

## **Job Description: Programme Adviser**

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**Reports to:** Senior Adviser

**Directorate/Team:** Care and Health Improvement Programme

**Grade:** Grade 6

### **Job Purpose:**

To provide programme management support within the Care and Health Improvement Programme, specifically in supporting the delivery of the peer reviews within the Better Care Fund and Integration support workstreams. This programme comprises peer reviews of lengths varying from half a day to four days, and, where appropriate, follow-on improvement support.

Under the direction of the Senior Adviser, to deliver the programme of peer reviews in conjunction with stakeholders across the LGA and partner organisations. This includes ensuring that the peer review programme inform and are informed by the wider Better Care Fund and Integration support workstreams, and that local systems supported by them are enabled to improve in line with the peer review recommendations.

To bring drive to the programme; co-ordinate existing resources and capacity; develop a structured and resourced plan to deliver the programme; deliver programme monitoring and reporting and capture the evidence that will demonstrate success.

To work with colleagues in the wider Better Care Fund and Integration support workstreams as required, such as developing or delivering tools or activities or contributing to those delivered by other colleagues.

### **Core Accountabilities:**

1. To work with the Senior Adviser to implement the Programme Plan, including ensuring it is embedded within the wider Better Care Fund and Integration workstreams, and is both informed by and informs these workstreams.
2. To develop, and keep updated, a structured programme and resource plan for the programme.
3. To plan, prepare and manage the programme reporting as required.
4. To act as the focal point for the programme management with the LGA and partner organisations.
5. Develop and maintain strong networks and partnerships that are of value to the programme and that help deliver its objectives.

6. Undertake any other duties and responsibilities appropriate to the post.

**Specific Accountabilities:**

1. To work with the Senior Adviser and their team and other stakeholders to develop, communicate and keep up to date the Programme Plan.
2. To prepare and present reports and programme updates as necessary.
3. To prepare, plan and collect the information necessary to manage and monitor the progress of the programme and demonstrate the achievement of programme objectives.
4. Identify the critical success factors and to prepare, plan and collect the evidence to demonstrate the achievement of programme objectives.
5. Develop and maintain close working relationships with the Department of Health and Social Care, the Ministry of Housing, Communities and Local Government, the Better Care Support Team, Association of Directors of Adult Social Care (ADASS), NHS England and Improvement, local authorities, Health and Wellbeing Boards, Clinical Commissioning Groups and others to understand priorities and needs in relation to the Programme.
6. Work collaboratively with regional and national colleagues to share progress, findings and identify good practice systematically across local government, clinical commissioning groups and the health sector. This includes ensuring the insights generated in the peer reviews are incorporated into follow-on support which may be provided by the LGA or other national partners.
7. Support, as arises and under the direction of the Senior Adviser, the development of improvement support tools and activity based on needs and issues identified through delivery of the peer reviews and other projects as required.
8. Commission services from external suppliers and agencies to ensure the appropriate level of support and capacity to deliver the peer reviews on time, within budget and which meets quality standards.
9. Create an environment that treats people with respect and enables them to develop and realise their potential.
10. Model the LGA's values and work in accordance with health and safety, equal opportunities and environmental policies.

**Relevant Contacts:****Local Authorities**

Elected members  
Chief Executives  
Directors of Adult Social Care  
Senior Officers

**LGA**

Lead peers  
Officer peers  
Care and Health Improvement colleagues  
Improvement colleagues  
Policy colleagues

**Others**

Department of Health and Social Care officials  
Ministry of Housing, Communities and Local Government officials  
NHS England and Improvement officials  
Better Care Support Team members  
ADASS Members and Officials  
Health and care national bodies such as NHS Clinical Commissioners, NHS Confederation or NHS Providers  
Private and third sector health and social care providers

## Person Specification: Programme Adviser

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<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Educated to degree level or equivalent</li></ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"><li>• Understanding of the key issues, priorities and pressures affecting local government and/or health.</li><li>• Experience of managing a complex workload, preparing plans and meeting deadlines and milestones.</li><li>• Experience of leading successful projects particularly in the fields of local government, health and/or care</li><li>• Experience of project management approaches and principles across multiple projects in the fields of local government, health and/or care.</li><li>• Experience of working with officers and/or members to deliver support to local authorities and/or health organisations</li></ul>
<b>Skills &amp; abilities</b>	<ul style="list-style-type: none"><li>• Political sensitivity, and the ability to exercise appropriate discretion and judgement on issues of significance and importance, and when dealing with politicians and officials</li><li>• Integrity and credibility with senior managers/politicians, key stakeholders and/or staff</li><li>• Excellent organisational skills and the ability to deliver under pressure, prioritising work against competing demands to meet deadlines</li><li>• Excellent written and oral communication skills, with ability to present complex ideas in a clear and comprehensible way</li><li>• Confident and resilient with good people skills, able to develop positive internal and external relationships</li><li>• Good financial and resource management skills.</li><li>• Excellent computer skills and the ability to produce high-quality documents.</li><li>• Team player able to build alliances and lead from within.</li></ul>