|  |  |
| --- | --- |
| **Senior Service Development Officer** **SALARY GRADE: HBC 9** | Halton Borough Council resourcing@halton.gov.uk |
| Working at Halton |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture: * Working Together – building fantastic relationships with colleagues and customers
* Continuous Improvement – Keeping great service delivery at the heart of everything we do
* Personal Growth – Learning, growing and developing ourselves
* Accountability – doing what we say we are going to do
* Inspiring Leadership – positive roles models and leading by example

*To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)**We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**Aside from working with a great team, our employees have access to a fantastic range of benefits, including:* A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service
* Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
* 3 x Salary Life Cover via Local Government Pension Scheme
* Investment in your personal development
* Free Car Parking at HBC sites
* Flexible / hybrid working arrangements available
* Car leasing schemes
* Essential Monthly Car User Allowance\*

*For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| About the Job  |
| To be the Council’s lead adviser for a range of Adult Social Care (ASC) performance and improvement areas, and advise council officers, members and partners on performance and strategy development and commissioning support in these areas.The development, implementation and maintenance of procedures and policies relating to ASC performance management for the Council and its partnerships* Support the Principal and Practice Manager in acting as the Council’s principal adviser in all matters related to a range of ASC performance areas developing and implementing a work programme within the context of the divisional plan and the objectives for the service.
* To take day-to-day responsibility for the supervision of the Performance and Improvement Officers; providing advice, guidance and on the job support and allocating work in agreement with management
* With the guidance of the Principal and Practice Manager, lead multi-agency project teams in order to complete the agreed work programme.
* Undertake or commission research to provide evidence for ASC performance improvement development and to support the commissioning function including preparing and presenting reports to senior managers, elected members and partners,
* Consult and engage with service departments, partners and other stakeholders to support and inform the performance improvement development and to support the commissioning function.
* Develop and maintain the ASC and performance management systems for monitoring business plans, improvement plans, local and statutory performance indicators.
* Research and be aware of forthcoming and current legislation, guidance and performance development, and to report on their implications for Halton to officers, councillors and partners
* Develop partnership working, and when required, support the development and management of the Council’s strategic partnership arrangements
* Identify resource issues associated with ASC performance initiatives and contribute to budget preparation, funding bids and funding allocation processes within partnerships
* Contribute to the implementation of corporate policy, for example business continuity plans, risk assessments, equality impact assessments, and divisional and service plans
* Promote diversity and equality of opportunity to ensure that the Council’s standards are met both in employment and across the wider community.
* Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.
 |
| About You |
| * Educated to degree level or equivalent; or extensive relevant experience.
* Extensive experience of performance work in the relevant specialist area including evidence based performance development use of the care first system.
* Experience of the effective promotion of innovation and change
* Experience of managing complex projects and programmes working with multi-agency partnerships
* Experience and understanding of performance monitoring and performance management systems
* Experience of undertaking or commissioning research to provide evidence for performance development
* Knowledge and understanding of the performance framework process.
* Knowledge and understanding of relevant legislation, guidance, procedures and Government initiatives
* Knowledge of best practice and research findings in relation to the specialist area of performance
* Working within a political context and the ability to influence and motivate staff and others
* Effective presentation and communication skills
* Ability to analyze complex information and make judgements under pressure
* Ability to prioritise workload and time management of yourself and others.
* IT skills (Microsoft Office, and any specialist software related to performance)
* As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.
* The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.
 |
|  |  |
|  |  |
|  |