



## JOB PROFILE

### 1 Job Details

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|-----------------|--|
| Job Title:      | Planning and Development Manager (Care Homes)    |
| Job Profile No: |  |
| Directorate:    | Aberdeen City Health and Social Care Partnership |
| Service:        | Adult Social Care                                |
| Version Date:   | 22/09/21   |

### 2 Job Purpose

To support the strategic development of the Aberdeen City Health and Social Care Partnership in association with the Third and Independent Sectors, Public Sector Partners and the citizens of Aberdeen by:

- Supporting the successful implementation of the partnership's Strategic Plan.
- Supporting the partnership to remain compliant with health and social care integration legislation and associated requirements.
- Developing and managing the delivery of a range of effective strategies and policies in support of the effective management of the Health and Social Care Partnership.
- Ensuring effective partnership working in delivery of the Partnership's strategic objectives.
- Developing robust performance monitoring systems and establish effective improvement measures to provide required assurance to the Integration Joint Board, local authority, health board and Scottish Government as appropriate for care homes and care at home.

### 3 Reporting Relationships

Lead for Social Work  
|  
**Planning and Development Manager**  
|  
Senior Social Worker (Care Homes)

**The post holder will be expected to:**

- Develop and manage the delivery of a range of relevant strategies, policies and plans including: the partnership's strategic plan, commissioning plans, client group strategies, locality plans etc.
- Ensure that national, regional and local debate and strategic development is considered in the development and delivery of partnership strategies, policies and plans.
- Establish and support the implementation of effective systems for strategic and operational risk management.
- Develop and support the delivery of the partnership's Commissioning Plan (setting out what we want/ need to deliver Strategic Plan).
- Deliver effective commissioning and procurement processes in line with corporate requirements, and linking with procurement colleagues (including contributing towards effective quality monitoring)
- Develop and utilise appropriate Intelligence systems (including soft market intelligence) in the development and delivery of strategies and plans.
- Ensure appropriate linkages with operational teams to ensure the effective coherence and deliverability of strategies and plans.
- Contribute to ensuring that appropriate processes are in place to ensure that the Integration Joint Board can remain compliant with legislation, regulations and guidance.
- Ensure that there is transparency between IJB, ACC and NHS in relation to delegated functions and their associated directions.
- Contribute to the appropriate review of the partnership's Strategic Plan and Integration Scheme, in consultation with relevant stakeholders.
- Undertake a collaborative approach with third, independent, public and housing sectors to reshape market provision in line with our Strategic Plan and Commissioning Plan.
- Develop mechanisms to support the active participation of all relevant sectors in the redesign of our health and care services, ensuring a whole "people-place-partnership" ethos.
- Play a lead role in the development of strong and productive relationships with third, independent and public sector partners across the full range of relevant services (including housing, health, social care, communities).
- Support the development of effective relationships with professionals and communities.
- Develop and ensure the implementation of systems to support effective

performance management within and across the partnership - taking cognisance of different performance management requirements at board, operational, and strategic levels. Including internal and partnership considerations.

- Ensure information management systems are in place to provide quality data for reporting requirements.
- Undertake all planning activity in a co-productive and participatory manner (as far as reasonably practicable.)
- Ensure effective communications with a range of relevant stakeholders including internal and external stakeholders including partners, citizens/ service users, trade unions, carers as appropriate
- Ensure systems and processes are in place to demonstrate impacts of implementation plans including tests of change and monitor progress (in an appropriate systematic way) towards delivering our strategic priorities.
- Ensure that the policies and procedures of the Council and NHS are implemented and adhered to by employees under their management.
- Participate in a range of groups, both locally and nationally, representing the Aberdeen City Health and Social Care Partnership and its partner organisations; NHS Grampian and Aberdeen City Council, and ensure effective consultation and partnership working and systems to support this.

The postholder will be given the opportunity to fulfil the above responsibilities through an alignment to a number of the following priority areas.

