

ROLE ADVERT

ROLE TITLE: Carers Services Development Manager

TEMPORARY: Until 31 March 2017

POST ID:

GRADE: BAND I SCP 37 – 41: £32,164 - £36,019

HOURS: 37 Per Week

LOCATION: Magor: Which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

PURPOSE OF POST:

To lead the work within the Monmouthshire Carers Project to develop, establish and implement sustainable integrated social care and health services and systems that identify and support carers at the right time. To work collaboratively with all partners with outcomes that ensure carers in Monmouthshire are supported in their caring role.

Should you require any further information regarding this post, please contact: Bernard Boniface – 0781 800 8474; BernardBoniface@monmouthshire.gov.uk

Closing Date: 12 noon on (Insert Date) 2015

Please Note that we are not able to accept CV's

Application forms can be completed online or down loaded via:

www.monmouthshire.gov.uk/how-to-apply-for-council-jobs

Completed paper application forms should be returned to the following address:-
People Services, Monmouthshire County Council, PO BOX
106, CALDICOT, NP26 9AN

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check.

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job-share unless stated otherwise.

Monmouthshire County Council operates a Smoke Free Workplace policy.

ROLE PROFILE

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RESPONSIBLE TO: Adult Safeguarding Manager/Carer Lead

Who are we? We are the are the Carers Team, part of the Monmouthshire Carers Project

Our Purpose:-

We are a team that supports carers, through listening, signposting, direct support, training and information. We are a partnership that works with and across the voluntary, health and social care sector and with carers to ensure carers in Monmouthshire are identified and supported in their caring role. We are self-challenging, transparent and innovative and through collaborative partnerships have built strong outcome focussed relationships.

The Purpose of this Role:-

The purpose of this role is to anticipate, adapt, develop and implement new ways of working to meet the rights and needs of carers within the Social Care and Wellbeing Act (Wales) 2014. To work with partner organisations so that carers are identified and supported before they reach crisis point which in turn allows carers greater freedom of choice and control to continue or not as the case may be in their caring role.

Expectation and Outcomes of this Role:-

You will be expected to and feel confident in maintaining and developing collaborative partnerships. You will need to be adaptable when working with partners as you will be the main driver for developing and implementing new outcome focussed systems and services for carers. You will be guided through outcomes for adult carers as identified in the Monmouthshire Carers Strategy and you will develop and implement Monmouthshire's first ever Young Carers Strategy.

Key Responsibilities:

Management and Supervision:

- To act as a positive professional model to other staff.
- To provide support to other staff members working in the team using knowledge and skills to build, develop and maintain an effective and cohesive team.
- To review and update knowledge of policy and procedural frameworks relating to carers.
- To ensure that Team policies and procedures are adhered to.
- To report, without delay, any complaints made by clients, carers, staff or members of the public to the Team Leader and/or the designated complaints officer.
- To partake in supervision as part of the agreed supervision structures in order to monitor and evaluate the effectiveness of work and gain support to improve practice.

Lead Responsibilities

- To lead in the development of partnership working in the design, implementation and delivery of systems, strategies and services for carers, with internal and external stakeholders.
- To lead in the development and implementation of a Monmouthshire Young Carers Strategy with partners.
- To lead, develop and implement a Young Carers Assessment Framework and pathway with partner agencies.
- To lead in developing collaborative partnerships to work within Monmouthshire's primary and secondary health settings to develop a carer aware alert that prevents carers reaching crisis point.
- To provide regular feedback and monitoring on schemes of work to the Monmouthshire Carers Strategy Group, Senior Management Team, Cabinet, Select Committee and all partner agencies.
- To monitor current, and develop future Monmouthshire Carers Strategies

Administrative Responsibilities

- To ensure that accurate, legible and relevant updated documentation is kept at all

times.

- To provide regular written and verbal communication to a range of internal and external stakeholders
- To write and produce reports, strategies and presentations.
- To work with the Carer Team Manager and team accountant to ensure the Carers Team budgets and forecasts are regularly reported and maintained
- To analyse data from varying sources for dissemination and presentation to professionals and carers that informs, evaluates and poses solutions.

