

## **Job Outline: Senior Officer, Policy and Communications**

**Reports to:** Covid-19 Programme Manager  
**Accountable to:** ADASS Trustees Board  
**Grade / Salary:** c£70k pa

**The post is full time. Job share will be considered. Fixed term to 31.03.21.**

The Association of Directors of Adults Social Services (ADASS) 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
- Promoting high standards of social care services

Our members are current and former directors of adult care and senior staff including Principal Social Workers (PSW).

### **Job Purpose:**

Working closely with the Covid-19 Programme Manager and the wider ADASS team to support the charity in the delivery of our core objectives across Covid-19, winter, provider viability concerns and a potential no-deal EU Exit.

Contributing to work of the ADASS and taking a lead on specific areas of policy response and contributing to our internal and external communications. Policy areas could include – but are not limited to – all aspects of the current and developing Covid-19 response, as well as resources, social justice, safeguarding, commissioning, workforce and markets and quality.

It will include key communications internally and with partners supporting ADASS Trustees and Regional Chairs.

**Key Deliverables:**

1. To work with the Covid-19 programme Manager, Chief Officer and senior officers to co-ordinate and support ADASS regional leads and other staff to provide experience and knowledge into the implementation of a wide range of work across adult social care over the crisis whilst maintaining and influencing longer term funding and reform.
2. To cover the breadth of programme areas including care, markets, Care Act Easements, winter, Covid 19 specific work on PPE, testing and vaccination, in the context of DHSC and ADASS priorities role in areas of policy/service development and implementation. These project areas could fall across the range of adult social care functions, including social justice, sustainable health and care systems, care markets, resources, digital and workforce. This will involve working at pace across the ADASS team and ensuring there is material communicated for Trustees, Regional Chairs and leads and the membership as a whole.
3. To shape and the support the delivery of the charity's internal and external communications functions.
4. To contribute to the overall delivery of the DHSC Covid funded programme alongside the staff team, the ADASS Executive and a range of stakeholders.

**In particular this will involve:**

1. Monitoring and co-ordinating the programme alongside ADASS and CHIP (the Care and Health Improvement Programme which is joint with ADASS and LGA). Providing senior social care expertise to the programme and bringing an experienced professional perspective working with ADASS national and regional teams and leads.
2. Developing and providing credible policy or practice advice and analysis to the team and preparing policy and practice advice and written material for dissemination and briefings prior to meetings with Ministers, senior civil servants, conferences, seminars and the media.

3. Representing ADASS 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 promoting and raising the national role and professional work of the Association.
4. Supporting, co-ordinating work to shape and deliver the programme and ensure it is congruent with ADASS' priorities and annual business plan, which have been adjusted to reflect our Covid-19 responses and with regional programmes.
5. Maintaining support, engagement and commitment to the development and delivery of social care from core partners (LGA, Providers, NHSE, DHSC, CQC, major charities and think tanks) and encouraging the alignment and sharing of resources, soft intelligence and a contribution to the growth of the recognition of the value of social care.
6. Working with the ADASS Chief Officer, Covid-19 Programme Manager, the staff team and with the Trustees and regional leads to share transferable policy and practice and to maximise communication and effectiveness.
7. Working with ADASS Trustees and regional leads to understand the implementation challenges for local authorities in regions and exploring ways to address these.
8. Gathering evidence, commissioning and disseminating data, research and analysis, preparing reports, presentations, policy papers and briefings relating to specific areas of work; contributing to external briefings, publicity and marketing materials for ADASS.
9. Support ADASS meetings e.g. through organisation of meetings, producing papers and minutes and ensuring follow up actions are completed.
10. Developing content for internal communications events, publications and the press and media.
11. Representing the Programme Manager, Chief Officer and Deputy Chief Officer.
12. 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 and changing requirements.

13. As a small team, there is an expectation that all team members will be self-sufficient and at times cover for each other and there is a need to work flexibly across the Association's full range of activities. This may include providing occasional on call cover for weekends or bank holidays.

## **Other Responsibilities**

1. Promote and 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 promoting ADASS's values, beliefs and charitable objectives.
6. Undertake such other duties as may be reasonably expected.