- Social Care Strategic Planning
- Care Home Governance
- Care at Home Governance
- Adult support and protection
- Learning Disability
- Market Facilitation Plan
- Mental Health
- Older People
- Performance management
- Physical Disability
- Quality assurance

## **5 Knowledge**

**The post holder needs to be able to demonstrate an understanding or experience of:**

- Managing financial and other resources
- Quality assurance, clinical governance and development of services
- Practice, policy and legislation as relevant to the health and social care partnership
- Breadth of understanding /experience in managing complex service provision and re-design
- Leading, demonstrating and facilitating strategic development
- Working under pressure and to deadlines
- Complex partnership working (including third sector, independent sector, political and community)
- Excellent communication and collaborative working skills and experience of developing strong partnerships and effective partnership working systems.
- Influencing and negotiating across complex systems at a senior level.
- Explaining sensitive and highly complex information to a range of audiences and where there are significant barriers to acceptance or understanding.
- Synthesizing and evaluating information from a wide variety of internal and external sources to ensure that appropriate linkages are made to ensure consistency across the system.
- Developing and agreeing own personal development, with feedback from others
- Actively promoting the workplace as a learning environment, encouraging everyone to learn from each other and good practice
- Negotiating / mediating to achieve changes

## **6 Job specific skills and competencies**

### **The post holder is expected to demonstrate:**

- Strategic Planning skills
- an ability to work autonomously
- an ability to lead diverse teams, not line managed by the postholder, to deliver strategic objectives
- negotiating skills and an ability to mediate to achieve change
- a track record of developing and delivering innovative solutions to achieve change across agencies
- proven leadership skills and an ability to persuade, motivate and support key stakeholders including managers to take forward change
- Relevant managerial experience in a Health, Social Care or other relevant setting
- Ability to manage resources effectively
- Innovative use of all Locality assets / resources
- Excellent communication skills.
- Budget management knowledge and competence, including financial resource planning and deployment and contingency planning
- Competence in understanding and working within a democratic system of governance
- Ability to lead and motivate multi-sector and community partnerships.
- Experience in delivering complex change processes
- Proven interpersonal and negotiating skills
- A commitment to anti-discriminatory practice
- Excellent communication skills

- IT Literacy

## **7 Organisational Behaviours**

**The post holder is expected to display the following behaviours:**

### **Communication**

- Makes sure there are appropriate, sufficient and effective communication channels in place for the team, service and key stakeholders
- Communicates information clearly and concisely to staff and stakeholders
- Is open and honest in communication
- Provides constructive feedback/ advice/ instruction

### **Customer Focus**

- Encourages colleagues and stakeholders to be customer focused
- Embeds a person-centred approach across the portfolio
- Invests effort in making a difference to how services are planned and delivered
- Works collaboratively across service/ team/ organisational boundaries to deliver excellent customer service
- Actively seeks out user/ patient/ customer feedback to identify service improvements

### **Professionalism**

- Is a role model for professionalism
- Is flexible and willing to support change
- Demonstrates honesty and integrity in their decisions and actions
- Is accountable and holds others to account
- Takes full account of the appropriate governance, including clinical and professional, process which are in place
- Is task and solutions focused

### **Respect**

- Recognises the time, effort and commitment of others
- Shows respect for people at all levels
- Supports corporate decisions once these are made
- Is fair and consistent in their approach

### **Creative Thinking**

- Looks for more effective ways to improve the service and encourages others to come up with ideas and new ways of working
- Is prepared to take managed risks

### **Engagement**

- Is accessible and approachable and encourages engagement at all levels
- Effectively communicates the agreed vision and direction with a range of colleagues and stakeholders
- Encourages good working relationships
- Explains how decisions have been reached and involves people in decisions which affect them

### **Future Focus**

- Demonstrates knowledge of the organisation's vision, mission and aims and works to achieve these
- Manages budgets and/ or resources effectively and looks for opportunities to maximise budgets/ resources
- Seeks to deliver results for the organisation
- Negotiates and influences effectively
- Sees the bigger picture, both internally and externally, and takes this into account when making decisions

#### **Team leadership**

- Demonstrates a positive approach to work
- Manages change effectively
- Creates a work environment which promotes health, safety and wellbeing
- Is supportive and encouraging
- Represents team interests to higher management
- Creates a culture of learning e.g. coaches and mentors others
- Demonstrates and instils the values of the Partnership

### **8 Requirements of the Job**

#### **The post holder needs to hold as a minimum:**

- A degree in a relevant field or equivalent experience.
- Membership of Protection of Vulnerable Groups Scheme or willingness to join

#### **The post holder will be expected to:**

- Travel to meet the needs of the service
- Adhere to the requirements of all relevant legislation, codes of practice, policies and procedures.
- Work in accordance with Adult, Child and Public Protection principles and procedures

### **9 Development**

#### **The post holder must have undertaken or be committed to undertaking the following within a specified period:**

- Relevant mandatory and statutory training required by the partners