



JOB DESCRIPTION

Job Title	Planning & Development Officer – Small Social Care Enterprises
Directorate	Social Services
Reports to	Commissioning Manager
Location	Ty Dewi Sant, Ewloe, with work across Flintshire

Job Purpose

Social Services are delivered within a context of rapidly changing social, demographic and environmental demands, and the department needs to be able to respond to those demands whilst at the same time continuing to meet the needs of its service users and their carers within an agreed budget.

The pressures on the social care sector are well documented. The North Wales Population Assessment (2017) projects that in Flintshire, we are likely to see an unprecedented increase in the number of older people (those aged 65+) from 30,000 in 2014 to 46,000 by 2039. The impact that this may have on the current social care sector is significant.

The post holder will lead on the development, implementation, support and review of new and existing small social care enterprises or 'Micro-care' services, who will deliver direct personalised care to Flintshire residents. These enterprises will operate in local communities to offer flexibility and personalised care services, opportunities for economic development and will play a role in building resilience within communities.

The post holder will be key to developing a programme of support, developing resources, raising awareness of this new approach and supporting strategic work streams to ensure we develop a robust and sustainable option for those in need of social care services in Flintshire.

Principal Accountabilities

The post holder will:

1. within a project management framework establish, develop and implement clear and concise plans, policies and procedures;
2. engage with current and emerging small social care enterprises and support them through set-up and business planning, enabling them to mature and increase in viability and impact;
3. support small social care enterprises to enter on to a bespoke Quality Framework with the Council and ensure that organisations are working in line with current social care standards and legislation;
4. signpost to a range of support and training available, and where required, develop bespoke resources;
5. develop and implement accountable reporting systems to monitor and evaluate the effectiveness of plans, service activity and delivery;
6. develop a database and network of the small social care enterprises in Flintshire to enable exchange of information, good practice and peer-to-peer support;

7. develop and manage bids for external funding and manage the project budget;
8. develop strong joint working arrangements with internal and external colleagues and citizens to raise awareness of the programme, and co-ordinate approaches to maximize the available resources;
9. represent the Council within Flintshire and at local and regional level as required;
10. maintain up to date professional theory and practice and disseminate emerging best practice to partners and colleagues across the Council and more widely;
11. be responsible for operating effectively and with limited supervision;
12. facilitate the compilation and presentation of detailed recommendations to relevant stakeholders on progress, risks and recommendations for future work.

Supervision/Management of People

None

Person Specification

The person specification sets out the skill, knowledge and experience that are considered to be necessary to perform the role and will be used in short-listing both at application and interview stage. It is therefore important that you demonstrate on your application how you meet all of the essential requirements.

Academic/ Professional Qualification	Essential / Desirable	How this will be assessed?
Educated to degree level or have a recognised professional qualification in an appropriate discipline	Desirable	Application
Knowledge and Experience		
Experience of working in the social care sector or a similar field	Desirable	Applications/Interview
Professional experience providing development support to businesses or co-operatives.	Essential	Applications/Interview
A sound working knowledge of social care legislation and have the ability to keep abreast of Welsh Government initiatives and guidance.	Desirable	Applications/Interview
Experience of securing and managing external funding	Desirable	Applications/Interview
Experience in project management	Essential	Applications/Interview
Experience of developing, supporting and implementing plans, policies and procedures.	Essential	Applications/Interview
Experience of working in a commissioning environment.	Desirable	Applications/Interview
Skills		
Excellent communication and engagement skills, both written and verbal, with staff within an organisation, partners agencies and with the public including those with learning disabilities	Essential	Applications/Interview

Ability to write and present reports and ideas succinctly, making presentations to different audiences on a range of topics to a variety of stakeholders such as local authority, health, voluntary sector	Essential	Applications/Interview
Able to lead, motivate and participate in a variety of groups	Essential	Applications/Interview
Ability to constructively negotiate	Essential	Applications/Interview
Networking skills to confidently work across the County Council and with statutory, independent and voluntary sector organisations and service users and carers.	Essential	Applications/Interview
Demonstrate coaching and mentoring skills	Desirable	Applications/Interview
Ability to analyse complex legal, policy and financial information quickly and concisely	Essential	Applications/Interview
Ability to prioritise your own workload to meet departmental deadlines.	Essential	Application/ Interview
Research and analytical skills to inform strategic decision making within social services. Having an analytical approach to problem solving, making improvements and recommendations as appropriate.	Essential	Application/Interview
Demonstrate a flexible approach to work with the ability to participate in a variety of tasks.	Desirable	Application/Interview
Strong IT skills including Office applications	Essential	Applications/Interview
The ability to drive and access to a car for work.	Essential	Applications/Interview
The ability to work independently as well as in a team;	Essential	Applications/Interview
A commitment to equal opportunities and empathy with the Welsh language;	Essential	Applications/Interview