

Job Description

DIRECTORATE:	Social Services and Wellbeing
DEPARTMENT:	Adult Social Care
POST:	Principal Officer – Daytime Opportunities Transformation
GRADE OF POST:	GR15
RESPONSIBLE TO:	Head of Adult Social Care

JOB PURPOSE:

Lead the development and implementation of the transformation of progressive models for adult social care learning disability and mental health services, based on meeting current population needs, identifying gaps in provision, designing future models all based on best practice and the analysis of current systems and populations.

Lead the implementation of the new model, streamlining and realigning associated pathways in Adult Social Care Daytime Opportunities.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Work collaboratively with the Corporate Director of Social Services and Wellbeing, Head of Service, Social Work Lead and Group Managers to develop a new models for day time opportunities for people with learning disabilities and mental health services that is progressive, responsive to people in need ensuring that people have the opportunity to maximise their potential.
- Engage with stakeholders, negotiate new partnership agreements which reflect the Local Authority's responsibilities and implement the new model within the agreed timeline.
- Manage any new or emerging service developments, while the realignment of existing service arrangements is reordered to meet the requirements of the proposed new model.
- Formulate a communication and engagement plan with those people currently in service and those that maybe in the future for the proposed changes, working closely with individuals, families, carers and other community organisations.
- Formulate a communication and engagement plan with staff affected by proposed changes, working closely with human resources and trade union colleagues.
- Line manage the Community Access Development Officer & PPE Co-ordinator, and manage any new or emerging service developments, while the realignment of existing service arrangements are reordered to meet the requirements of the proposed model.



- Take a role in the interpretation of Directorate policies and strategies in relation to Adult Social Care Daytime Opportunities, ensuring compliance with legislation and guidance.
- Set targets, priorities and quality standards for Adult Social Care Daytime Opportunities services including developing methods of performance management, monitoring and evaluation and quality assurance.
- Work with relevant stakeholders in the Health Board and third sector to remodel services and jointly commission services where appropriate, in line with the strategic plans for Adult Social Care, ensuring that the responsibilities of the Local Authority are reflected.
- Collaborate effectively with staff across the Authority on corporate and other cross service issues affecting the Council's activities and/or objectives and taking a lead responsibility for Directorate-wide initiatives as required.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Person Specification

Principal Officer – Learning Disabilities and Mental Health Transformation

The following attributes represent the range of skills, abilities, and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> Educated to degree level or equivalent in a relevant area or able to demonstrate competence through considerable equivalent and relevant experience. An appropriate management qualification. Evidence of continued Professional development. 	<p>Yes</p> <p>Yes</p>	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> Extensive and considerable post qualifying experience in Health or Social Services. Extensive project management experience with a demonstrable track record of delivery. Significant experience in managing complex projects within public services. Demonstrable experience of change management. Experience of working in a complex and diverse organisation or including involvement in the development of plans and policies. In depth and broad knowledge of relevant legislation, statutory functions and national guidance that pertains to the delivery of statutory social services in Wales. Experience of managing resources in the delivery of social services. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, and selection process.

Attributes	Requirements	Essential	Method of Evaluation/Testing
Knowledge & Experience (continued)	<ul style="list-style-type: none"> • Thorough knowledge of the duties and responsibilities pertaining to assessment of individuals and the commissioning of services to meet needs. • Experience of working effectively with a wide range of statutory, voluntary and private & public sector organisations / parties. • An awareness and understanding of political structures and sensitivities and the respective roles and responsibilities of members and officers. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Production of original Qualification Certificates and application form.
Skills & Personal Qualities	<ul style="list-style-type: none"> • Ability to analyse and identify implications of legislation / policy on professional practice. • Ability to consult persuade and influence others in the delivery of best practice. • Ability to work in a professional manner, represent the authority at a variety of internal and external meetings. • A demonstrable commitment to equalities and anti-discriminatory practice and ability to integrate equality policies into strategy and service delivery. • Commitment to improving services to adults as well as their families/carers. • Ability to lead and motivate teams and inspire confidence. • Ability to communicate effectively, presenting complex information and managing conflict across professional and organisational boundaries. • Ability to organise and deliver a diverse range of priorities that is responsive to the needs of social services. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	

Attributes	Requirements	Essential	Method of Evaluation/Testing
Skills & Personal Qualities (continued)	<ul style="list-style-type: none"> • Ability to find innovative and creative solutions. • Willingness and ability to express views and opinions in corporate and partnership settings. • Ability to evaluate and action issues of compliments and complaints. • Computer literate with an ability to use Microsoft office and other ICT systems as required. • Numeracy and analytical skills to interpret research and performance data. • Commitment to delivering excellence in customer care. • Ability to be independently mobile within a geographical area. • The ability to communicate through the medium of Welsh. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, and selection process.