



Job description			
Job title	Cheshire & Merseyside Association of Directors of Adult Social Services (C&M ADASS) Programme Director		
Grade	PMG5		
Directorate	Health & Social Care		
	C&M ADASS Programme Team		
Accountable to	C&M ADASS's Chaired by Knowsley DASS		
Responsible for	1 Programme Support Officer and 4 Programme Managers		
JE Reference	B1343	Date Reviewed	September 2024

Purpose of the Job

C&M ADASS brings together the 9 Directors from local authorities within the Cheshire & Merseyside Integrated Care System (ICS) and has a rich legacy of providing strong collective leadership working together to identify common strategic priorities. The C&M ADASS Programme Director will harness these qualities to lead and support the continued development of C&M ADASS within C&M ICB. The programme Director will represent the DASS's at ICB meetings as the representative for the nine Local Authority DASS's and will communicate and negotiate on their behalf.

The C&M Programme Director has a fundamental role in the transformation and improvement of Adult Social Care and integrated health and social care. You will lead the programme team working closely with the Programme managers and the DASS's to bring a high level of creativity, energy and enthusiasm and will be unwavering in pursuit of our ambitious goals for health and social care improvement. You will be required to lead the Programme and set the priorities for the Programme in partnership with the Programme Board and ICB partners.

You will work closely with a range of partners and stakeholders including local authority Directors of Adult Social Services, other senior managers from local authorities; senior managers within C&M ICB, key stakeholders within C&M ICB, strategic regional and national partners such as the Local Government Association and NHSEI; providers of adult social care services; and people who use services. As part of this activity, you will ensure directors are aware of and actively planning for changes, including change in policy direction and incoming legislation.



The Programme Director is the lead and will champion transformational change, bringing forward opportunities for change, promoting innovative thinking, evidence-based decision making and bringing in best practice from outside the organisation.

You will also be responsible for the line management of the programme team which includes four programme managers and the Programme Support Officer.

You will be responsible for the management of the programme budget and any other funding streams that the programme is successful in bidding for and managing as part of the transformation programme.

You must be organised, self-motivated and demonstrate effective programme management to lead the effective development of the Programme Office and its wider networks.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. Lead, develop, manage and successfully deliver complex programmes and initiatives, taking direct responsibility for the successful delivery of all elements to agreed levels of time, budget and quality.
2. Manage, deploy and co-ordinate resources effectively, ensuring that programme / initiative necessities are fully identified, including staffing, financial and ICT requirements.
3. Responsible for the provision of effective financial management and planning of the programme budget including core and grant funding ensuring robust governance and programme management.
4. Ensure that change is managed effectively by working with relevant staff and key stakeholders.
5. The postholder will act as the DASS's representative at key ICB meetings and will lead on the communication and negotiation of any issues.
6. The post holder will be expected to lead on specific work within the C&M ADASS programme and support the relevant Director Leads and ICB Senior Responsible Officers as necessary.
7. Lead and influence the development, promotion and implementation of C&M ADASS strategies and plans for the transformation of adult social care and integrated health and social care.
8. Lead on and implement specific work within the programmes and support the relevant C&M ADASS Programme Director and programme executive as necessary.
9. Effectively manage programme risk through effective analysis, mitigation and contingency planning.
10. Provide strong leadership to programme resources, framework partners and consultants, defining work, ensuring deadlines are understood and adhered to and that programme objectives are clearly articulated and



- understood.
11. Lead, Influence and implement work that promotes the sharing of learning and best practice across the C&M ICB sub region.
 12. Form C&M ICB level consultation responses on behalf of the C&M ADASS to reflect the views and opinion of the sector and influence C&M ICB, National and Regional Policy
 13. Write reports, bids and other papers, analysing and interpreting complex information as required, to drive forward policy development and/or quality improvement.
 14. Lead on developing positive and constructive relationships with key internal and external stakeholders and partners notably Directors of Adult Social Services, senior managers within C&M ICB, key stakeholders within C&M ICB, national ADASS, the Local Government Association, The Department for Health and Social Care and NHSE/I.
 15. Provide and receive highly complex, sensitive and contentious information, including presenting information about strategic initiatives and programmes to a wide range of internal and external stakeholders in formal settings.
 16. To represent C&M ADASS at C&M ICB and regional meetings.
 17. Support procurement activities as appropriate
 18. Manage the Four programme managers and a Programme Support Officer,
 19. Outline and measure delivery of C&M ADASS team priorities and milestones.
 20. The post holder will be expected to work flexibly and support other organisational priorities as necessary.
 21. The job description and person specification are an outline of the main tasks, responsibilities, and requirements of the role. The post holder will carry out any other duties as may reasonably be required by their line manager commensurate with the band of the post. The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of C&M ADASS.

Knowsley Better Together – Staff Qualities





Health and Safety

- To inform management of any health and safety issues which could place individuals in danger.

Data Protection and Information Security

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.

As a senior officer, you will be expected to support the Council's emergency preparedness, response, and recovery arrangements; this may include, but is not restricted to, participation in appropriate training and exercises, participation in our emergency duty officer rota, and attending Strategic and/or Tactical and/or Recovery Coordinating Groups with our multi-agency partners.