

## Better Care Fund Manager

<b>Job Title:</b>	Better Care Fund Manager
<b>Band:</b>	Band 8a or equivalent Council grade
<b>Responsible to:</b>	TBC
<b>Accountable to:</b>	Both the CCG and Council equally. Health and Wellbeing Board Chair Host employer will be agreed with the successful candidate
<b>Responsible for:</b>	Responsible for day to day management of the Better Care Fund work stream, its associated budget and performance management requirements.
<b>Location:</b>	The post holder may be required to work at any of the Clinical Commissioning Group or Local Authority establishments at any time throughout the duration of their contract. Main base will be confirmed on appointment but would either be at a Council or CCG premises in Shrewsbury

### 1. **Job Summary**

- To manage a complex programme of work to deliver the requirements of the Better Care Fund.
- To link with other programmes associated with other national developments (e.g. The Care Bill).
- To provide regular reporting and assurance on the delivery of the work associated with the Better Care Fund to the Health & Wellbeing Board.
- To ensure the delivery of the Better Care Fund meets the National Conditions and Metrics as set out by the Government
- The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Department and the Organisation.

### 2. **Key Working Relationships**

- Operate effectively in a flexible and demanding environment and proactively engage with NHS and Local Authority, staff service providers and a range of other stakeholders working on a variety of topics.
- Provide and receive highly complex, sensitive and contentious information, presenting information, to a wide range of stakeholders in a formal setting.
- Engage with the Health and Wellbeing Board and its sub groups associated with the delivery of the Better Care Fund
- Committed to working and engaging constructively with internal and external stakeholders on a range of business sensitive issues

- Nurtures key relationships and maintains networks internally and externally, including national networks
- Close liaison with the Communications team on public relations and marketing activities
- Link with managers and members of other functions, to address inter-dependencies and ensure alignment
- Apply a structured change management approach and methodology for the impact of any change
- Deputise for the Head of Department as required, expanding on knowledge, skills and experience within personal professional development.

### **3. Functional Responsibilities**

#### **3.1 Operational**

- § To support the delivery of day to day activities associated with delivery of the Better Care Fund
- § To operate in a highly political and sensitive environment
- § To manage reputational issues for both the CCG and LA associated with the Better Care Fund
- § To ensure the Health & Wellbeing Delivery group is advised of any new developments or directives in relation to the Better Care Fund
- § To maintain knowledge of guidance, best practice and developments in other areas that can inform the approach locally

#### **3.2 Project Management**

- To be accountable for the co-ordination and delivery of the programme, made up of a range of projects/ work streams across the local Health and Social Care landscape, as necessary to implement the requirement of the Better Care Fund.
- To lead on the implementation of selected projects/ workstreams and participate in those which may be led by other project managers within the LA or CCG
- To monitor and co-ordinate progress on each aspect of programme delivery liaising as appropriate with lead officers across all projects/ workstreams aligned to the key outcomes of the Better Care Fund and ensuring appropriate links with other projects and strategies
- Ensure appropriate records are maintained in a timely fashion
- To report progress to the Health & Wellbeing Board and Health and Wellbeing Delivery Group in accordance with the agreed schedule
- To carry out impact assessment of aspects of the work programme and advise the Health & Wellbeing Delivery Group accordingly
- To identify any risks to implementation within agreed timescales and report through agreed lines.

- Lead the delivery of project plans, allocating tasks as appropriate, identifying risks, issues and dependencies, considering best practice and current options and ultimately making decisions in the best interest of the delivery of the Better Care Fund.
- Develop a comprehensive and cohesive implementation plan which meets the strategic direction of the Better Care Fund Plan approved by the Health & Wellbeing Board and minimises unnecessary disruption to stakeholders involved in the process and is operationally sound.
- Pro-actively manage stakeholders, respond to and resolve conflict between different stakeholders when this arises through facilitation or other appropriate mechanisms.
- Be responsible for a high standard of work supporting the delivery of projects on time, to quality standards and in a cost effective manner. Maintain the project initiation document and associated plans with regular team meetings to monitor progress and resources.
- Ensure the flexibility of the project if required to meet conflicting/changing requirements.
- Responsible for the planning and organisation of numerous events/meetings. Ensuring communication tools are used to their maximum value for circulating the minutes, agenda and presentations in a timely manner.
- Maintain a comprehensive risk register associated with the delivery of the Better Care Fund and ensure the Health and Wellbeing Delivery group is kept up to date regarding risk and their mitigations.

### **3.3 Financial and Physical Resources**

- Act in a way that is compliant with Standing Orders and Standing Financial Instructions of the budget hosting agency in the discharge of budget management responsibilities.
- Responsible for ensuring adherence to the budget, ongoing monitoring of expenditure against budget and ensuring the appropriate documentation is available for scrutiny.
- Identify products, equipment, services and facilities for assigned activities, achieving stakeholder buy-in as required. Placing orders and signing invoices, keeping mindful of budget limitations.
- Responsible for making recommendations, providing advice and able to prepare strategic reports/briefings for the Head of Department, Steering/Reference Groups and others as required.

