

**Job Outline: Senior Officer, Policy and Practice**

**Reports to: Deputy Chief Officer**

**Accountable to: ADASS Trustees Board and Executive Council**

**Grade / Salary: c£65 - £70k pro rata (fixed term 12 months)**

**Hours: Average 0.5 FTE**

**In the first instance this is a fixed term post for 12 months with an option to review after 6 months.**

The Association of Directors of Adults Social Services is a charity. Our objectives include:

- Furthering comprehensive, equitable, social policies and plans which reflect and shape the economic and social environment of the time
- Furthering the interests of those who need social care services regardless of their backgrounds and status and
- Promoting high standards of social care services

Our members are current and former Directors of adult care or social services and their senior staff.

**Job Purpose:**

Working closely with the ADASS team to support the Association in delivery of its core objectives. Provide professional strategic expertise and understanding of social work legislation and practice and the roles and responsibilities of Principal Social Workers whilst shaping ADASS' future thinking. On a national level this will include the breadth of social care practice, policy and implementation and leading specific pieces of work across adult social care policy and service development, whilst working closely with the ADASS Executive and key partners.

**Key Deliverables:**

1. Work with the Senior Officer team to co-ordinate and support ADASS policy and regional leads to provide professional experience and knowledge into the implementation of a wide range of work across adult social care, with a specific focus upon social work practice.
2. To cover a breadth of national policy and practice areas at any one time and to play a lead role in one or two specific areas of policy / service development with relevance to social work legislation, practice and implementation. This may involve working with a national DASS policy lead, or leading on preparatory work in ADASS on an area of early policy development.
3. To bring the expertise of our Principal Social Work members into the work of ADASS and to ensure that they feel valued and engaged in the work of ADASS.
4. Contribute to the overall development and delivery of the ADASS business plan alongside staff and the ADASS Executive.

**In particular this will involve:**

1. Providing strategic senior social care and social work expertise to the range of ADASS programmes and bringing an experienced professional perspective working with ADASS leads.
2. Driving ADASS' offer to our Principal Social Worker members and building two way relationships between members and the President's team.
3. Developing and providing credible social work, care and practice policy advice and analysis to the President's Team, Policy leads, and preparing policy advice for dissemination and briefings prior to meetings with Ministers, senior civil servants, conferences / seminars and the media.
4. Representing ADASS nationally with credibility and authority to local and central government and health, private and voluntary sector partners and being able to influence. In doing this to promote and raise the national role and professional work of the Association.
5. Supporting and co-ordinating work to develop ADASS' priorities and annual business plan.
6. Maintaining support, engagement and commitment to the development and improvement of social care from core partners (National Charities, LGA, Providers, NHSE, DH & CQC) and encouraging the alignment and sharing of resources, soft intelligence and a contribution to the growth of a social movement for social care.
7. Working with the ADASS Chief Officer and staff team and with the policy and regional leads to share transferable social work policy and practice and to maximise communication and effectiveness.
8. Working with ADASS policy and regional leads to understand the implementation challenges for local authorities and explore ways to address these.
9. Gathering evidence, disseminating research, preparing reports, presentations, policy papers and briefings relating to specific areas of work; contributing to external briefings, publicity and marketing materials for ADASS.
10. Support ADASS meetings e.g. through organisation of meetings, producing papers, minuting and ensuring follow up actions completed.
11. Developing content for events, publications and the press and media.
12. Representing the Chief Officer.
13. Working as part of the ADASS team, contributing towards building a culture of flexible and collaborative team working to ensure that the Association meets its implementation plans and priorities within available resources and responds effectively to new or changing requirements.
14. As a small team, there is an expectation that all team members will be both administratively largely self-sufficient and at times cover for each other working flexibly across the Association's full range of programmes. This may include providing occasional on call cover for bank holidays.

**Person Specification: Senior Officer, Policy and Practice - ADASS**

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<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>▪ Social work qualification essential. Advanced qualifications desirable.</li> </ul>
<p><b>Knowledge and experience</b></p>	<ul style="list-style-type: none"> <li>▪ Significant and senior level experience working at a strategic level as Senior Manager and previously as a Social Worker with a local authority or related organisation</li> <li>▪ Excellent understanding of legislation, guidance and key government policies relating to social work and wider social care and their translation into local policy, implementation and practice.</li> <li>▪ Significant and senior level experience in adult social care or related fields in a senior practitioner / service lead and / or senior policy role Excellent understanding of key government policies on care and support and translation into local policy and implementation.</li> <li>▪ Sound understanding of local and central government and key partners, including the NHS, the interface with the criminal justice system and private and voluntary sector providers.</li> <li>▪ Senior level experience of building and maintaining strategic relationships and partnerships.</li> <li>▪ Evidence of experience in creating strategies and innovative solutions to complex issues.</li> <li>▪ Demonstrable track record of delivery in a local or central context.</li> <li>▪ Strong understanding and commitment to the principles and values of ADASS.</li> </ul>
<p><b>Skills and abilities</b></p>	<ul style="list-style-type: none"> <li>▪ Ability to lead and work collaboratively.</li> <li>▪ Ability to engage colleagues and develop networks.</li> <li>▪ High level of political awareness and sensitivity.</li> <li>▪ Credibility and ability to lead and influence a wide range of stakeholders, including Principal Social Workers.</li> <li>▪ Highly developed written and oral presentation skills with ability to present and articulate complex ideas in a clear and comprehensible way.</li> <li>▪ Creative strategic thinker with high intellectual capacity, capable of translating ideas into policy and practice.</li> <li>▪ Positive, flexible and responsive, with a dynamic and creative approach to problem solving.</li> <li>▪ Ability to anticipate and understand the needs of ADASS members and translate them into solutions and outcomes and to assess the implications of proposed reforms for local systems.</li> <li>▪ Awareness of media and presentational issues, and ability to work with politicians and media professionals to shape and project credible public positions.</li> <li>▪ Commitment to personal and professional development.</li> <li>▪ Self-supporting and able to work independently whilst also being able to be a key team member.</li> <li>▪ Able to manage a very broad portfolio, to work at speed on a number of different projects and to meet deadlines.</li> </ul>