11. Produce reports on progress to be shared with senior leaders and operational teams across organisations
12. Identify areas for improvement with partners including, but not limited to, where better value placements could be made in less restrictive settings. This should result in financial benefits driven by reduced demand, improved practice, processes and partnerships. This would include designing and implementing ways to track financial and non-benefits.
13. To undertake any other work appropriate to the level and general nature of the post's duties.
14. Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
15. To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
16. To perform all duties in line with Council's staff values showing commitment to improving residents' lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
17. You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Person Specification

Job Title	Project Manager (Health and Adult Services)
Grade	PO4 /
Service/Section	Integrated Commissioning
Directorate	Health and Adult Services (RBG) Children's Services (RBG) and NHS South East London (ICB)

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

Criteria	Essential/ Desirable
Knowledge	
<ul style="list-style-type: none"> • Educated to degree level in a relevant subject, or equivalent by experience. • Evidence of continued professional development • Substantial knowledge of health/care policy and practice along with experience of its implementation gained in a health, care or local authority setting. • Knowledge of legislation relevant to the role, which may include the Children Act 1989, the Health and Care Act 2022, the Care Act 2014, the Mental Health Act 1983 and Children's and Families Act 2017, Deprivation of Liberties, statutory regulations and government guidance, and standards relevant to planning, commissioning, procuring, safeguarding and quality assurance. • Knowledge of managing information governance successfully involving services or teams from across different organisations. • Excellent understanding of national priorities for services for children and/or adults. • Sound awareness of the needs of vulnerable residents. 	<p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p>
Skills and Abilities	
<ul style="list-style-type: none"> • Excellent interpersonal, negotiation and influencing skills to effectively engage a wide range of internal and external stakeholders. • Develop and maintain credibility and confidence of colleagues, both internally and externally and able to work collaboratively with partners across the system. • Ability to adopt values and behaviours that align to the Greenwich commissioning vision and systems leadership approach. • Ability to scrutinise and problem solve, reflecting and evaluating with individuals who we support to continuously adapt services and improve outcomes. • Ability to maximise value for money in collaboration with partners across the social, environmental & economic bottom line. 	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p>

Equal Opportunities	
<ul style="list-style-type: none"> • Understanding of and commitment to the ICB and Council's equal opportunities policies and ability to put them into practice in the context of this post. 	E
<ul style="list-style-type: none"> • Understanding of and commitment to achieving the ICB and Council's staff values and ability to put them into practice in the context of this post. 	E
<ul style="list-style-type: none"> • Understanding of and commitment to tackling structural racism. 	E