Educational Responsibilities

- To participate in and attend in-service training
- To be actively engaged in educating other parts of the service and other agencies as to the role and function of the Carers Team.
- To take responsibility for own continuous life-long learning and to demonstrate the attainment of relevant skills.

Professional Responsibilities

- To contribute to the implementation of local and national objectives appropriate to the profession
- To adhere to the policies of the Local Authority
- To attend any meetings as requested by the Team Leader
- To deputise as the Carers Strategy chair in the absence of the Chair

Health & Safety

- To maintain safe working practices for self & others in accordance with the Authorities policy statement on health & safety at work.

The purpose of this job description is to indicate the general level of responsibilities of the post. The duties may vary from time to time without changing their character or level of responsibilities.

Here's what we can provide you with:-

- Quality supervision and training
- Opportunities and support to explore and develop new ways of working
- Support and supervision for personal and team development
- The opportunity to be part of a cohesive and vibrant multi-agency team

What else you need to know.....Monmouthshire Values are:

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

Person Specification

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-

REQUIREMENTS	Weighting HIGH / MEDIUM / LOW	How Tested
1. EDUCATION/QUALIFICATIONS/ KNOWLEDGE		
Relevant management qualification eg minimum level NVQ5, ILM 5 etc	Medium	APPLICATION FORM
Knowledge of the local and national policy for social and health care and how it applies to carers	High	Application Form Interview
Knowledge of issues facing carers when wanting support to continue or not as the case may be in their caring role	High	Application Form Interview
Knowledge of working collaboratively with partners to develop the right support, systems outcome based services for carers	High	Application Form Interview
2.EXPERIENCE		
Experience of working with a degree of autonomy, analysing issues and reaching creative solutions	Medium	Application Form Interview
Experience in managing and or supporting change	High	Application Form Interview
Experience in developing outcome focussed systems, strategies and services	High	Application Form Interview
Experience of building partnerships with individuals, organisations and communities	High	Application Form Interview
3. SKILLS/ABILITIES		
The ability to lead staff in your own and partner organisations.	High	Interview
Good communication and negotiation skills to build and nurture relationships and partnerships with a range of people at a personal and strategic level	High	Application Form Interview
Ability to identify opportunities and gaps in local systems, processes	High	Application Form Interview



and services and work to develop more cohesive integration of support for carers		
Ability to constructively challenge existing processes and practice	High	Application Form Interview
Ability to set goals and manage a variety of tasks and competing priorities	High	Application Form Interview
Ability to record and present complex issues in a clear and concise manner both verbally and in writing	Medium	Application Form Interview
Ability to influence change at individual, organisational (internally and externally) and systems levels	High	Application Form Interview
Ability to analyse issues and reach practical and achievable solutions with people	High	Application Form Interview
Competent use of IT systems and understanding of how information may be gathered and used to influence service development	High	Application Form Interview
Ability to work in partnership with colleagues in an effective manner.	High	Application Form Interview
4. EQUAL OPPORTUNITIES		
Able to demonstrate a commitment to equal opportunities principles and practice.	High	Application Form Interview
5. SPECIAL CIRCUMSTANCES		
Must possess a full current driving licence and have access to a vehicle for which the MCC agreed mileage allowance will be paid.	High	Application Form Interview
Appointment to this post will be subject to an Enhanced Disclosure Check with the DBS.	High	

**Should you require any further information regarding this post, please contact:
Bernard Boniface – 0781 800 8474 – BernardBoniface@monmouthshire.gov.uk**

Closing Date: 12 Noon on (Insert Date) 2016

Additional Information about the Carer Project and Carers Team

The **Carer Project** is a partnership of the various statutory and 3rd sector agencies working to support unpaid carers in Monmouthshire. Working under the Carers Strategy 2016-19 we provide a range of services and resources that provide information, training, support and respite to help carers in their caring role.

Staff in the partner organisations work together flexibly and creatively to meet carers needs and to focus on what matters to them

The Carers Team is the part of the project where the staff are employed by Monmouthshire County Council. It comprises: The Carer Lead (Team Manager), 3 Carer Information and Support Officers and a Commissioning and Support Officer.

