

Programme Support Officer – National Commissioning Board (Social Services and Health)

Closing Date: 20th January 2020, midday

Interview Date: to be confirmed

Salary: Grade 4 (SCP 30-35) £32,878 - £37,849

Term: The position is offered on a fixed term basis until March 2021 either by secondment or a fixed term contract

Reports to: Head of Policy to the National Commissioning Board

Based: Local Government House, Drake Walk, Cardiff (this is a Pan Wales post so regular travel to Cardiff and across Wales will be expected)

Politically Restricted: Yes

Welsh Language essential: No

About the Role

Based within the Social Services and Housing Directorate in the WLGA, the post holder will support the programme manager in providing specialist policy advice and support on all aspects of Health and Social Care commissioning strategy and practice to the National Commissioning Board in order to support and improve commissioning practices. The Post holder will work to support and facilitate the work of the Board and delivery of its agreed workplan.

Duties and Responsibilities:

- Support and monitor delivery of the work programme of the National Commissioning Board in conjunction with the Programme Manager.
- To arrange, attend and provide secretarial support for meetings of the National Commissioning Board and any Task and Finish Groups established
- To support the Head of Policy in building relationships and maintaining links between the National Commissioning Board and;
 - The joint chairs
 - Individual Members of the National Commissioning Board
 - Directors of Social Services in Wales and [equivalent in health]
 - Local authority and health boards commissioning leads across Wales.
 - Senior Welsh Government officials
 - Other partner bodies

- Working with the Head of Policy and the Chairs, support development of the National Commissioning Board's annual work plan and monitor its delivery, providing progress reports as necessary.
- Support the liaison with relevant regional, local and national groups to inform the work of the Board.
- Where required, attend national meetings on behalf of the Head of Policy.
- Represent the Head of Policy and the Board at a range of multi-agency meetings to raise awareness of the Board's work as required.
- Support the production of reports to the Board and other partners as requested.
- Undertake basic research and support the production of quantitative and qualitative data reports relating to national commissioning
- To gather and report performance management data relating to commissioning to inform strategic decisions
- Contribute to the co-ordination of specific training relating to commissioning.

General duties

- To keep abreast of any proposed changes or amendments in policy development, new and developing legislation (including monitoring National Assembly business) relating to commissioning impacting in the areas of social care and health and keep stakeholders informed accordingly
- Using your knowledge of health and social services to provide analysis, regular reports, briefings and updates on relevant issues that impact upon commissioning in local government and health services. Undertake research as necessary to inform these activities
- Drafting and co-ordinating responses to consultations from Government departments and other bodies on social care and health issues following advice from stakeholders and incorporating best practice
- To arrange, attend and support national and regional meetings of local authorities, health Boards, RPBs and service providers
- To establish effective working relationships and strong links with local authorities, Health boards and providers
- To liaise with key partners, including Welsh Government, ADSS Cymru, NHS and Welsh NHS Confederation, the third and private sectors and inspectorate bodies to establish sound and effective working relationships to promote and support good commissioning practice
- To work across different agendas to ensure appropriate linkages between policy development and commissioning of services in health and social care and other related policy areas such as education and housing
- To facilitate the sharing of good practice in relation to commissioning on successful projects and innovative ways of working
- Drafting of publicity material and responses to media requests as required

- To liaise with the Data Unit and other statistical bodies on the improvement of performance information relating to social services and health commissioning that is outcome focused
- General policy support to the Chairs and Board members as and when necessary. Such duties will, in general, parallel those above in relation to the particular area of work.

Person Specification

Essential

- Detailed knowledge of the Social Services and Well Being (Wales) Act 2014 and the implications for the commissioning of health and social care services
- Demonstrable experience of working in a commissioning and/or policy environment, including developing, analysing and presenting policy analysis and proposals
- Track record in working across policy areas and interpreting their impact, relevance and implications for local government and/or health
- Experience of keeping up to date with new research and initiatives and disseminating information to a variety of people and audiences, including senior officers and elected members
- Well-developed written and oral communication skills
- Ability to be creative and innovative, with a commitment to delivering results and an ability to work to demanding timescales where necessary
- Strong project management skills, ability to manage your own workload, prioritising work as appropriate
- Ability to network and build effective relationships with key partners
- Successful experience of working in a team environment while also able to work of your own initiative
- Knowledge of equality and human rights legislation and its requirements on the public sector
- IT skills, including emails and use of the internet
- Knowledge of current issues and challenges facing health and social care and the wider public sector, particularly in relation to the commissioning of services
- Understanding of the role and commitment to the aims and objectives of the Commissioning Board
- Ability and willingness to travel across Wales

Desirable

- Experience of working in a social services department/social care setting or on joint projects that involve the NHS and local government
 - Ability to communicate through the medium of Welsh
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Information about the National Commissioning Board Wales

The National Commissioning Board has been established with the broad purpose of improving the quality of commissioning in Wales and developing effective practice in relation to integrated commissioning between local authorities and local health boards. The Board's membership is made up of representatives from: Local Authority; NHS; Regional Partnership Boards; Providers; Third Sector; Social Care Wales; WLGA; and Welsh Government.

The primary aims of the Board are to:

- provide an authoritative voice and play a central role in building vision and setting a national direction for the commissioning of health, social care and wellbeing services in Wales
- maintain a national perspective on markets and provide direction for the development of a stable and diverse health and social care market in Wales that includes an appropriate balance of public, private and social value sector provision.
- work with partners to develop and support commissioner networks that provide a coherent approach to improving commissioning and procurement practice across Wales
- influence national policy and advise key stakeholders on the approaches and resources required to deliver effective commissioning for sustainable health and care services.
- drive the development, implementation and sharing of good practice and provide support to Regional Partnership Boards to fulfil their duties in relation to effective regional commissioning and pooling of funds.
- support the delivery of *A Healthier Wales* through effective integrated regional commissioning of health and care services.
- create a conducive climate, with appropriate mechanisms for constructive engagement between commissioners and providers in order to effectively respond to the needs of service users (all age)

The Board itself reports via the National Social Care Partnership Board and the *A Healthier Wales* Transformation Board and is supported by an Executive Group. Funding has been agreed by Welsh Government for two years initially (2019-21) to support the administration and delivery of the Boards agreed work programme, with the WLGA hosting the administrative staff/arrangements that support the Board.

Apply Now!

For an initial discussion about the role please contact Shelley Davies in Welsh Government on 03000 255700.

To apply, please send a covering letter with a completed application form by the closing date of 20th January 2020, midday to:

HR Manager

Welsh Local Government Association

Local Government House

Drake Walk

Cardiff, CF10 4LG

e-mail recruitment@wlga.gov.uk

Shortlisted applicants will be invited to interview to be confirmed at Local Government House, Cardiff. Shortlisted applicants may be requested to undertake a task before attending for interview, as well as pre-interview tasks on the day, followed by an interview with a selection panel.