

Job Description: Senior Adviser

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| Reports to: | Head of Implementation |
| Directorate/Team: | Deputy Chief Executive / CHIP |
| Grade: | Grade 7 |
| Responsible for: | Designated programme staff |

Job Purpose:

To work with colleagues in the Health and Care Programme Team to develop and implement the sector led improvement model for adult social care and safeguarding, working with and for the Toward Excellence in Adult Social Care (TEASC) Programme Board and Councils.

Core Accountabilities:

1. Lead the delivery of assigned projects and programmes within resource and budget allocations that deliver the LGA's business plan and the TEASC programme plan.
2. Develop networks and partnerships that are of value to the TEASC, LGA and the Health and Care Programme and work to maintain a positive reputation with local authorities, central government, partners and stakeholders.
3. Assist with maintaining a culture of continuous improvement, underpinned by effective performance management and monitoring.
4. As directed, commission resources in terms of capacity and expert knowledge, following agreed procurement processes and within budget allocations.
5. Lead/work as part of a team, building a culture of flexible and collaborative team working to ensure that the LGA meets its business objectives and that TEASC delivers its programme plan, responding effectively to new or changing requirements.
6. Model the LGA's values and work in accordance with health and safety, equal opportunities and environmental policies.
7. Undertake any other duties and responsibilities appropriate to the post.

Specific Accountabilities:

1. Support the Programme Director and work with colleagues to ensure the TEASC Board functions effectively, including advising the Programme Board on key priorities for, content, delivery and review of its work programme.
2. Represent the LGA and TEASC with local government Members, government officials, Ministers, Parliamentarians and other interested parties at national level to promote the reputation of the LGA and the sector, to influence and pursue the policy and improvement agenda and to achieve beneficial outcomes for councils.

3. Commission/undertake research, horizon scanning and intelligence gathering to establish a strong evidence base that informs and influences the policy agenda; ensure that the findings are shared across the LGA.
4. Prepare reports, policy papers and briefings on sensitive and complex issues; and contribute to external briefings, publicity and marketing materials.
5. Work with the Events team to develop events that support improvement in local government; participate as required in national and international events, conferences and seminars to promote and improve knowledge of the policy and improvement agenda in local government.
6. Maintain an up to date understanding of the performance challenges facing councils particularly in the area of adult social care, working with colleagues across the LGA to contribute to shaping and delivering appropriate improvement and support activities.
7. Maintain awareness of presentational and media opportunities and risks in area of responsibility, and alert the relevant Head of Programme as necessary, contributing to the shaping of presentational strategies and sector positions in media and public.
8. Support sub-national, regional and local arrangements for delivering improvement and if necessary, work with LGA colleagues to provide additional support.
9. Build the links with related improvement programmes and capture learning and innovation from local improvement activity.

Relevant Contacts:

Local Authorities

Portfolio holders and other lead members

Senior Officers

Sector experts/professional bodies

Central Government Departments

Civil Servants

LGA

Programme Board Members

LGA Office Holders

Programme Heads

LGA Strategic Managers

Other

As appropriate according to work area

Person Specification: Senior Adviser – Towards Excellence in Adult Social Care

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| Qualifications | Degree or equivalent |
| Knowledge and experience | <ul style="list-style-type: none"> • Understanding of adult social care, local and central government, their roles structures and relationships • Understanding of key government policies and the policy making/ legislative process in the areas of adult social care and health • Record of achievement in complex political environments, preferably in adult social care and/or health • Understanding of the local government policy and improvement agenda • Experience of: <ul style="list-style-type: none"> - building and maintaining effective relationships and partnerships. - contributing to the development of strategies, interventions and innovative solutions to complex issues - managing performance - project management, demonstrating the ability to meet targets in respect of deadlines and resources - working in adult social care at a local and/or national level |
| Skills & abilities | <ul style="list-style-type: none"> • Political awareness and sensitivity to ensure credibility with politicians, senior managers, key stakeholders and staff. • Strong analytical skills including the ability to interpret evidence and identify trends • Excellent interpersonal skills, with the ability to influence and negotiate with a wide range of stakeholders effectively • A team player, willing to work flexibly to meet changing priorities • Able to deliver under pressure, prioritising work against competing demands to meet deadlines. • Highly developed written and oral communication skills, including the ability to speak confidently in public and to present complex ideas in a clear and comprehensible way. • Self-motivated and self-supporting • Intellectually agile and innovative, capable of translating ideas into policy and practice • High level awareness of media and presentational issues, and ability to work with politicians and media professionals to shape and project credible public positions. • Demonstrable skills in leadership of project teams consisting of a diverse range of participants with a variety of skills/backgrounds • Commitment to personal and professional development. |