

JOB ADVERT

Senior Officer: Policy and Implementation

Do you want to join a diverse and exceptionally high performing and committed small team working analytically, practically and creatively within a strong value base? Are you able to respond to a fast-paced national agenda and enhance our ability to respond and to ensure a strong focus on what matters for working age disabled people, older people, carers and families?

The next six months are set to be amongst the most challenging that adult social care has ever faced. We must continue to respond to the devastating impact of the Covid-19 pandemic, whilst shaping a better future by influencing the upcoming Spending Review and the wider reform debate. This post will specifically help strengthen our policy focused activity and senior leadership capacity during this crucial period.

We are looking for a senior policy expert, with an excellent understanding and experience of adult social care, who can play a leading role in helping us to respond to both current challenges and in shaping a better future. This is a demanding, but rewarding role, in which your work can make a difference to all of our lives.

Diversity is at the core of our Vision, Mission, and Values. We are committed to an inclusive workforce that fully represents many different cultures, backgrounds and experiences. We are a diverse team and we would like to actively encourage applications from colleagues from different backgrounds, communities and groups.

Closing date

30th September 2020

How to apply

Please send a copy of your CV and a covering letter or supporting statement (no more than 2 sides of A4) to phil.mccarvill@adass.org.uk

For more information

Contact Phil McCarvill via email – phil.mccarvill@adass.org.uk



Job Description: Senior Officer – Policy & Implementation

Job Outline:	Senior Officer, Policy and Implementation
Reports to:	Deputy Chief Officer
Accountable to:	ADASS Trustees Board and Executive Council
Grade / Salary:	£65k - 70k pa (Pro rata)
Tenure:	Six Month, Fixed Term Appointment (End Date 31.03.21).
Location:	Given current circumstances and restrictions this is a primarily home-based role, with the potential for periodic meetings in London and elsewhere, subject to prevailing Government advice.

Senior Officer – Policy & Implementation

Social care has never had such a high profile, albeit in tragic circumstances. We are looking to enhance policy expertise and senior level capacity within the team over the next six months by recruiting a senior colleague with extensive policy and implementation experience who shares the vision and values of ADASS and who can help us to firmly build on our reputation as a leader in adult social care.

The purpose of this role and the wider work of the charity is to make a positive difference for older and disabled people, their families and the people who work to provide care, support and safeguards for and with them.

Job Purpose:

Your expertise and experience in both policy and implementation will help drive our policy activity, our engagement with our members across adult social care and our work with external partners and stakeholders. You will support us to continue to respond to the on-going pandemic, whilst also helping us to shape a better future.

You will be a strategic thinker with a proven track record in policy and implementation, senior experience of adult social care and/or key public services or charities and a deep commitment to improving the lives of older and disabled people and their families who need care and support.

A strong team player, a decisive decision maker and a clear communicator who is able to shape our conversations, persuade key stakeholders' thinking and coordinate activity. Drawing on our internal expertise of trustees, members and colleagues you will help us to make the case for adult social care. You will provide strategic advice to trustees, regional colleagues and senior colleagues.

Core Accountabilities:

1. To work with the Chief Officer, Deputy Chief Officer and 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.
2. To cover the breadth of policy areas and at any one time to play a lead role in one or two specific areas of policy / service development 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 contribute to the overall development and delivery of the ADASS business plan alongside staff and the ADASS Executive.
4. To develop new and strengthen our existing relationships with members and key stakeholders.

Specific Accountabilities:

1. To provide senior social care expertise to the range of ADASS programmes and bringing an experienced professional perspective working with ADASS leads.
2. To develop and provide credible policy advice and analysis to the President's Team, Policy leads, and prepare policy advice for dissemination and briefings prior to meetings with Ministers, senior civil servants, conferences / seminars and the media.
3. To represent ADASS with credibility and authority to local and central government and health, private and voluntary sector partners and being able to influence. In doing so, to promote and raise the national role and professional work of the Association.
4. To support and co-ordinate work to develop ADASS' priorities and annual business plan.

5. To maintain support, engagement and commitment to the development and improvement of social care from core partners (LGA, providers, DHSC & CQC & NHSE/I) and encourage the alignment and sharing of resources, soft intelligence and a contribution to the growth of a social movement for social care.
6. To work with the ADASS Chief Officer and staff team and with the policy and regional leads to share transferable policy and practice and to maximise communication and effectiveness.
7. To work with ADASS policy and regional chairs to understand the implementation challenges for local authorities and explore ways to address these.
8. To undertake analysis and research required to formulate and support ADASS positions on key issues and challenges.
9. To gather evidence, commission and disseminate research, prepare reports, presentations, policy papers and briefings relating to specific areas of work and to contribute to external briefings, publicity and marketing materials for ADASS.
10. To support ADASS meetings (e.g. through organisation of meetings, producing papers, ensuring follow up actions completed.)
11. To programme manage and monitor key ADASS projects and programmes.
12. To develop content for events, publications and the press and media.
13. To support the work of the Communications team by providing media briefings to ADASS spokespeople and background briefings for journalists.
14. To undertake contact and meetings ADASS members, with partners and stakeholders and journalists on behalf of the charity and to participate in ADASS events
15. To represent the Chief Officer at external meetings and events.
16. To work 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. As a small team, there is an expectation that all team members will at times cover for each other and there is a need to work flexibly across the Association's full range of programmes. This may include providing occasional on call cover for weekends and bank holidays.
17. To support ADASS events including the annual members conference (Spring Seminar), NCASC and any other ADASS virtual and in-person events.

Other Duties

1. Adhere to the Association's Equality and Diversity policy in all activities and actively promote equality of opportunity wherever possible.

2. Be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant legislative directives.
3. Work in accordance with the Data Protection Act, General Data Protection Regulations and any other data protection and intellectual property legislation.
4. Be aware of, comply with and contribute to the development and review of the ADASS Code of Conduct and other ADASS policies
5. Commitment to ADASS's values and charitable objectives.
6. Be strong team players, covering for other members of the team and undertaking other duties as may be reasonably expected.