



Job description			
Job title	Cheshire & Merseyside Association of Directors of Adult Social Services (C&M ADASS) Programme Manager		
Grade	PMG 1		
Directorate	Health & Social Care		
Service/team	C&M ADASS Programme Team		
Accountable to	C&M ADASS Programme Director		
Responsible for	1 member of programme support staffs (Programme Support Officer, Graduate or Senior Research Analyst)		
JE Reference	B1342	Date Reviewed	

### Purpose of the Job

C&M ADASS brings together the 9 Directors from local authorities within the Cheshire & Merseyside Integrated Care System (ICS) and has a rich legacy of providing strong collective leadership working together to identify common strategic priorities. The C&M ADASS Programme Manager will harness these qualities to support the continued development of C&M ADASS within C&M ICS.

The C&M Programme Manager has a fundamental role in the transformation and improvement of Adult Social Care and integrated health and social care. You will work closely with the Programme Director to bring a high level of creativity, energy and enthusiasm and will be unwavering in pursuit of our ambitious goals for health and social care improvement. You will be required to set the priorities for the Programme in partnership with the Programme Director, Programme Board and ICS partners.

You will work closely with a range of partners and stakeholders including local authority Directors of Adult Social Services, other senior managers from local authorities; senior managers within C&M ICB, key stakeholders within C&M ICS, strategic regional and national partners such as the Local Government Association and NHSEI; providers of adult social care services; and people who use services. As part of this activity, you will ensure directors are aware of and actively planning for changes, including change in policy direction and incoming legislation.

Programme Managers are champions for transformational change, bringing forward opportunities for change, promoting innovative thinking, evidence-



based decision making and bringing in best practice from outside the organisation.

You may also line manage members of our small team, such as the Programme Support Officer, Graduates or Senior Research Analyst.

You must be organised, self-motivated and demonstrate effective programme management to support the effective development of the Programme Office and its wider networks.

### **Duties and Responsibilities**

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. Develop, manage and successfully deliver complex programmes and initiatives, taking direct responsibility for the successful delivery of all elements to agreed levels of time, budget and quality.
2. Manage, deploy and co-ordinate resources effectively, ensuring that programme / initiative necessities are fully identified, including staffing, financial and ICT requirements.
3. Ensure that change is managed effectively by working with relevant staffs and key stakeholders.
4. The post holder will be expected to lead on specific work within the C&M ADASS programme and support the relevant Director Leads and ICS Senior Responsible Officers as necessary.
5. Contribute to and influence the development, promotion and implementation of C&M ADASS strategies and plans for the transformation of adult social care and integrated health and social care.
6. Lead on and implement specific work within the programmes and support the relevant C&M ADASS Programme Director and programme executive as necessary.
7. Be accountable for the management of programme documentation, including effective record keeping and version control of programme documentation.
8. Effectively manage programme risk through effective analysis, mitigation and contingency planning.
9. Provide strong leadership to programme resources, framework partners and consultants, defining work, ensuring deadlines are understood and adhered to and that programme objectives are clearly articulated and understood.
10. Influence and implement work that promotes the sharing of learning and best practice across the C&M ICS sub region.
11. Form C&M ICS level consultation responses on behalf of the C&M ADASS to reflect the views and opinion of the sector and influence C&M ICS, National and Regional Policy
12. Write reports, bids and other papers, analysing and interpreting complex information as required, to drive forward policy development and/or quality improvement.



13. Develop positive and constructive relationships with key internal and external stakeholders and partners notably Directors of Adult Social Services, senior managers within C&M ICB, key stakeholders within C&M ICS, national ADASS, the Local Government Association, The Department for Health and Social Care and NHSE/I.
14. To deputise for the C&M ADASS Programme Director as required, and to represent C&M ADASS at C&M ICS and regional meetings.
15. Support procurement activities as appropriate
16. Manage a member of support staffs, such as the Programme Support Officer, Senior Data Analyst or Graduate, as required.
17. Proactively utilise business management tools and solutions to effectively manage resources and individual programme budgets and expenditure forecasts ensuring delivery of the programme to an agreed budget and providing updates on a regular basis.
18. Ensure that programmes are defined ensuring that they contribute to C&M ADASS goals and outcomes.
19. Outline and measure delivery of C&M ADASS team priorities and milestones.
20. The post holder will be expected to work flexibly and support other organisational priorities as necessary.
21. The job description and person specification are an outline of the main tasks, responsibilities, and requirements of the role. The post holder will carry out any other duties as may reasonably be required by their line manager commensurate with the band of the post. The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of C&M ADASS.

### Knowsley Better Together – Staff Qualities





## **Health and Safety**

- To inform management of any health and safety issues which could place individuals at risk.

## **Data Protection and Information Security**

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.

As a senior officer, you will be expected to support the Council's emergency preparedness, response, and recovery arrangements; this may include, but is not restricted to, participation in appropriate training and exercises, participation in our emergency duty officer rota, and attending Strategic and/or Tactical and/or Recovery Coordinating Groups with our multi-agency partners.