### **3.4 Information Management**

- Drafting reports summarising status on issues, appraising outcomes, and providing progress reports for the Head of Department.

- Collate as required, qualitative and quantitative information and lead appropriate analysis to develop robust business cases and contribute to project 'products'.
- Analyse, interpret and present data to highlight issues, risks and support decision making.
- To arrange, lead or participate in information sharing and consultations with a range of groups, including people who use services, families, carers and the general public.
- Present information to a range of groups in a range of appropriate formats. This will include preparing reports for the Health & Wellbeing Board and its Delivery Group and other bodies as required to inform the Council's and CCG's decision making

### **3.5 Policy and Service Development**

- Responsible for proposing and drafting changes, implementation and interpretation to policies, guidelines and service level agreements (SLA's) which may impact service.
- The post holder will need to maintain a good knowledge of emerging policies from government departments for example pensions, change management, constitution.

### **3.5 Research and Development**

- Plan, develop and evaluate methods and processes for gathering, analysing, interpreting and presenting data and information
- Deliver projects to comply with key performance indicators.
- Co-ordinating Research & Development initiatives, delegating as appropriate.

### **3.6 Planning and Organisation**

- Contribute to the strategic planning of Team projects, identifying interdependencies across projects/functions, potential impacts on wider organisation, resource requirements and building in contingency and adjustments as necessary.
- Contribute to the development of performance and governance strategies and the development and implementation of improvement programmes.
- Contribute to short, medium and long term business plans, achieving quality outcomes.

## Person Specification

### Supporting Evidence

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Factors	Description	Essential	Desirable	Assessment
<b>Knowledge, Training and Experience</b>	Educated to masters level or equivalent level of experience of working at a senior level in specialist area.	√		A/C
	Extensive knowledge of specialist areas, acquired through post graduate diploma or equivalent experience or training plus further specialist knowledge or experience to master's level equivalent	√		A/I
	Evidence of post qualifying and continuing professional development	√		A/I
	Must have an understanding of the background to and aims of current health and social care policy and appreciate the implications of this on engagement	√		A/I
	Should have an appreciation of the relationship between Health and Social Care and individual provider and commissioning organisations	√		A/I
	Understanding of and commitment to the principles underlying the Better Care Fund and the ability to ensure that the implications are reflected in all developments	√		A/I
<b>Communication Skills</b>	Must be able to provide and receive highly complex, sensitive or contentious information, negotiate with senior stakeholders on difficult and controversial issues, and present complex and sensitive information to large and influential groups	√		A/I
	Negotiate on difficult and controversial issues including performance and change.	√		A/I

<b>Analytical</b>	Problem solving skills and ability to respond to sudden unexpected demands	√		A/I
	Ability to analyse complex facts and situations and develop a range of options	√		A/I
	Takes decisions on difficult and contentious issues where there may be a number of courses of action.	√		A/I
	Strategic thinking – ability to anticipate and resolve problems before they arise	√		A/I
<b>Planning Skills</b>	Demonstrated capability to plan over short, medium and long-term timeframes and adjust plans and resource requirements accordingly	√		A/I
	Comprehensive experience of project principles techniques and tools such as Prince 2 and Managing Successful Projects		√	A/I
	Ability to work as part of a multi agency team as well as undertaking complex work on own initiative			
<b>Management Skills</b>	Must be able to prioritise own work effectively and be able to direct activities of others. Experience of managing and motivating a team and reviewing performance of the individuals.	√		A/I
	Experience of managing complex projects			
<b>Autonomy Freedom to Act</b>	Must be able to use initiative to decide relevant actions and make recommendations to Sponsor/ Manager, with the aim of improving deliverables and compliance to policies.	√		A/I
	Ability to make decisions autonomously, when required, on difficult issues, working to tight and often changing timescales	√		A/I
	Experience of identifying and interpreting National policy. Experience of researching best practice (globally, private and public sector), interpreting its relevance and processes/ practices which could be implemented successfully to achieve system reform (advising on policy implementation)	√		A/I

<b>Physical Skills</b>	Working knowledge of Microsoft Office with intermediate keyboard skills.	√		A/I
<b>Equality and Diversity</b>	Needs to have a thorough understanding of and commitment to equality of opportunity and good working relationships	√		A/I
<b>Financial and Physical Resources</b>	Previously responsible for a budget, involved in budget setting and working knowledge of financial processes	√		A/I
<b>Other</b>	Used to working in a busy environment	√		A/I
	Adaptability, flexibility and ability to cope with uncertainty and change	√		A/I
	Willing to engage with and learn from peers, other professionals and colleagues in the desire to provide or support the most appropriate interventions	√		A/I
	Professional calm and efficient manner	√		A/I
	Effective organizer, influencer and networker	√		A/I
	Demonstrates a strong desire to improve performance and make a difference by focusing on goals.	√		A/I
	Completer/Finisher	√		A/I
	Ability to travel around the county as required			
	Some evenings			

**\*Assessment will take place with reference to the following information**

**A=Application form**

**I=Interview**

**T=Test**

**C=Certificate**