

## **Job Description: Programme Adviser**

---

**Reports to:** Senior Adviser  
**Directorate/team:** Deputy Chief Executive / CHIP  
**Grade:** Grade 5

### **Job Purpose:**

Working jointly to the Local Government Association (LGA), Association of Directors of Adults Social Services (ADASS) and Department of Health and Social Care (DHSC) on the implementation of the Care Act (2014) and sector-led improvement in adult social care.

To contribute to the delivery of implementation of whole systems change to enable DHSC to deliver the provisions of the Care Act, and local authorities and directors of social services implement them in an effective way and support sector-led improvement in adult social care services.

### **Core Accountabilities:**

1. As a member of the Care and Health Improvement Programme (CHIP) work with colleagues in ADASS, LGA and DHSC to deliver assigned projects within resource allocated to enable DHSC to deliver the provisions of the Care Act, and local authorities and directors of social services implement them in an effective way and support sector-led improvement in adult social care services.
2. Contribute to the development of networks and partnerships across the sector, DHSC and local government and work to maintain a positive reputation for the ADASS, LGA and DHSC with local authorities, central government, partners and stakeholders.
3. Support projects to deliver the workstreams in the CHIP programme, through producing papers, arranging meetings and events, taking follow up actions as required, and liaising with relevant networks, stakeholders etc.
4. Undertake any other duties and responsibilities appropriate to the post.
5. Model the LGA's values and work in accordance with health and safety, equal opportunities and environmental policies.

## Specific Accountabilities:

1. Take a lead responsibility in delivering a key strand of the CHIP plan; working with and across all partner organisations to ensure an effective implementation of the Care Act and sector-led improvement in adult social care.
2. Provide programme office support to ensure that the CHIP's business processes operate efficiently and effectively and are consistently applied.
3. To work closely with colleagues in ADASS, DHSC and LGA on the development, delivery and reporting of their work. Develop and operate communications, knowledge transfer and information exchange to ensure that all involved in this work are well informed and able to share good practice.
4. Support the timely collection and dissemination of appropriate local and national performance information in order to monitor the progress of CHIP's deliverables.
5. Monitor and maintain programme budgets, financial returns, regional expenditure and provide accurate and timely information as part of the LGA's financial procedures.
6. Respond to enquiries and undertake horizon scanning and intelligence gathering to inform future planning. Undertake research to establish a strong evidence base that supports sector-led improvement in adult social care.
7. Prepare reports, policy papers and briefings for senior managers, members and civil servants in all partner organisations on sensitive and complex issues relating to the implementation the Care Act and sector-led improvement in adult social care.

## Relevant Contacts:

### **ADASS**

President and Senior Management Team  
Senior Officers

### **Local Authorities**

Members  
Chief Executives  
Directors of Adult Social Care  
and Senior  
Officers

### **Department of Health and Social Care**

Deputy Director General and Branch Heads

### **Others**

Senior figures in the private and  
voluntary social care sectors

### **LGA**

Members  
Senior Management Team  
Programme Teams  
Business support staff

## Person Specification: Programme Adviser

---

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Evidence of continuous professional development</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• A broad understanding of local government and how it works</li> <li>• Experience of Adult social services</li> <li>• Experience of working with remotely delivered programmes</li> <li>• Experience of managing a complex workload, preparing plans and meeting deadlines and milestones</li> <li>• Experience of using project management approaches and principles across multiple projects</li> <li>• Experience of a range of software packages including Word, Excel, PowerPoint, e-mail and the internet.</li> <li>• Experience of researching data from a range of sources and of compiling clear, comprehensive papers</li> <li>• Experience of organising meetings, events or other activities</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Excellent written skills, with the ability to accurately summarise and convey complex information</li> <li>• Excellent oral and influencing skills, with the ability to give clear advice on procedural issues</li> <li>• Political sensitivity, with the ability to exercise discretion, judgment and confidentiality when dealing with politicians and officers at every level, and to demonstrate political neutrality at all times</li> <li>• Good interpersonal skills, with the ability to deal with members, other clients and colleagues with courtesy, tact and sensitivity</li> <li>• A demonstrable commitment to customer care</li> <li>• Excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy</li> <li>• Ability to work as part of a team and to support others</li> <li>• Flexible approach to work, with a keenness to adapt to meet changing work requirements</li> <li>• A positive, “can do” attitude</li> </ul>