



## Role description

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| Post:            | Head of Policy & Influence         |
| Location:        | Homebased                          |
| Contract type:   | <i>Full time 35 hours per week</i> |
| Contract length: | <i>Permanent</i>                   |
| Reports to:      | Director                           |
| Grade:           | 3                                  |
| Line Manages:    | Policy Officer                     |

### Job Purpose:

1. To provide strategic leadership and day to day management and delivery of agreed elements of the TLAP work programme on behalf of the Director of TLAP and TLAP Board
2. To provide strategic and operational management support to a small team of Policy Officers and policy associates.
3. To deputise for the Director of Think Local Act Personal where required and appropriate.

### Main Duties

1. Support the strategic development of the work programme taking responsibility for agreed elements.
2. Provide regular line management and support to Policy Officer and policy associates.
3. Work closely with the National Co-production Advisory group to ensure their full and active engagement in those areas for which the post holder has particular responsibility.

4. CoProduce TLAP policy positions with NCAG, others with direct lived experience and TLAP partners.
5. Maintain TLAP at the forefront of influence and innovation, working with TLAP partners to improve personalisation nationally, regionally and locally as required,.
6. Undertake project planning to ensure the robust development and timely delivery of agreed products and outputs.
7. Provide updates and reports for the Director of TLAP, Programme Board and external funders as required.
8. Work with other TLAP core team members and lead board members to identify programme interdependencies and to maximum synergy with other work areas.
9. Manage the work stream budget.
10. Liaise with and seek views from a wide range of key stakeholders as part of programme and product development.
11. Commission and manage any consultants required in the delivery of the work programme as appropriate in line with SCIE's policies and procedures.
12. Lead and devise an approach to the effective dissemination of messages and materials relating to the post holders areas of the work programme alongside TLAP's communications specialists.
13. Support the reputation of TLAP promoting the interests of the partnership at all times.
14. Be a member of the TLAP leadership team, taking specific responsibility for our policy and influencing work as a partnership and within the core team.

**General responsibilities:**

1. Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination.
2. Have fun and challenge yourself at work, model the charity's values and abide by our policies and practices.
3. Show a clear commitment to working with people with lived experience in a sensitive and non-judgmental way to facilitate positive working relationships.
4. Work flexibly and positively contributing to good team working and the delivery of the SCIE's objectives through matrix working.
5. Other tasks as may be required, commensurate with the level of the post

## General Comment

This job description describes the principal purpose and main elements of the job. It is a guide to the nature of the main duties as they currently exist but is not intended as a wholly comprehensive or permanent schedule of tasks.

## PERSON SPECIFICATION

| <b>ESSENTIAL CRITERIA</b>  |
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| <b>Aptitude / Abilities / Skills</b>   |
| Excellent communication skills to engage and influence a wide range of stakeholders  |
| Good team worker with a collaborative approach to work   |
| Ability to lead on and deliver projects to time, on budget and to quality standards  |
| Ability to work in a complex and fast changing environment, to be adaptable and flexible   |
| Political awareness and an understanding and responsiveness to organisational sensitivity  |
| <b>Education / Knowledge</b>   |
| Educated to degree level or equivalent in work learning and experience related to social care policy, independent living and self directed support.  |
| Knowledge of how to influence people through identifying and disseminating good practice   |
| An understanding of partnership working, in particular the promotion of coproduction and inclusive approaches to policy development and influence  |
| Understanding of the practical application of project management techniques  |
| Knowledge of key care and support reforms and an understanding of the key issues impacting nationally and locally on their delivery, in particular the Care Act and the Mental Capacity Act.         |
| A thorough knowledge of personalisation and community-based support as defined in the Care Act and subsequent policy development   |
| Awareness and understanding of the priorities of NHS England for developing personalisation and community-based approaches   |
| <b>Experience</b>  |
| Extensive strategic experience, gained at a senior level, of developing of policy and/or practice and of delivering complex work programmes in partnership with people who draw on care and support. |
| A record of collaborative work within an organisation and across organisational and professional boundaries to achieve change or to shape services   |

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| Ability to lead, motivate, involve and empower a team and wider networks, to enable objectives to be achieved  |
| Experience or knowledge of implementing policy on personal budgets and personalised commissioning  |
| <b>Attitudes / Personal Characteristics</b>  |
| A clear understanding of and commitment to equal opportunities and diversity, and the commitment to promote high standards of conduct, integrity and probity |
| Capacity to work flexibly and adapt to change priorities and work under pressure when necessary  |
| <b>DESIRABLE CRITERIA</b>  |
| <b>Experience</b>  |
| Experience or knowledge of effective approaches to service improvement relevant to the delivery of TLAP's work programme                                     |
| Formulating social care policy in coproduction with government, social care and nhs organisations and people who draw on care and support                    |